International School Rheintal

Educational Trips Policy

Board Authorised 25th September 2023

International School Rheintal
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ISR Guiding Statements

International School Rheintal Vision

ISR is the school of choice in the Alpen Rheintal region providing a high quality international education in English for students from Kindergarten to Grade 12, inspiring international-mindedness, academic and personal excellence and responsible engagement.

Reviewed June 2023

International School Rheintal Mission

ISR is a supportive, challenging and student-centred environment. We encourage each student to reach their potential whilst promoting international-mindedness, empathy and life-long learning. Through teamwork and individual endeavours, members of the school community should:

- Respect and take responsibility for themselves, others and the environment
- Appreciate and respect diversity
- Think critically
- Reflect thoughtfully
- Communicate effectively
- Celebrate success

Reviewed June 2023

Policy aims

According to the school's vision ISR is aiming to provide high quality education for all year groups, from Kindergarten to Grade 12. The school recognizes that students can derive a great deal of educational benefit from participating in educational trips. Such visits can bring the curriculum alive, encouraging pupils to learn in context, making a subject more exciting and consolidating the learning process. In addition, educational visits are also an ideal vehicle for enriching our programme and providing a holistic education where students develop life skills, risk management and gaining maturity.

Educational trips inherently involve greater risks than exist within the school confines. However, careful planning and risk assessment can mitigate these; ensuring acceptable levels of safety and well-being are constantly maintained. This policy aims to ensure that all excursions involving pupils of ISR leaving the school site are safe, well managed and supervised and educationally beneficial. Furthermore, this policy should be read in conjunction with the following documentation which form part of the due planning process:

- **ISR Handbook of procedure for Educational Trips**
- **Trips Pre-approval Form**
- **Trip Documentation Form with Risk Assessment**
- **Sample of Letter of Notification**
- **Sample of Letter of Consent**
- **Sample of Student details and consent**
- **Sample of Student Behaviour and Agreement Form**
- **Sample of PYP Student Behaviour and Agreement Form**

Procedure

All members of the ISR community organising an educational trip should follow the steps outlined in the **Handbook of Procedure for Educational Trips** at ISR and follow the suggested timeline of procedures. This handbook serves as a step-by-step guide for anyone wanting to organise an educational trip in the name of ISR. In addition, it contains all before-mentioned sample letters and forms. The Educational Trip Lead at ISR (from now on ETL) is the first point of contact regarding advice and queries about the planning and conducting of educational trips.

For all trips, there is a **Trips Pre-approval Form** as well as the **Trip Documentation Form** to be filled in. The pre-approval by the Director of ISR serves as a first notification that a member of the ISR community (from now on "Trip LEADER") is planning a trip and the date will be reserved in the calendar. In addition, the **Trips Pre-approval Form** will inform the Leadership of the relevance for the curriculum of the trip as well as other necessary preliminary information. The **Trip Documentation Form** will demonstrate due planning, adherence of timelines, risk assessment and contain all necessary data required for the trip.

The pre-approval can be granted via the **Trips Pre-approval Form** at any time during the academic year. However, the **Trip Documentation Form** should be filled in and completed in correspondence with the timeline suggested in the **Handbook of Procedure for Educational Trips**. The ETL is responsible for ensuring the submitted documentation meets the expected preparatory work and will ask the Director to sign it off prior to any trip. Furthermore, the **Handbook of Procedure for Educational Trips** as well as the **Trip Documentation Form** will be reviewed by the ETL on a yearly basis ensuring safety guidelines and implementations are up to date. All trip related documentation can be found and should be stored on the staff drive and is accessible to all staff at ISR.

Staff Responsibilities

The ISR member who requests the pre-approval of a trip, must always be the TRIP LEADER and will take responsibility for the accuracy of the data and planning submitted as well as the running of the trip. At ISR, the TRIP LEADER will have experience in planning trips and/or will have accompanied experienced members of staff on trips. A basic first aid course is also mandatory.

Furthermore, it is expected that the TRIP LEADER will be supported by the accompanying members of staff, as well as the ISR community, in gathering all necessary information, data and lists, as well as in booking tickets and also financial aspects. For overnight trips, ideally a deputy should be nominated. This line of responsibility must be communicated, ensuring that the school, parents and all adults and students on the trip know who the leader and/or deputy is.

All staff involved in the proposal, preparation, attendance and supervision of educational trips have a responsibility to abide by the school's policies and the associated procedures. For more detailed responsibilities, please see the **Handbook of Procedure for Educational Trips**. Accompanying staff should be well briefed by the TRIP LEADER and have a good understanding of their responsibilities on the trip, the emergency procedures, the information in the risk assessment and information about individual students. All data must be handled

sensibly keeping in mind GDPR and adhere to the responsibilities outlined in the **ISR STAFF HANDBOOK.**

Please see the **Handbook of Procedure for Educational Trips** for further information about the responsibilities of handling sensitive data and either their disposal or retainment after the trip.

Should trips involve extraordinary activities or activities run by outside providers the TRIP LEADER needs to ensure that these providers are certified and officially registered. In this case, the responsibility of leading the activities lies with the provider. For all other offered activities, the TRIP LEADER, or at least one of the accompanying members of staff, needs to be qualified to conduct them and may need to possess additional certification. In the latter case, the responsibility leading the activities lies with the TRIP LEADER and/or this particular member of staff. In both cases, however, the **risk assessment form** within the **Trip Documentation Form** needs to indicate the responsibility of the planned activities. Any planned activity involving greater risk may need to have additional parental/guardian consent. (Please see the section: Participation, Notification and Consent). Furthermore, ISR is promoting active participation of risk assessments by the students and their involvement in mitigating risks. This forms an essential part of the school's **Vision and Mission statements.** Teachers are expected to engage students actively in this process.

Staff Ratio

Supervisory adults will normally be teachers / supervisors employed by the school and all accompanying adults will all have met the safeguarding requirements outlined in the **SAFER RECRUITMENT POLICY**. At least two adults must accompany any trip. All efforts should be made to provide one member of staff of each biological sex. On all trips away overnight, however, staffing of both sexes is compulsory if the body of students are of mixed sexes. The names of the accompanying members of staff will need to be clearly communicated to the ISR families.

A designated person accompanying a specific student with 1:1 SEND may not be counted towards the overall ratio of staffing.

Year groups	Staff ratio
KG 1-2	1:6
KG 3	1:10
PYP	1:10
MYP	1:10
DP	1:10

Budget

The school covers the costs of compulsory educational trips as part of the enhancement of the curriculum. There is a limited budget for this and an estimated total expense for each trip must be indicated as part of the **Trips Pre-approval Form.** Costs of compulsory day trips as well as overnight trips are included in the school fees and are part of the budget confirmed by the board each school year.

Every TRIP LEADER must be accountable for the money spent on any trip and confirm with the Director of Finance the true expenditure. At least a week's notice must be given to the Director of Finance to arrange credit cards or cash needed for trips. Besides this, it is advisable to settle all finances within a week of the return of the trip. **(Please see Trip Documentation Form).**

Students' Voice

Ideally students should be involved as much as possible in the planning of educational trips. Regarding overnight trips in particular, students should be given the opportunity of planning suitable activities and given the responsibility of the distribution of rooms. Students may also be involved with general research, such as local transport opportunities, places to eat and sights to visit. Staff members preparing overnight trips are urged to include the students' wishes and preferences in the overall planning.

Participation, Notification, Consent

Educational trips form an important part of the enhancement of the curriculum and the participation of all students is expected. This forms part of the agreement between parent and school as outlined **ISR FAMILY HANDBOOK**. If there is a reason why a child cannot attend, the parent should inform the school in writing of the reasons for the child's absence. It may not be possible to provide supervision at school if a child cannot attend an educational trip. A refund for the cost of the educational trip will not be given if a child misses such a trip.

Day Trips

Consent of participation in educational trips taking place within normal school hours is given with the acceptance of admission at ISR and the automatic yearly enrolment. However,

parents, guardians and students need to be notified via email and via the ISR weekly Newsletter. Teachers may use the **Sample of Letter of Notification** for guidance.

Should day trips exceed the normal school hours, or should the trip involve crossing borders, parental/guardian consent slips will need to be signed and returned to the TRIP LEADER. In addition, parental/guardian consent needs to be granted regarding extraordinary activities such as climbing or skiing. Please see the Sample of Letter of Consent. This procedure should happen according to the suggested timeline outlined in the **Handbook of Procedure for Educational Trips.**

Parents need to be informed that the school does not carry accident and health insurance for students and parents should arrange this privately. Health cards should be sent with the students for extended educational trips outside Switzerland. The latter must be clearly communicated in the correspondence to families as suggested in the **Template of Day trip Notification** and consent form.

Overnight Trips

Overnight trips may enhance a specific unit of study and provide opportunities for valuable educational and social experiences. There will be various regular overnight trips organised throughout the school year. Every attempt is made to have the destination, dates and accompanying members of staff agreed in the first weeks of Semester 1. Parents/guardians will be informed ahead of time to aid in personal planning. Parents/guardians will be informed and are requested to give their consent.

Further information, such as medical needs or dietary requirements, will need to be collated to ensure the welfare of all students and participants. This sensitive data needs to be handled with care and recorded on the **Trip Documentation Form** and forms part of the risk assessment. Please see the **Template of Student details and consent form.**

Furthermore, it is expected that parents are given the schedule of overnight trips and all necessary information as outlined in the Handbook of Procedure for Educational Trips.

In Grade 11 and 12 educational trips other than those in the local region, will only be taken if they are directly required for the IB Diploma Programme. At the beginning of the school year an overnight trip to a local location is taken for the IB Diploma retreat.

Administering Medication

All administering of medication on trips must follow the medical practices outlined in the **ISR STAFF AND FAMILY HANDBOOK**, as well as the **ISR MEDICAL POLICY**. As a principle, teachers are only allowed to administer medication if written consent has been given by the parent or guardian.

In the primary years it is recommended that teachers seek written consent for administering medication for any overnight trip. The teachers should collect and store the medication safely. In the senior school, students may wish to carry medication themselves. In this case, written parental or guardian permission must be given. In addition, teachers still need to be informed about the medication which is carried by the student on the trip and noted in the **Trip documentation form**.

Moreover, families need to be informed and asked that all medication taken on any trip need to be clearly labelled with name and dosage and stored in a sealable container or bag.

Extra-Curricular Trips

ISR offers increasingly extra-curricular activities through sports events and opportunities like the International Award and Model United Nations. These are not included in the tuition fees and need to be paid for separately in addition to the normal school fees. However, all activities organised via ISR will follow this policy and need to provide the necessary documentation.

Inclusivity

ISR will make every effort in accommodating students with special educational needs and disabilities as well as those students who identify as transgender or non-binary. In order for these students to participate, special arrangements might need to be made regarding activities and accommodation. Teachers will seek direct contact with the students and families concerned or ask the Learning Support Coordinator or DSL for their support in liaising to accommodate the specific needs.

Educational Trips and the Conduct of Conduct

Participants in educational trips are representatives of the school at all times. As such they are expected to abide by the **ISR Code of Conduct Policy**, to follow appropriate standards of behaviour and appearance and to demonstrate concern for the well-being of others.

Additionally for overnight trips, students and families of the PYP, MYP and DP are asked to sign a behaviour form with further guidance, expectations and consequences. **A Template of Student Behaviour** and **Agreement Form and Template of PYP Student Behaviour and Agreement Form** can be found in the educational trips folder on the staff drive.

Teachers accompanying the trip are also expected to lead as role models and follow standards laid out in the **ISR STAFF HANDBOOK** as well as in the **Handbook of Procedure for Educational Trips.**

The School

Emergency Contact Person at School

It is important that every trip has an appointed emergency contact person (usually the Head of Primary or Senior School) who acts as a point of contact for the TRIP LEADER and parents / guardians. The emergency contact person will liaise with the TRIP LEADER in the event of an emergency and relaying information to parents when needed through either email or the school's SMS system. Furthermore, the school may need to act and arrange alternative arrangements for the safeguarding of all participants. Hence, it is important that all necessary documentation is accessible to the emergency contact person and may be printed out prior to any overnight trip and handed out as a Final Documentation Pack.

On extended trips and overnight trips, the school will issue the TRIP LEADER with a mobile phone and number which should be passed on to students and the accompanying members of staff in case of an emergency. On trips within the local area teachers may give their personal mobile phone number to the school as the emergency contact. However, teachers should not share their personal mobile number with the students.

Monitoring and Review

All TRIP LEADERS are encouraged to review visits, taking into account the successful and less successful parts of the visit, and considering ways in which the visit could have been improved. Informal conversations might take place between the designated member of the Leadership team and the director regarding the outcome of the visit.

NB - Last policy review led in 2023 by Cornelia Wedelich, ISR Trips Lead