



# Educational Trips and Visits Policy

<b>Policy Issued</b>	February 2023
<b>Next Review</b>	September 2023
<b>Lead Professional</b>	AP Curriculum
<b>SGG Ratification</b>	March 2023

## Rationale

The school supports trips and visits as an important component in a child's education; experiencing opportunities to learn and develop attributes, skills and competences away from school in a different environment.

The policy and associated forms, helps to ensure consistency of approach across the school so that trips, visits and guest speakers are organised in line with the Department of Education and Knowledge (ADEK) regulations and Aldar Education.

This policy is underpinned by the ADEK Guidelines for Trips/Activities Document V2.1



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## **Rationale for Policy**

The school supports trips and visits as an important component in a child's education; experiencing opportunities to learn and develop attributes, skills and competences away from school in a different environment.

The policy, and associated forms, helps to ensure consistency of approach across the school so that trips, visits and guest speakers are organised in line with the Department of Education and Knowledge (ADEK) regulations, Aldar Education and ensures students are safe at all times.

This policy is underpinned by the ADEK Guidelines for Trips/Activities Document V2.1

## **Educational Visits at Al Mamoura Academy:**

The staff of Al Mamoura Academy are requested to complete the following to approve educational visits in the UAE, both inside and outside of the city of Abu Dhabi:

- School Educational Trips Sheet for the whole of this academic year.
- School Undertaking Form (stamped and signed by the Principal).
- Risk Assessment that includes names of ADEK approved teachers and supervisors who will be accompanying students on the educational visits.

All **forms** are enclosed in this policy and saved in the [Media and Events Team](#) Area.



## **Guest Speakers**

School activities that include hosting adults from outside the Academy, both virtually and face to face, need to submit documents to ADEK to receive security clearance approval. Documents required for security clearance of external visitors are:

1. On school letterhead request for security clearance with dates of visit and names of visitors
2. Trade License
3. Copy of highest qualification certificate
4. Clear coloured copy of Passport
5. Clear coloured copy of Residence Visa and EID (front and back)
6. Passport Photo
7. Police Clearance Certificate (within one month)
8. **Self-Introductory Form** typed
9. CV/Resume
10. Vaccination Report

The completed list of documents should be submitted to The Administrative Assistant via email, with the AP Curriculum and Pastoral LS (FS-Y4); AP Curriculum and Assessment MS/SS (Y5-13), Cc'd in. For whole school/Aldar-wide, documents should be submitted to both APs.

It is an essential requirement that the school seeks permission, from ADEK, for any guest speaker to visit the school at least **30 working days** before the scheduled visit. The Admin Supervisor is responsible for entering the application through the Tarasol Web and sending the reference number to the email [activities@adek.abudhabi.ae](mailto:activities@adek.abudhabi.ae).



## One Day Educational Trips

All one-day educational visits must be approved by ADEK, including inter-school visits. The only exemption is inter-school sports fixtures.

### Students under 12 years can participate in:

- All educational activities allowed at the school level.
- International or regional competition or conferences organised by institutions or organizations that address ADEK officially via the school, provided that the guardian shall accompany the student for this activity after approval of the related authorities.
- Visiting shopping malls, parks, water games are allowed only within a limited extent, and the educational reasons to be submitted to ADEK in accordance with requirements as part of below approvals procedures.

### Students under 12 years cannot participate in:

- Activities requiring overnight stay are not allowed
- One day educational visits that exceed the school hours of 8am to 2:50pm
- Overseas trips

### Students over 12 years can participate in:

- All of the activities outlined for students under 12, with the addition of:
  - Activities requiring overnight stay
  - Overseas trips

### Ratio of Teacher/Student:

Age Group	Ratio
12 years +	1:15
6-12 years	1:10
4-6 years	1:6
Nursery	1:5
SEN	1:3
Overseas Trip	1:8

Please refer to the ADEK Guidelines for further clarification of exemptions and further guidance. [ADEK Guidelines for Trips-Activities.pdf](#).



## Procedure for Applying for One Day Educational Visit

### Stage 1

- Start the process by following the [check list](#) which will be reviewed during every meeting about the Educational visit
- Complete the following at least 30 days before the trip if it is free, and 40 days before the trip if it is paid:
  - [Educational Visit Plan](#)
  - [Trip Letter and Parental Consent Form](#)
- All forms are located as appendices for your reference. Master copies are saved in the Media and Events TEAMS for the specific year group [here](#)
- Arrange a meeting with AP Curriculum LS or AP Curriculum MS/SS, bringing hard copies of the completed documents

### Stage 2

- Once approved by the Assistant Principals the Educational Visit lead must email the PRE to add tentative date to the school calendar
- Administrative Assistant will submit details to ADEK via the online system

### Stage 3

- Once ADEK approval has been confirmed, the day trip/visit can now be confirmed with students and parents through the class teacher/trip leader
- **The Trip Letter and Parent Consent Form**, is sent to parents via email from the class teacher/form tutor
- The Admin and Education teams are all notified of the letter and ensure it is posted on the Parent Engage Portal

### Stage 4

- The parent submits the completed **Parent Consent Form** along with the money, 2 weeks before the educational visit is due to happen
- Trip lead is responsible to check students list of payment as well as ensuring that the money is kept safe
- **Important Note:** No payment deadlines will be extended. New joiners are the only exception to this rule
- **Important Note:** Students are not permitted on the trip/visit unless the Consent Form has been fully completed and any payments received no later than the specified deadline
- **Important Note:** Once parents have paid, there is a no refund policy. The money will be deducted from the school fees for the following term

### Stage 5

- Trip Leader to complete and submit **Confirmed Staff & Student List** to PLT/SLT, Operations, Security and the Admin Department **at least 24 hours before departure**



## **Preparing for the day of the Educational Visit**

- Trip Leader should ensure a pack is prepared for all members of staff attending the Educational Visit. The pack should contain:
  - A copy of the risk assessment
  - The confirmed list of students the adult is responsible for, with accompanying SEN/POD/Behavioural notes/Photos of students
  - A map of the venue/site
  - Confirmed bus list
  - List of First Aiders on the Educational Trip
  - Contact numbers of key members of staff
  - Contact numbers of next of kin of each student
  - Contact number of bus driver
  - Medical notes of students in the group- including allergies
  - Spare paper registers to be completed throughout the trip
  - A list of the 'no photograph' students
- Trip leader should ensure all First Aiders have a first aid pack to take on the Educational Trip. This can be collected from the Nurse's Room on the morning of the trip. Please ensure that you have informed them 48hours in advance

## **Returning to school after the Educational Visit**

- Any accidents or incidents must be reported to the Head of School and uploaded onto CPOMs immediately
- Follow-up curriculum activities should be completed as soon as possible
- [Educational Visit Review Form](#) and save in Media and Events Teams in your Educational Visit folder

## **Procedures for Sports, Educational or Competitions between schools**

Procedures for School Activities that include holding Sports or Educational Competitions among the Schools (of the same city or outside the city for students 12 years and above) and among other Private Schools:

- Schools organise these activities without the need to apply to ADEK as long as they are held among schools of the same city under the supervision of teachers
- It is required to apply for hosting competitions in case of the participation of any third party from outside the schools
- It is required to apply for hosting competitions when the school collect fees for participation



## **Residential Trips – Y8-Y13 Only**

All residential trips must be approved by ADEK and the Ministry of Interior (security clearance).

Overseas trips shall be held during the official holidays, and in case the school participates in a conference or international competitions during the school period, a compensation plan will be compiled for the students that are participating in the trip once they return to school.

Applications for overseas trips must be submitted 75 calendar days before the trip.

### **Please Note:**

- No fees can be collected from parents until ADEK approves the trip
- The school shall submit a Risk Assessment for the trip
- Parents shall be provided with the phone numbers of the trip supervisors
- Collect 100% parents' approvals allowing their children to participate in the trip
- Procure a travel insurance policy against incidents, risks and theft for all students and supervisors participating in the trip

ADEK request schools to complete the following to receive no objection for overseas trips:

- Overseas Trip Form
- School Overseas Trip Undertaking Form (stamped and signed by the Principal).
- Risk Assessment that includes names of ADEK approved teachers and supervisors who will be accompanying students for each trip
- Security clearance: Teacher accompanying students on overseas trips need to submit the following documents for security clearance:
  - School letterhead requesting security clearance for the teachers
  - Self-introductory form, copies of ADEK approval, passport, visa and Emirates ID (back and front)

Schools shall enter the application through **Tarasol Web** and send the reference number to the email [activities@adek.abudhabi.ae](mailto:activities@adek.abudhabi.ae).





## Procedure for Applying for Residential Trips

Residential trips planned for the following academic year must be approved by the Extended Leadership Team, in the first instance, in Term 3.

### Stage 1

- Start the process by following the [check list](#) which will be reviewed during every meeting about the Educational visit
- Complete the following within the specified time frame given and book a meeting with AP Curriculum MS/SS to submit:
  - [Educational Visit Plan](#)
  - [Trip Letter and Parental Consent Form](#)
- All forms are located as appendices for your reference. Master copies are saved in the Media and Events TEAMS

### Stage 2

- Operations submit documents to HQ for approval. Once HQ has approved, the trip can now be advertised to students and parents
- The Residential Trip Lead should organise a Parent Information Meeting to encourage parents to send their child on the trip, and also to share **the Trip Letter and Parental Consent Form and the company's cancellation policy**
- The Residential Trip Lead must email PRE to add tentative dates to the school calendar

### Stage 3

- The parent submits the completed **Parent Consent Form** and transfers the money (if applicable)
- Dependant on trip cost this would need to be in instalments to support all families and would be in-line with travel company requirements
- The Residential Trip Lead to follow up daily with the Finance Office, via a shared document, to ensure they are keeping track of who has paid/not paid. A paper reminder to be shared with parents 1 week before payment deadline

### Stage 4

- The Residential Trip Lead to arrange a further meeting with families to go through next steps as well as the collection of:
  - Copies of EID
  - Passport
  - Visa from students and staff
  - Police clearance for staff only
- These are then shared with the AP Curriculum MS/SS and Administrative Assistant to apply for ADEK approval



### Stage 5

- The Administrative Assistant submits the folder – in English and Arabic – to ADEK for approval a **minimum 8 weeks before the trip**

### Stage 6

- The Administrative Assistant will liaise with ADEK to seek approval and supply any additional documentation required by the authorities

### Stage 7

- Upon ADEK approval, the Residential Trip Lead, Administrative Assistant, Operations Department and Finance will work together to ensure everything is booked

### Stage 8

- The Residential Trip lead communicates with parents and organises a face-to-face meeting to share information and detailed itinerary
  - It is the parent's responsibility to obtain the student visa, **this should be highlighted in the initial parent meeting and letter.**
  - **For a Schengen Visa**, parents require the following documents from trip leaders: names and details of all students on the trip, flight confirmation details, insurance details, Principal's supporting letter, Visa/Passport copies of each member of staff on the trip, and supporting letter from company outlining itinerary



## Preparing for the day of leaving on the Residential Trip

- Complete and submit **Confirmed Staff & Student List** to PLT/SLT, Operations, Security and the Admin Department **at least 24 hours before departure.**
- The Residential Trip Lead should ensure a pack is prepared for all members of staff attending. The pack should contain:
  - The flight details of the trip
  - The confirmed list of students on the trip
  - Copies of the passports of all students
  - Copies of the visas of all students
  - The confirmed list of students the adult is responsible for, with accompanying SEN/POD/Behavioural notes/photos of students
  - A list of the 'no photograph' students
  - A map of the venue/site
  - A copy of the risk assessments
  - List of First Aiders on the Residential Trip
  - Contact numbers of key members of staff
  - Contact numbers of next of kin of each student
  - Medical notes of students in the group- including allergies
  - Spare paper registers to be completed throughout the trip

## Parent communications during the trip

During the residential trip, a general communication should be shared with families via SMS. This should be a locked message where only messages from the school number can be sent.

If there is an emergency regarding an individual student then contact will be made directly with the parents.

## Returning to school after the Residential Trip

- Any accidents or incidents must be reported to the Head of School and uploaded onto CPOMs immediately
- The school shall compile a detailed report on the trip programme stating all difficulties suffered during the trip and how the school overcame it. This report should be kept at school for compliance check as well as being uploaded onto Evotix by operations for HQ reference
- Follow-up curriculum activities should be completed as soon as possible
- [Educational Visit Review Form](#) and save in Media and Events Teams in your Educational Visit folder.



## Policy Appendices

### Appendix 1 - Educational Visits Check List

Event: Organiser: ELT Line Manager:				
Preparation	Yes	Not needed	Date completed if required	Details
<b>Key Documents pre ADEK Approval</b>				
Have dates been chosen and checked against <a href="#">Whole School Trips Calendar</a> ? <i>6 Weeks before</i>				
Has Events calendar been checked to ensure staffing can be provided for correct ratios on the trip and cover in school?				
Has <a href="#">Educational Visit Plan</a> been completed?				
Has all documents been shared with the Administrative Assistant for ADEK approval submission? <i>30 days before or 40 day before dependant of cost of trip</i>				
<b>ADEK Approval Confirmation Received</b>				
Send calendar invite to all of ELT, Operations and relevant staff as soon as date confirmed				
Has communication gone to teaching staff? <i>2 Weeks before</i>				
Has communication gone to admin staff? <i>2 Weeks before</i>				
Has communication ( <a href="#">Trip Letter along with Parent Consent Form</a> ) (with reminders) gone to families? <i>2 Weeks before</i>				
LOA submitted for MS/SS staff who are accompanying on the trip <i>1 Week before</i>				
Has Confirmed staff and student list been shared with PLT/SLT, Operations, Security and Admin? <i>At least 24 hours before departure</i>				
Has communication been made with Nurse to confirm packs to be ready for specific date? <i>At least 48 hours before departure</i>				
<b>Day of Visit</b>				



<p>Has the pack been prepared and is ready for the visit? The pack contains:</p> <ul style="list-style-type: none"> <li>○ A copy of the risk assessment</li> <li>○ The confirmed list of students the adult is responsible for, with accompanying SEN/POD/Behavioural notes/ Photos of students</li> <li>○ A map of the venue/site</li> <li>○ Confirmed bus list</li> <li>○ List of First Aiders on the Educational Trip</li> <li>○ Contact numbers of key members of staff</li> <li>○ Contact numbers of next of kin of each student</li> <li>○ Contact number of bus driver</li> <li>○ Medical notes of students in the group- including allergies</li> <li>○ Spare paper registers to be completed throughout the trip</li> </ul>				
<p>Has the first Aid packs been picked up from the Nurse? <i>Reminder each bus needs a first aider.</i></p>				
<b>After the Educational Visit</b>				
<p>Any accidents or incidents must be reported to the Head of School and uploaded onto CPOMs immediately</p>				
<p>Follow-up curriculum activities should be completed as soon as possible</p>				
<p><a href="#">Educational Visit Review Form</a> completed?</p>				

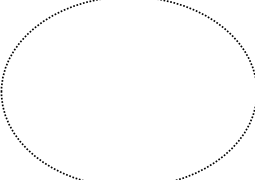
## Appendix 2 - Self Introductory Form (Guest Speakers)



أبوظبي العين الغربية

صورة شخصية Photo	<b>وثيقة التعارف (Self Introduction Document)</b>	
	<b>اسم المدرسة ( School Name )</b>	
	<b>المسمى الوظيفي Job Title</b>	
	<b>رقم الهاتف المتحرك Mobile Number</b>	
<b>البريد الإلكتروني Email Address</b>		
<b>البيانات الشخصية لصاحب الترخيص (Owner Details)</b>		
		الاسم بالكامل (Full Name)
		اسم الشهرة (surname)
		مكان وتاريخ الميلاد (Place & Date Of Birth)
		الجنس (Gender)
		الجنسية الحالية (current Nationality)
		الجنسية السابقة (previous Nationality)
		الديانة (Religion)
		المذهب (Sect)
		الحالة الاجتماعية (Marital Status)
		عدد الأولاد (No. of Children)
		تاريخ ومركز دخول الدولة (Date & Port Of Entry)
		الكفيل عند الدخول (Sponsor Upon Entry)
<b>بيانات الكفيل الحالي (Details of Current Sponsor)</b>		
		الاسم / المؤسسة (Name / Establishment)
		صلة القرابة (Relation)
		المهنة (Occupation)
		مكان العمل الحالي (current employer)
		البنك (Bank)
		الراتب (Salary)
		هاتف العمل (Office Telephone)
		العنوان بالتفصيل (Detailed Address)
<b>بيانات جواز السفر (Passport Details)</b>		
		رقم الجواز أو وثيقة السفر (No. Of Passport Or Travel Document.)
		نوع الجواز (Type Of Passport)
		(خاص أو عادي) (Special/regular)
		البلد الصادر منها الوثيقة (Place Of Issue)
		مكان وتاريخ الإصدار (Date & Place Of Issue)
		تاريخ الانتهاء (Expiry Date)
<b>بيانات الإقامة/تأشيرة الزيارة (RESIDENCE/VISA DETAILS)</b>		
		رقم الإقامة/ الزيارة (Residence/Visa No.)
		مكان وتاريخ الإصدار (Place & Date Of Issue)
		تاريخ الانتهاء (Expiry Date)
		العنوان داخل الدولة (Address in UAE)
		العنوان خارج الدولة (Address abroad)
<b>بيانات المؤهل العلمي (Qualification)</b>		

		المؤهل العلمي (Qualification)	
		التخصص (Specialization)	
		مكان وتاريخ الحصول على المؤهل الدراسي (Date & Place of Study)	
		اللغات التي يجيدها (Languages)	
<b>الحالة الاجتماعية (Social Status)</b>			
		اسم الزوج / الزوجة (Spouse Name)	
		الجنسية (Nationality)	
		مكان وتاريخ الميلاد (Place & Date Of Birth)	
		المهنة (Occupation)	
		مكان العمل (Place Of Work)	
<b>(CHILDREN) الأبناء</b>			
	3		1
	4		2
<b>(Details of Fourth Degree Relatives) بيانات الأقارب من الدرجة الأولى</b>			
	اسم الأم (Mother's Name)		اسم الأب (Father's Name)
	الجنسية (Nationality)		الجنسية (Nationality)
	مكان وتاريخ الميلاد (Place & Date Of Birth)		مكان وتاريخ الميلاد (Place & Date Of Birth)
	المهنة (Occupation)		المهنة (Occupation)
	مكان العمل (Place Of Work)		مكان العمل (Place Of Work)
<b>(Details of Other Relatives) بيانات الأقارب</b>			
جهة العمل (employer)	الجنسية (Nationality)	صلة القرابة (Relation)	الاسم (Name)
<b>(Details of Friends) بيانات الأصدقاء</b>			
جهة العمل (Employer)	الجنسية (Nationality)		الاسم (Name)
<b>بيانات السكن (Address)</b>			
	اسم المالك (Landlord's Name)		المنطقة (Region)
	رقم الهاتف (Phone No.)		الشارع (Street)
	رقم الهاتف المتحرك (Mobile No.)		رقم المنزل/البنية (BLD. No.)
	رقم النداء العام (Pager No.)		رقم الشقة (Flat No.)
	رقم صندوق البريد (P.O. Box No.)		الطابق (Floor No.)
<b>الأعمال التي مارستها داخل الدولة (Previous Occupations In UAE)</b>			
	3	2	1
	6	5	4
<b>الدول التي سبق لك زيارتها (Countries Visited)</b>			
4	3	2	1
<b>الدول التي سبق لك العمل بها (Countries Worked In)</b>			
4	3	2	1

<b>بيانات المركبة (Details of Vehicles)</b>			
رقم رخصة القيادة (Driving License No.)	مكان الإصدار (Place Of Issue)	نوع المركبة (Type Of Vehicle)	جهة الترخيص (Licensed By)
تاريخ الإصدار (Date Of Issue)	تاريخ الانتهاء (Expiry Date)	رقم اللوحة (Plate No.)	لون اللوحة (Plate Color)
لا (No)	نعم (Yes) ✓	<b>هل سبق لك العمل في المجال العسكري؟ (Have You Ever Worked In The Military Field?)</b>	
<b>إذا كان الجواب نعم يرجى تعبئة البيانات التالية:</b>			
نوع الخدمة (Type Of Service)	مدة الخدمة (Duration of Service)	اسم الدولة (Name Of Country)	الرتبة (Rank)
أتعهد أنا الموقع أدناه بأن البيانات الواردة في هذه الوثيقة كاملة وصحيحة الاسم : ..... التوقيع : ..... التاريخ : .....			
<b>I undertake that the details given above are correct and complete.</b>			
<b>Candidate Name:</b>		<b>Signature:</b>	<b>Date :</b>
.....		..... : (Reviewed by)	..... : (Signature)
.....		..... : (Date)	.....
إدارة التراخيص والاعتماد			
		الرأي ( View/Decision)	

المرفقات : 4 صور شخصية ، صورة جواز السفر والإقامة ، صورة عن آخر مؤهل علمي



## Appendix 3 - Educational Visit Plan

School Name:

\*Please complete this form and submit to principal for initial trip approval.

### 1. Trip Details.

Date of Trip:		ADEK Approved Teachers:	
EVC:		Classes/Year Group:	
Trip Leader:		Staffing:	

Venue / Location:	
Address:	
External Provider:	

Transport:	
Departure:	
Return:	

\*Once approved, please submit this form and notify Operations Manager for bus booking request.

Trip Purpose:						
Intended Outcomes:						
Cost of Trip per student:	Transport:		Entry to venue/Tickets:		Total Cost:	
Description of Activities:						

### 2. Declaration & Principal Approval.

I have studied the initial application and am satisfied with all aspects including the planning, organisation, and staffing of this visit. The date for this visit has been placed on the school calendar and approval is given to proceed with booking this excursion.

Signed:		Date:	
Approved By:			
Signed:		Date:	

### 3. ADEK Submission.

Date of Submission:		Date & Outcome:	
---------------------	--	-----------------	--

ADEK Approved Teachers			
First Name:	Surname:	Email:	Staff ID:

Emergency Contacts			
First Name:	Surname:	Role:	Mobile:

\*Emergency contacts should include School Principal and CIRP team members.

Family Helpers:			
First Name:	Surname:	Email:	Mobile:




# Aldar Education RISK ASSESSMENT

## SECTION 1: GUIDANCE

The following section provides brief guidance for completing the risk assessment. Risk assessments must be conducted for all activities that represent a significant risk. Such activities could include, swimming, school transport, cleaning, laboratory experiments etc. Risk assessments can be completed by any competent person, a competent person could be identified through training, previous experience etc. It is recommended that educational/classroom risk assessments are completed by teaching staff and other risk assessments are completed by the Ops Manager and his/her team. To support this, each school should establish a risk assessment committee, the committee will be used to review and develop risk assessments.

A simple 5 x 5 matrix has been adopted for all Aldar Education risk assessments, guidance on the risk ratings are provided below:

		LIKELIHOOD				
		CERTAIN (5)	FREQUENT (4)	OCCASIONAL (3)	REMOTE (2)	RARE (1)
SEVERITY	CATASTROPHIC (5)	25	20	15	10	5
	MAJOR (4)	20	16	12	8	4
	MODERATE (3)	15	12	9	6	3
	MINOR (2)	10	8	6	4	2
	NEGLIGIBLE (1)	5	4	3	2	1

**PERSONS AT RISK KEY**

**E** = EMPLOYEES

**M** = MEMBERS OF THE PUBLIC

**S** = STUDENTS

**GUIDANCE FOR DETERMINING THE SEVERITY OF AN INCIDENT**

LEVEL	SEVERITY	DESCRIPTION
5	Catastrophic	Fatality, fatal diseases or multiple major injuries. Has already had a significant impact on Aldar Education People, Environment, Asset or Reputation (PEAR).
4	Major	Serious injuries or life-threatening occupational disease (includes amputations, major fractures, multiple injuries, occupational cancer, acute poisoning). Likely to have a significant impact on Aldar Education People, Environment, Assets or Reputation (PEAR).
3	Moderate	Injury requiring medical treatment or ill-health leading to disability (includes lacerations, burns, sprains, minor fractures, dermatitis, deafness, and work-related upper limb disorders). Requires support from external agencies such as medical or police.
2	Minor	Injury or ill-health requiring first-aid only (includes minor cuts and bruises, irritation, ill-health with temporary discomfort). Dealt with by the school medical and operational team
1	Negligible	Not likely to cause injury or ill-health

**GUIDANCE FOR DETERMINING THE LIKELIHOOD OF AN INCIDENT**

LEVEL	LIKELIHOOD	DESCRIPTION
5	Certain	Continual or repeating experience
4	Frequent	Common occurrence
3	Occasional	Possible or known to occur
2	Remote	No likely to occur under normal circumstances
1	Rare	Not expected to occur but still possible

RISK RATING

SCORE	RATING
1-4	Low
5-10	Medium
12-25	High

SECTION 2: RISK ASSESSMENT

**R (RISK RATING) = S (SEVERITY) x L (LIKELIHOOD)**

\* Residual risk is the estimated risk rating left following the implementation of the controls

Hazard	Persons at risk					Initial risk rating			Risk rating	Controls required	Residual risk			Risk rating
	E	M	S	C	O	S	L	R			S	L	R	
<p><b>Example - Detail to be input by Visit Leader</b></p> <p>Pupil lost or separated from group, inadequate supervision.</p>			x			4	3	12	H	<ul style="list-style-type: none"> <li>- Supervising staff competent and understand their roles.</li> <li>- Sufficient supervision as per ratio ADEK/EXPO guidelines.</li> <li>- Plan and use suitable group control measures (for example, buddy systems, large groups split in small groups each with named leaders, identification system).</li> <li>- Discuss itinerary and arrangements with pupils.</li> <li>- Briefing to all on what to do if separated from group.</li> <li>- Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups.</li> <li>- Group Leader floating between groups</li> </ul>	4	2	8	M
<p><b>Example - Detail to be input by Visit Leader</b></p> <p>Illness or injury.</p>	x		x			4	3	12	H	<ul style="list-style-type: none"> <li>- 1st aid trained staff on trip.</li> <li>- Leaders know how to call emergency services and country specific and appropriate numbers.</li> <li>- Leaders have access to the emergency call tree/cascade.</li> </ul>	2	2	4	L



Hazard	Persons at risk					Initial risk rating			Risk rating	Controls required	Residual risk			Risk rating
	E	M	S	C	O	S	L	R			S	L	R	
										<ul style="list-style-type: none"> <li>- Leaders are aware of individual medical conditions / allergies and medications of all students on the trip.</li> <li>- Nurse contacted to check any medical issues- only 1 who is low risk</li> <li>- First aid and travel sickness equipment carried.</li> <li>- Mobile phones carried.</li> <li>- Sufficient medical insurance.</li> </ul>				
<p><b>Example - Detail to be input by Visit Leader</b></p> <p>Special needs of specific pupils – medical, behavioral, educational.</p>			X			2	2	4	L	<ul style="list-style-type: none"> <li>- Obtain information from parents.</li> <li>- Take advice from SENCO if appropriate.</li> <li>- Make necessary arrangements for individual pupils including individual risk assessment and additional staffing as necessary.</li> <li>- No medium or high risk pupils on trip</li> </ul>	1	1	1	L
<p><b>Example - Detail to be input by Visit Leader</b></p> <p>Traffic accident.</p>	x		x		x	5	3	15	H	<ul style="list-style-type: none"> <li>- Coach from approved school supplier.</li> <li>- Coaches have seat belts that staff ensure are used.</li> <li>- Sufficient supervision as per ADEK ratio guidelines.</li> <li>- Suitable pick-up and drop-off points are established and used.</li> <li>- Close supervision and head counts during any breaks in journey and getting on and off coach. No breaks required.</li> <li>- Low risk time.</li> </ul>	2	2	4	L

Hazard	Persons at risk					Initial risk rating			Risk rating	Controls required	Residual risk			Risk rating
	E	M	S	C	O	S	L	R			S	L	R	
<p><b>Example - Detail to be input by Visit Leader</b></p> <p>Exposure to weather.</p>	x		x		x	3	2	6	M	<ul style="list-style-type: none"> <li>- Consider possible weather conditions and plan appropriate programme, clothing and equipment.</li> <li>- Plan for pupils who may not bring suitable clothing – check before departure and/or bring spares. PE kit and trainers.</li> <li>- Daily weather forecast obtained and plans adjusted accordingly.</li> <li>- Sun cream.</li> <li>- Pre-trip planning equipment list for parents to include hats/sun cream/water bottles/etc.</li> </ul>	2	2	4	L
<p><b>Example - Detail to be input by Visit Leader</b></p> <p>Safeguarding.</p>	x		x		x	2	1	2	L	<ul style="list-style-type: none"> <li>- All adults are appropriately trained in safeguarding/child protection and standards regarding access to bedrooms/ changing areas etc. are agreed.</li> <li>- Pupils know what to do if concerned.</li> <li>- DSL is on the trip</li> </ul>	1	1	1	L

Hazard	Persons at risk					Initial risk rating			Risk rating	Controls required	Residual risk			Risk rating
	E	M	S	C	O	S	L	R			S	L	R	
<b>Example - Detail to be input by Visit Leader</b>  Group control.	x		x			4	3	12	H	<ul style="list-style-type: none"> <li>- Close supervision, large groups split into small groups each with leader known to pupils.</li> <li>- Overall leader remains in touch with all groups and can recall effectively.</li> <li>- Group to be fully supervised at all times.</li> <li>- Group leader has done a pre assessment and checked routes and safe meeting area.</li> <li>- Group whatsapp to know where all students are with regular register checks.</li> </ul>	2	2	4	L

**SECTION 3 REVIEW**

Whenever possible, the risk assessment should be reviewed by the risk assessment committee and approved by the lead committee member. For activities that require urgent approval it may not always be possible for the committee to review the assessment. In this instance it is recommended that the assessment is reviewed by a second teacher for educational risk assessment or for others the assistant MSO.

NAME:		DATE:	
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## Venue / Location Assessment

Venue / Location:	
Address:	
Point of contact:	
Email:	

### \* Location Map / Photograph

Is booking required	
Are passes required	
Will a host meet the group	
Are there changing / toilet facilities	
Are there storage/cloakroom facilities	
Are there medical facilities	
If no – Nearest medical facility is	
Are there catering facilities	
Are you familiar with the orientation	
Emergency procedures identified	
Emergency exits identified	
Emergency meeting area located	
Customer information location	
Additional Remarks:	

## Appendix 4 – Trip Letter and Parental Consent Form Template

All letters must be sent on Al Mamoura Academy headed paper with use of Tahoma font style.

### PARENT COMMUNICATION

**Date:** Friday 20<sup>th</sup> May 2022

**Subject:** Title of Trip with dates

Dear Family,

We are very excited to inform you that we have planned a trip to #####. Pending ADEK approval, the trip is scheduled to go ahead on **Day and Dates**.

The purpose of the trip is .....

The total price for the trip to #####, including #####, will be ### AED per child.

The children will arrive at school as normal, take the register and then leave. They will be travelling to Little World by a bus provided by school, and returning in time for home.

For this trip, children **MUST** wear their correct **school uniform**.

In order for your child to attend the trip, please complete the following steps **no later than #####**:

1. Complete the consent form below and hand it to ##### physically
2. Pay #### cash to ##### during registration

If we do not hear from you by **1<sup>st</sup> June 2022**, we will assume that you do not want your child to attend the school trip. If you decide that your child can no longer attend the trip, please understand that a refund will not be granted. This is largely due to the school having to pay money to the third party company/provider, in advance, to cover the cost of activities, transport and expenses.

This trip is subject to ADEK approval. Once confirmed we will notify you

of this. Yours sincerely,

Name

Job Role

Email address

### Parent Consent Form



### Code of Conduct

I have ensured that my child understands that it is important for him/her and the safety of the group that he/she obeys any rules and instructions given by staff on the trip and, in particular, follows the code of conduct.

Students will be expected to exercise self-discipline, to show courtesy and consideration to staff, fellow students and members of the public. Any behaviour that is in breach of school rules, that will offend others or impacts on the health and safety of others, is strictly forbidden.

Should my child break this code of conduct, I agree to support the school's implementation of appropriate disciplinary action, which may include returning my child home at my expense.

The Principal reserves the right to refuse a student to join a trip due to poor behaviour, school attendance below 85%, and/or academic under-achievement. The Principal's decision is final.

### Finance

If I decide that my child can no longer attend the (residential) trip I acknowledge that a refund will not be granted. This is largely due to the school having to pay money to the third party company/provider, in advance, to cover the cost of activities, transport, expenses (accommodation and flights for residential trips).

As a parent I am entering into an agreement with the third party company/provider, not the school. I agree to the terms and conditions detailed by the third party company/provider.

***The Cancellation Policy is attached to this form.***

### القواعد السلوكية

لقد تأكدت من أن طفلي على دراية تامة بأنه من المهم بالنسبة لسالمتهم وسالمة المجموعة أن يطيع أية قواعد وتعليمات يقدمها مسؤول الرحلة ويتبع قواعد السلوك على وجه الخصوص.

يُتوقع من الطالب أن يلتزموا بالانضباط، وأن يظهرُوا احترامهم للموظفين، والزمالء، وأفراد المجتمع. ويمنع منعاً باتاً أي سلوك يخرق قواعد المدرسة، ويسبب لآخرين أو يؤثر على صحة وسالمة الآخرين.

إنني على دراية بأنه إذا قام طفلي باختراق مدونة قواعد السلوك هذه، فأنا أوافق على دعم تنفيذ المدرسة للإجراءات التأديبية التي تراها مناسبة، والتي قد تشمل إعادة طفلي إلى المنزل على نفقتي الخاصة.

يحفظ مدير المدرسة بالحق في رفض طلب الطالب بالانضمام إلى الرحلة وذلك لأسباب ترجع إلى سوء السلوك، أو بسبب الغياب المستمر ونسبة الحضور التي تقل عن 85%، و/ أو مستوى الإنجاز الأكاديمي للطالب. وإن قرار المدير نهائي والرجعة فيه.

### الأموال المالية/ذا

اتخذت قرار بسحب طفلي من الرحلة بما يعني أنه لم يعد قادراً على حضور الرحلة، فأنا أقر بأنه لن يتم استرداد أي مبلغ مدفوع. ويرجع ذلك إلى حد كبير إلى ضرورة قيام المدرسة بدفع الأموال لشركة / مزود الطرف الثالث، مقدماً، لتغطية تكاليف الأنشطة والنقل والمصروفات (الإقامة ورحلات الطيران للرحلات خارج الدولة).

ويصفتي ولي أمر الطالب، أقوم بإبرام اتفاقية مع شركة / الطرف الثالث، وليس مع المدرسة. أوافق على الشروط والأحكام المفصلة من قبل الشركة / الطرف الثالث.

مرفق سياسة الإلغاء مع هذا النموذج.

**Parent Consent Form – Please complete and hand it to your child’s teacher before 1<sup>st</sup> June 2022.**

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**Medical and Contact Information**

1. Any medical condition that may require treatment YES/NO  
 If yes, please give details:  
 .....

2. Any special dietary details (including allergies, intolerances and vegetarian). YES/NO  
 If yes, please give details:  
 .....

3. Allergic to any medication: YES/NO  
 If yes, please give details:  
 .....

4. Name and telephone number of Doctor:  
 .....

**Trip title**

Child’s Name \_\_\_\_\_ Class \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

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**1. Contact Telephone Numbers**

Work: \_\_\_\_\_ Home: \_\_\_\_\_

Mobile: \_\_\_\_\_ Home Address: \_\_\_\_\_

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**Alternative Emergency Contact:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Work: \_\_\_\_\_ Home: \_\_\_\_\_

Mobile: \_\_\_\_\_ Home Address: \_\_\_\_\_



## **Appendix 5 – Residential Trip Letter and Parental Consent Form**

All letters must be sent on Al Mamoura Academy headed paper with use of Tahoma font style.

### **PARENT COMMUNICATION**

**Date:**

**Subject:**

Dear Family,

Educational Visit details, including date/s, venue, purpose of trip, and any cost.

When there is a cost to the parent, include the following two paragraphs:

#### **Finance**

If you decide that your child can no longer attend the (residential) trip please understand that a refund will not be granted. This is largely due to the school having to pay money to the third party company/provider, in advance, to cover the cost of activities, transport, expenses (accommodation and flights for residential trips).

As a parent you would be entering into an agreement with the third party company/provider, not the school. You would therefore need to agree to the terms and conditions detailed by the third party company/provider.

Yours sincerely,

**Name**

**Job Title**

**Email address**





## Parent Consent Form – Page 1

### **Insurance**

I have taken out any insurance deemed necessary for the trip or visit.

### **Code of Conduct**

I have ensured that my child understands that it is important for him/her and the safety of the group that he/she obeys any rules and instructions given by staff on the trip and, in particular, follows the code of conduct.

Students will be expected to exercise self-discipline, to show courtesy and consideration to staff, fellow students and members of the public. Any behaviour that is in breach of school rules, that will offend others or impacts on the health and safety of others, is strictly forbidden.

Should my child break this code of conduct, I agree to support the school's implementation of appropriate disciplinary action, which may include returning my child home at my expense.

The Principal reserves the right to refuse a student to join a trip due to poor behaviour, school attendance below 85%, and/or academic under-achievement. The Principal's decision is final.

### **Finance**

If I decide that my child can no longer attend the (residential) trip I acknowledge that a refund will not be granted. This is largely due to the school having to pay money to the third party company/provider, in advance, to cover the cost of activities, transport, expenses (accommodation and flights for residential trips).

As a parent I am entering into an agreement with the third party company/provider, not the school. I agree to the terms and conditions detailed by the third party company/provider.

***The Cancellation Policy is attached to this form.***

### **التأمين**

لقد اتخذت اجراءات أي تأمين ضروريا للرحلة أو الزيارة.

### **القواعد السلوكية**

لقد تأكدت من أن طفلي على دراية تامة بأنه من المهم بالنسبة لسلامته وسلامة المجموعة أن يطيع أية قواعد وتعليمات يقدمها مسؤول الرحلة ويتبع قواعد السلوك على وجه الخصوص.

يُتوقع من الطلاب أن يلتزموا بالانضباط، وأن يظهروا احترامهم للموظفين، والزملاء، وأفراد المجتمع. ويمنع منعاً باتاً أي سلوك يخرق قواعد المدرسة ، ويسبب للآخرين أو يؤثر على صحة وسلامة الآخرين.

إنني على دراية بأنه إذا قام طفلي باختراق مدونة قواعد السلوك هذه، فأنا أوافق على دعم تنفيذ المدرسة للإجراءات التأديبية التي تراها مناسبة، والتي قد تشمل إعادة طفلي إلى المنزل على نفقتي الخاصة.

يحتفظ مدير المدرسة بالحق في رفض طلب الطالب بالانضمام إلى الرحلة وذلك لأسباب ترجع إلى سوء السلوك، أو بسبب الغياب المستمر ونسبة الحضور التي تقل عن 85% ، و / أو مستوى الإنجاز الأكاديمي للطلاب. وإن قرار المدير نهائي ولا رجعة فيه.

### **الأموال المالية**

إذا اتخذت قرار بسحب طفلي من الرحلة بما يعني أنه لم يعد قادراً على حضور الرحلة، فأنا أقر بأنه لن يتم استرداد أي مبلغ مدفوع. ويرجع ذلك إلى حد كبير إلى ضرورة قيام المدرسة بدفع الأموال لشركة / مزود الطرف الثالث، مقدماً، لتغطية تكاليف الأنشطة والنقل والمصروفات (الإقامة ورحلات الطيران للرحلات خارج الدولة).

وبصفتي ولي أمر الطالب، أقوم بإبرام اتفاقية مع شركة / الطرف الثالث، وليس مع المدرسة. أوافق على الشروط والأحكام المفصلة من قبل الشركة / الطرف الثالث.

**مرفق سياسة الإلغاء مع هذا النموذج.**

***Please turn to the next page...***



Parent Consent Form – Please complete and hand it to your child’s teacher before **1<sup>st</sup> June 2022**.

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**Medical and Contact Information**

5. Any medical condition that may require treatment YES/NO  
If yes, please give details:

.....

6. Any special dietary details (including allergies, intolerances and vegetarian). YES/NO  
If yes, please give details:

.....

7. Allergic to any medication: YES/NO  
If yes, please give details:

.....

8. Name and telephone number of Doctor:

.....

**Trip title**

Child’s Name \_\_\_\_\_ Class \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

---

**2. Contact Telephone Numbers**

Work: \_\_\_\_\_ Home: \_\_\_\_\_

Mobile: \_\_\_\_\_ Home Address: \_\_\_\_\_

Alternative Emergency Contact:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Work: \_\_\_\_\_ Home: \_\_\_\_\_

Mobile: \_\_\_\_\_ Home Address: \_\_\_\_\_

## Appendix 6 – Educational Visit Evaluation Form

In order to continue to improve our educational visits we ask that you please take the time to fill out this survey. Please save the feedback in the Media and Events Teams.

Trip attended: \_\_\_\_\_ Date: \_\_\_\_\_

Your name: \_\_\_\_\_

Email: \_\_\_\_\_

Number of students: \_\_\_\_\_ Number of adults: \_\_\_\_\_

Year/Grade level: \_\_\_\_\_

Please rate the quality of your school tour. (lowest) 1 2 3 4 5 (highest)

How appropriate was the tour for the student year group level? 1 2 3 4 5

How well did the tour suit your curriculum needs? 1 2 3 4 5

How well did the guide facilitate the trip? 1 2 3 4 5

Did the guide offer opportunities for students to engage and ask questions? 1 2 3 4 5

How well were students encouraged to look carefully and think critically? 1 2 3 4 5

What did you like best about the trip?

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What did you like least about the trip?

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Please feel free to add any additional comments that will help us for future visits to this venue.

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