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| The British International School Istanbul Field Trips policy |
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Aims and Objectives

- This policy aims to ensure that BISI students benefit from the stimulation of educational visits.
- To ensure that all BISI field trips are structured and planned in such a way as to reduce or eradicate the elements of risk or danger to students.

Planning

- All field trips should have sound educational value.
- All field trips should be costed.
- Safety and security considerations will be taken into account before any trip is approved.
- All potential field trips must be approved by the Deputy Directors/Directors of school before proceeding.
- Planning should take place in good time to allow the required notice to parents and permissions to be granted by the authorities.
- Risk assessment should be carried out and reported. This should be comprehensive and cover the various elements of the visit, e.g. transport, overnight stay, visit to industry, etc.
- The Trip Form must be completed prior to approval.
- Medical needs of children on the trip must be assessed and recorded (medical disclaimer and individual requirements including dietary requirements for overnight trips).
- Signed medical permission for emergency medical treatment must be retained by the trip leader (for overnight trips).
- Communication with parents needs to be timely and thorough. Pre trip meeting in school will help reassure parents.
- Parents need to take out private insurance. Evidence must be shown (and a copy retained) of private insurance for overseas trips.
- Full contact details must be retained for parents and other emergency contact (one copy with school director, one copy with trip leader).
- All local regulations regarding trips must be checked with the Turkish vice Principal prior to announcing the visit to parents.
- Meeting with students to discuss plans and promote good manners and behaviour. They should be reminded that the BISI code of conduct still applies.
- Trips should have built-in activities to stimulate the students.
- Any volunteers accompanying any visit must be approved by the school director and **must** hand in a copy of a recent police suitability check.
- Mobile telephones will be required see below.
- Provision should be made for a bilingual English/Turkish speaker to accompany trips wherever possible.
- Staffing should be in line with, or exceed, legal requirements of the supervision ratios (1 adult for every 10 students in Y1 to Y6; higher ratio for EYFS; 1 adult for every 15 to 20 students in Y7 and above).

Ministry of Education Permission

It is imperative that all Field Trips out of Istanbul receive permission and approval from the MoE. This must be applied for 3 weeks prior to the trip (one month for overseas trips). The Turkish Vice Principal will assist with this. Please note that overnight bus trips are not permitted in Turkey. All persons travelling on a school trip must be listed on the paperwork approved by the Ministry of Education.

Parents' permission

- No child may be taken on a school field trip, or out of school in any way, unless the school has possession of permission slip signed by a parent or approved guardian.
- Telephone conversations are not acceptable as they cannot be proven at a later date.
- The permission slips should be presented to the Director before final arrangements for transport are approved by the Campus Co-ordinator/ Deputy Principal.

Risk Assessment

An appropriate risk assessment should be carried out prior to the trip, indicating possible dangerous elements and the plans adjusted accordingly. Where possible, the trip venue should be checked for hazards prior to the visit.

This should include, but is not limited to:

Transport
Food and children with allergies
Strangers (including other school parties, visitors)
Children supervision
Environmental hazards
Climate and weather hazards
Natural hazards: dogs, snakes, scorpions, wild animals
Security of accommodation (overnight trips)
Gender separated accommodation issues
Stranger dangers
Students purchasing dangerous objects

Activity trips

These may include, but are not limited to, ski trips, rafting, field trips involving water, outward bound trips. They must be planned with the utmost detail and care towards safety. Full risk assessments should be submitted. All these visits should be accompanied by at least one qualified and experienced instructor. Equipment must be of good quality, tested, well maintained and sufficient for the number of students. The Duke of Edinburgh International Award visits will be carried out with the advice and guidance of the relevant Turkish authorities.

Planning Process

Field Trip Leaders will plan and cost trips. They may ask the Campus Manager/Turkish Deputy Principal for assistance. The itemised plans, supported by financial quotes, must all be submitted to the Campus Manager for perusal. The Campus Manager will then meet with Field Trip Leaders to agree final arrangements.

Contingency Fund

A contingency fund for unexpected extras of approximately 1.5% of the total budget allocation for field trips will be built into the field trips' budget. This money must be treated as a cost and be properly accounted for with receipts.

Parental Contribution

The extent of the parental contribution to each field trip will be decided by the Directors after consultation with field trip leaders.

Communications

- The mode of communication between parents and field trip leaders will be decided by the Directors, after consultation with each field trip leader.
- The trip leader and all teachers on the trip (if groups are to be separated) should have charged mobile telephones with good credit, and each other's numbers.

First Aid Kits

Prior to departure, First Aid Kits will be checked by the Nurse to ensure that they are properly equipped.

Emergency Fund

An Emergency Fund of approximately 5% of the total budget allocation for Field Trips will be debited from that amount of the Expeditions Budget not allocated to Field Trips.

Field Trip further information

- There should be one designated leader, who may appoint teachers responsible for particular areas e.g. finance, activities etc. all should be clear as to individual responsibilities.
- Accommodation should be allocated with care to avoid accommodating mixed students on the same floor. Separate buildings would be ideal. Balcony doors must be checked.
- Students should not be taken to places that serve alcohol. In situations where this is impossible e.g. roadside lunch during the day, students should be closely monitored.

- Staff should inform students just before the trip of the rules and regulations. In particular that dangerous items e.g. knives, toy guns and cigarette lighters must not be purchased.
- All emergency money must be returned or accounted for with valid receipts.
- It is prudent if students stop at a supermarket etc for one (or more) member of staff to wait by the check out desk to monitor purchases.