



LITTLE FLOWER ENGLISH SCHOOL DUBAI

EDUCATIONAL TRIPS AND EXCURSION POLICY

This policy & procedures are reviewed annually to ensure compliance with current regulations.

Approved/ Reviewed by	
Policy Lead	MS. L MANI
Role	PRIMARY SUPERVISOR
Date of review	19-03-2026
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Signature	

EDUCATIONAL TRIPS AND EXCURSION POLICY

Educational trips are an integral part of the LFES curriculum. These fieldtrips are designed to stimulate student interest and inquiry may be appropriate classroom extensions and may enhance learning in the classroom. School trips will help meet educational goals and objectives by connecting learning with experiences outside the classroom environment. They provide hands on opportunities to students to link with the local environment. These trips are necessarily linked to the curriculum and carefully planned so as to extend student learning beyond the boundaries of the classroom.

AIM

To ensure that trips and visits are educationally beneficial, have clearly stated learning intentions and are planned in line with safety guidelines.

OBJECTIVES

To ensure that the educational trips:

- Are essentially linked to the curriculum and age appropriate.
- Have clearly stated learning intentions.
- Incorporate implementation of safety regulations.
- Are financially viable.

CONSIDERATIONS

Consideration must be made regarding the suitability of the visit/activities for all members of the school community. It may be necessary to make adaptations/alterations to ensure that offence or distress is not caused. Ministry approval must be sought for overseas trips.

Quality of learning through trips will occur when:

1. Trips are well planned, researched and meet the needs of all students
2. Special needs are identified and specifically addressed
3. Safety has been considered and all participants are aware of all the dangers associated with the trip they are undertaking
4. Students are motivated and encouraged to participate fully in the trip
5. Students take pride in representing the school, completing trip related activities and can discuss experiences with others
6. Students are taught to behave correctly and safely on trips
7. Trips are specific and their purpose explained

Staff must ensure that trips are planned to support the educational activities. It is acknowledged that children benefit from the first hand experiences which are often gained through trips and visits and help to reinforce the presentation of learning opportunities. It is recognized that the Schools can provide the opportunities for children to experience or participate in activities/ environments which they may not otherwise have available to them.

HEALTH AND SAFETY:

It is the responsibility of the trip organizer to ensure that appropriate and detailed risk assessments are in place and that these have been available for scrutiny by all participants as well as the Principal. All trips must have the approval of the Principal before any firm plans/ bookings are finalized. First aid provision must be taken at all times. It is the trip organizers' responsibility to ensure that they are aware of any particular medical needs of pupils and that, where appropriate; medication is being carried by a responsible adult. It is acknowledged that ideally the staffing ratio should be greater to ensure pupil safety and that it may need to be increased depending on the venue. Experienced staff will be

expected to support new or inexperienced staff with the organization of trips and visits.

INCLUSION

Where a class teacher has identified a child with a special need, he/she will, in conjunction with the SEN Counselor and the parent make arrangements which will ensure that the pupil has appropriate access to all activities included within the trip. Where there is concern for the safe conduct of a pupil the Principal/ Supervisor may insist on extra staffing being available or has the discretion to exclude a pupil from participating on the grounds of endangering the health, safety and welfare of themselves or other people.

COMMUNITY LINKS

It is important to recognize that the school should make positive use of the local environment to raise children's awareness of their locality. It is noted that to provide quality experiences of an appropriate nature it is often necessary to travel further afield.

EVALUATION

The relevance of trips will be assessed through evaluation by staff, children and should be considered when planning further trips. Documentary evidence of trips undertaken will be kept for reference by staff or any other interested party.

POINTERS FOR TRIP ORGANIZATION

All trips must have the approval of the Principal. No trips can be booked without speaking to the Admin Officer and booking of buses must be arranged. Letter to parents must be sent well in advance and the acknowledgement collected. It is the teachers' responsibility to collect from the nurse a school first aid kit and to check any specific medical concerns of their class. It is the teachers' responsibility to take both a mobile phone and the numbers of all the children's parents that they are taking with them at all times. Clear instructions must be given to the children before they leave for the trip regarding behavior and

safety protocols. Teachers are responsible for taking along additional water if necessary. Teachers must not let the children leave packed lunches where they might suffer damage or loss. If food is being provided by the school, teachers are responsible to pre-check if any children have any special dietary requirements. i.e. allergies etc.

Teachers must take attendance at regular intervals and ensure the safety of their students. Teachers are fully responsible for the care and well-being of their children whilst out of the school. They must ensure that discipline is maintained and children are safe at all times. In the event of a medical emergency and should a child need to be taken to hospital whilst out of school, both the school and the parents must be informed immediately. Whilst out of school, teachers must arrange with the bus drivers the exact time and location for pick up. Teachers traveling on buses with children must not wear earphones and be listening to personal listening devices as this compromises the care of the children. On returning to the school, teachers must feedback to the Principal/Supervisor so that the quality of trips can be further enhanced. It is the teachers' responsibility to ensure that all permission slips are in and to check them the day before and to follow up on any absences. If the trip takes place outdoors teachers must ensure that all children are wearing a hat/cap and carry water bottles with them. It is the responsibility of the teachers to link trips to the curriculum. Teachers must ensure that students are encourage to share their experiences, feed back to their peers, reflect and write about their trip so that learning is demonstrated and retained.