



مدرسة الدوحة البريطانية  
DOHA BRITISH SCHOOL

AIN KHALED

# Trips and Visits Policy



Last Review: October 2023

Next Review: June 2024

Reviewer: Policy Committee





## 1. Purpose

This policy sets out Doha British School's commitment to delivering a curriculum that is both relevant and challenging, we aim to empower our students to gain the maximum possible from their time at our school. Our commitment to this mission is outlined in this policy. We are dedicated to ensuring that our pupils receive an enriched curriculum that extends far beyond the classroom. It's a curriculum that ignites curiosity and opens up new horizons.

## 2. Scope

The policy:

- applies to all DBS schools;
- covers local and international trips and visits;
- does not apply to school sporting fixtures within Qatar

## 3. Policy statement

Doha British School (DBS) believes that pupils' school experience is enhanced through a programme of carefully planned trips and visits throughout the year.

### **All trips and visits should be:**

- linked to curriculum requirements and generate sound learning outcomes;
- appropriate for the age, experience and capacity of pupils;
- 'accessible to all'. Trip leaders must give consideration to the financial situation of families. Costs should be kept to a minimum and communicated to parents or guardians in accordance with timelines contained in the Trips and Visits Procedure.

### **All Trips and Visits should:**

- ensure that Health and Safety on Trips and Visits is paramount at all times;
- ensure that all students are able to take part in the Trip and Visits experience;
- support staff in their attempt to educate young people for their future lives;
- ensure that, whilst supporting the educational experience that a trip or visit can offer, the learning of other students is disrupted as little as;
- ensure that all trips or visits are as cost effective.

## 4. The safety of pupils

4.1 Risk assessments must be carried out for all trips and visits and measures put in place to control the significant risks.

4.2 DBS teachers will display a special duty of care to pupils on trips. This duty exists at all times for the duration of the trip, both during and outside of normal school hours.



**Minimum supervisory ratios for trips and visits are:**

Key Stage/Type of Trip	Local	Residential
EYFS	1:6	N/A
KS1	1:6	N/A
KS2	1:10	1:10
KS3	1-15	1:10
KS4 & 5	1-15	1:10

4.3 Remote supervision is considered by DBS to be part of the development of its pupils; it should be phased in gradually because it is important for pupils, as they mature, to learn to be independent.

4.4 Trip leaders, on the basis of risk assessment, must also take into account the activity to be undertaken and the age and maturity of the pupils. In certain circumstances the ratio of adults to pupils will be higher.

4.5 At least one member of staff on the trip must have a First Aid qualification.

## 6. Safeguarding

### 6.1 Third party providers

DBS will make every reasonable effort to verify the suitability and credibility of third party providers. This will include their safeguarding procedures, references / recommendations, risk analysis and mitigation and qualifications / certification as appropriate.

### 6.2 Non-participating pupils

Alternative provision for non-participating pupils must be made during school hours. Pupils remaining at school must make progress in their learning.

The final decision about the participation of pupils, due to behavioural issues or otherwise, rests with the Head of School.

### 6.3 Parent volunteers

6.3.1 In the case where parent/volunteer helpers participate in trips and visits, the selection is made in liaison with class teachers. Parents do not have a right to attend school visits and trips with their children. A parent's refusal to allow a pupil to participate without the parent being present cannot influence the selection of parent helpers. The school retains a right not to invite a parent again if s/he has not fulfilled the responsibilities and guidelines on a previous trip.

6.3.2 Parent Volunteers should receive safeguarding training prior to accompanying pupils on a school trip. This can be delivered by the trip organiser or DSL as appropriate.



6.3.3 Parent Volunteers should have to sign an agreement around conduct and in particular around the taking and sharing of photographs.

#### **6.4 Cost of excursions**

Parents meet all costs associated with trips and visits.

#### **6.5 Procedural requirements**

Trip leaders should adhere to the associated processes and timelines contained in the Trips and Visits Procedure Pack.

The Head of Corporate Services must be involved at all phases of planning and costing.

Final approval for all trips and visits must be given by the relevant Principal and/or Cluster Lead.

### **Cluster Opportunities**

7.1 Where feasible, overseas trips can be offered across the cluster to enable students and departments from all three campuses to be involved.

7.2 Thought must be given to capacity, timelines, areas of responsibility and practical considerations.

7.3 Where a trip is short on numbers, this can be offered to students in the other two campuses to help make up the numbers.

7.4 Any students from a different campus must be accompanied by staff from that campus. Safeguarding processes and procedures must be adhered to.

7.5 All decisions around a cluster wide trip opportunity must be made in consultation with the Cluster Lead for Primary or Secondary as applicable.

7.6 Residential cluster trips and events will be explored to bring not only campuses together but also Houses.

## **8. Roles and responsibilities**

<b>Role</b>	<b>Responsibilities</b>
<b>Trip Organisers</b>	<ul style="list-style-type: none"> <li>complete all requirements for the planning, conduct and review of trips as outlined in the related procedure;</li> </ul>
<b>Relevant SLT</b>	<ul style="list-style-type: none"> <li>ensure that trips and visits meet the requirements of this policy regarding quality, value for money and appropriateness;</li> <li>make certain that associated procedures are known, followed and that timelines are adhered to;</li> <li>ensure that associated paperwork is completed, communicated as needed and filed;</li> </ul>



	<ul style="list-style-type: none"><li>• informs the Head of Corporate Services of plans for trips and visits and the progress of arrangements at all stages;</li><li>• ensure that information about trips and visits are passed to those responsible for constructing calendars;</li><li>• ensure that this policy and the related procedure are included in the induction for new teachers;</li><li>• ensure the quality control of related communications to parents;</li></ul>
<b>Principal</b>	<ul style="list-style-type: none"><li>• has overarching responsibility for the implementation of this policy.;</li></ul>
<b>Cluster Lead (Primary/Secondary)</b>	<ul style="list-style-type: none"><li>• Support the coordination and planning of any cluster trips.</li><li>• Support staff that are involved in running a trip with students from more than one campus.</li><li>• Support in the communication between campus staff, parents and students to ensure a smooth process.</li><li>• Help to identify trips that have the potential to be cluster wide.</li></ul>
<b>Head Corporate Services</b>	<ul style="list-style-type: none"><li>• be vitally involved in the management of all trips and visits;</li><li>• liaise with Academic Staff and Administrative Staff as necessary to facilitate correct and efficient procedures;</li><li>• Coordinate approval from the MOE</li></ul>

## 8. Related documents

[Trips and Visits Handbook](#)



Thank you