



مدرستنا الثانوية الانجليزية، الشارقة - البنين
OUR OWN ENGLISH HIGH SCHOOL, SHARJAH - BOYS

GEMS
EDUCATION

Educational Visit Policy



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Date of adoption: August, 2014

Date of review: April 2025

Date of next review: April 2026

Verified & Signed

Mr. Srivalsan Murugan

Principal & CEO



Educational visits (subject to the Ministry's Approval) are seen as an integral part of school life. As part of our aim to provide a broad and balanced curriculum, educational visits:

- Should have a stated educational purpose
- Provide children with first-hand experiences
- Enhance learning opportunities
- Develop personal and social skills
- Provide a positive contribution to the development of cross-curricular dimensions
- Enhance the delivery of the curriculum
- Encourage excellence and enjoyment
- Make a positive contribution to learning.

Visits include:

- Walks around the local area
- Environmental Studies of the local area
- Sporting and other curriculum-related events [e.g. Sports Events, Environmental Events, etc.]
- Half or full-day visits that need transport (Parks, Museums, Factories, etc.)
- Adventure Trips

Planning

- Educational visits should be included in initial and long-term planning. It is necessary to plan well in advance and at the beginning of the school year, as all visits require prior permission from the SPEA which must be sought collectively for the whole school.
- Teachers should endeavor to include at least one visit per academic year which is related to the curriculum.
- It is recommended that prior to taking the children on an educational visit, the respective supervisor makes a preliminary visit to assess potential risks, plan the use of the facilities and make necessary transport arrangements, etc.

Preparation

As the number of students is large, Field Trips should be organized department-wise.

Having checked the school diary for the available dates and once the location for the visit is confirmed, then detailed preparations need to be made at least a month in advance.

Since numbers are large, the trip organizer may need to divide the section into smaller groups as is permissible. Bu. requisition needs to be made at this stage, giving names of students, date of the field trip, venue, time of departure and return, and name/s of accompanying teacher/s with mobile numbers.

If a physically challenged student is going on the visit then additional arrangements need to be made. The lack of facilities for physically disabled children need not prejudice the viability of a visit if no other venue is available.



Once the details of the visit have been confirmed then a letter to parents needs to be drafted. The letter should include details of:

- Venue
- Date
- Departure and arrival time
- Clothes to be worn
- What to take along
- Packed lunches
- Cost
- An acknowledgment slip that clearly indicates the **consent of the parent duly signed by the parent.**

Staff should keep a record of expenditures and hand over the receipt and balance amount to the concerned authority. Provision will be made for any child who does not take part in the educational visit due to the wishes of their parents. Children who need special provisions to attend the trip must be catered to and a separate record made on the risk assessment form.

Itinerary

A detailed itinerary needs to be planned for the whole visit. This should include:

- Time - departure, duration and return
- Places, with the phone number in case of emergency, details of disabled facilities, and access if appropriate
- Activities planned
- Groups for safe monitoring
- Supervision teachers
- Risk Assessment

What to take:

- First aid kit.
- Any medication specific to children's needs, for example for asthma - all medication must be labeled and parental consent needs to be given for its administration
- Emergency contacts list of numbers
- Sick bucket, paper towels, plastic gloves, etc. Any resources or equipment (sports) needed/ Cheque/cash to pay for expenses.
- The school discourages students to carry expensive electronic gadgets and the school will not be responsible for lost items.

Cost

- All money collected must be routed through the accounts department.
- The cash paid by the students needs to cover the whole cost of the visit including admission fees, educational packs, etc.



Child-Adult Ratio

The number of adults needed will depend on the nature of the visit and the amount of supervision needed. Guidance may be sought from the Vice Principal & venue - in charge. The minimum recommended ratio of adults to children should be 1:10.

Uniform

It is easier to identify children if they are wearing their school uniform. If the visit is likely to involve a lot of outdoor activities, for example, to a farm, then request that parents send their children in suitable clothing and footwear.

Safety

- Risk Assessments must be completed for all visits. This must be completed by the Supervisor/teacher In-charge at least **7 days** before the visit and approved by the Principal/Vice Principal. Copies must be retained in the office. The Risk Assessment form should be prepared including the careful examination of what could cause harm during the visit and whether enough precautions have been taken or whether more need to be taken. The aim is to ensure no one gets hurt or becomes ill. The control measures should be understood by those involved. Risk assessment should explicitly cover how special educational needs and medical needs are to be addressed. The program of a visit, as set out in the risk assessment and the consent form, should not be deviated from and should include necessary details for all to conform to.
- The group leader, or other adults with responsibility, should reassess risks while the visit is taking place. Ongoing risk assessments normally consist of judgments and decisions made as and when the need arises.
- Children must be supervised by an adult at all times, including during lunchtime.
- A suitable place for lunch and toilet facilities needs to be considered when planning the trip.
- All adults need to be comprehensively briefed about the itinerary, which group of children is in charge, the aims of the visit, and exactly what their duties are.
- **No lakes, pools, or any kind of water bodies should be on the list of venues to be visited.**

Covid Protocols- During the school trip, all the basic precautionary measures are followed, including physical distance, staggered entry and exit, and minimizing interaction among groups of students. It is important that the venue can accommodate the number of students with the recommended physical distance between them.

RC FORM-1 EV PRELIMINARY APPROVAL FORM:

School	
EVC	
Visit leader (Designated First aider)	
Class	
Trip Destination	
Date(s) of Trip(s)	
Departure Time	
Proposed cost	Will this be met by the parents? Yes <input type="checkbox"/> No <input type="checkbox"/>



Purpose of visit and specific educational benefits:

Activities planned during the trip:	
Related brochures/information attached?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Preliminary trip itinerary attached?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Does field trip involve any of the following:	Yes <input type="checkbox"/> No <input type="checkbox"/>
<ul style="list-style-type: none">•Swimming, boats, or in/around water•Animals•Remote locations/hiking•Outdoor education•Motorized activities	

Name and telephone number of the contact person in the school who will hold all information about the visit in case of emergency (Visit leader/Asst. Visit leader)



Size and composition of the group:	
Estimated number of students	
Age range	
Number of Adults to attend	
Student to Adult ratio	
Names of children with special educational needs or medical needs:	
Mode of Transport	
Other (list)	

Statement of Compliance:

I have read relevant sections of the GEMS policy on Educational and offsite visits and certify that the trip complies with all elements of this policy.

Date Submitted:	
EVC Signature	

RC Form 2: EV CHECKLIST

Visit Leader (VL):	
Designated First Aider:	
Class:	
Date(s) of trip:	
Trip Destination:	



The following list assists the Visit Leader through the field trip process.

DATE DONE	STEP 1: INITIAL PLANNING
	Determine and document the educational benefit of the field trip (curriculum-related study, interscholastic athletics, and co-curricular activities)
	Develop a description of all activities; include transportation and eating plans (if eating out); list unusual aspects of the trip; include all related brochures
	Estimate the planned number and ages of participating students and adults needed
	Determine proposed costs and funding – cost of admissions and transport to be charged back to parents – finance template to be completed
	Develop a preliminary itinerary of activities
	Identify if the field trip has special hazards, including on/in/near water, in remote locations/hiking, involving animals, and/or outdoor education; avoid high-risk activities
	Review field trip plan with Head of Primary/Secondary/Principal
	Secure preliminary approval to conduct the field trip
STEP 2: DETAILED PLANNING	
	Contact place(s) being visited to make preliminary arrangements (if needed)
	Evaluate the field trip site for potential hazards, special requirements of location and activity, and accommodation
	Arrange for transportation: <ul style="list-style-type: none"> • If school bus or van, submit a request to transportation – see form. • If other, check with the risk manager/safety officer for guidelines
	Arrange for food services (if needed)
	Develop a detailed itinerary
	Identify risks associated with this field trip
	Address unusual aspects of trip with child safeguarding officer
	Determine adult supervision needed and arrange for chaperones: <ul style="list-style-type: none"> • ensure adequate number based on the type of activities planned and the age of the students for developmental appropriateness; ratio approved by school administrator • ensure qualified for special needs (first aid trained, lifeguard, etc.)
	Arrange for needed equipment and supplies, including emergency equipment
	Meet with school nurse to plan medication needs/dispensing for students; arrange for distribution of special medications on the field trip
	Assemble parent information/permission packet: <ul style="list-style-type: none"> • letter home to parents • detailed itinerary of activities • permission forms (informed consent, emergency treatment, medical conditions) • list of things students can and cannot bring, appropriate dress
	If academic competition is involved, submit to principal for approval: <ul style="list-style-type: none"> • written criteria and guidelines used to select participants in academic competitions • written communications used to inform parents and students of the academic competition and of the governing guidelines
	Obtain final administrative approval
	If a substitute is required, submit request to admin
STEP 3: FINAL ARRANGEMENTS	



	Provide field trip information to parents including: <ul style="list-style-type: none">• letter home to parents• detailed itinerary of activities• permission forms (informed consent, emergency treatment, medical conditions)• list of things students can and cannot bring, appropriate dress
	Provide orientation for chaperones, and ensure adequate supervision will be available
	Confirm transportation
	Confirm food services (if needed)
	Confirm arrangements with place(s) to be visited (if needed)
	Confirm availability of needed equipment and supplies
	Confirm arrangements for special medications
STEP 4: FINAL CHECKS	
	Confirm there is adequate adult supervision for the trip; check the number and types of chaperones
	Check attendance
	Ensure adequate transportation
	Ensure parental permission is obtained and emergency information is available: Every student has returned the parent permission/emergency medical form Provide the school office with a copy of the signed field trip permission form/emergency medical form for each student (the original of these forms stay with the field trip sponsor) A copy of the parent permission/emergency medical form for each student and staff member are kept with them
	Review behaviour and safety standards with students and chaperones before departure, including: reinforce school rules and expectations. the system of accounting for students and the use of the buddy system review emergency procedures (for injury, accident, or inappropriate activity) explain what to do if a student gets separated or lost from group
	Check emergency supplies and essential items for the trip
	If special equipment or clothing is needed for each student, ensure that it is provided
	Get medication for students from the office and ensure medications are secured
	Make sure that staff/chaperones on the field trip have a 24 hour phone number for administrators, and the school office/administrator has (cell) phone number of staff on the trip

FORM -3: RISK ASSESSMENT FOR TRIPS

SECTION 1: GUIDANCE

The following provides brief guidance for completing a risk assessment. Risk assessments must be conducted for all activities that present a significant risk. Activities could include, swimming, school transport, performances, 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 MSO and their 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 GEMS 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
C = Contractors
O = Others



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 GEMS 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 GEMS 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



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	Not 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



RISK ASSESSMENT TEMPLA

Trip <i>(delete as appropriate)</i>	Assessment Name: <i>e.g. RA Activity 01 – Whole School Celebration</i>	Date: <i>date RA completed</i>
School: <i>enter school code</i>	Assessed by: <i>(individual or team name)</i>	Review date: <i>within 12 months</i>

S (Severity) x L (Likelihood) = R (Risk Rating)

* Residual risk is the estimated risk rating left following the implementation of the control measures

Hazard Identified	Persons at Risk					Initial Risk Rating			Risk Rating (L/M/H)	Controls Required	Residual Risk*			Risk Rating (L/M/H)
	E	M	S	C	O	S	L	R			S	L	R	

REVIEW

Assessor name:	Reviewer name:	DSL name:
Signature:	Signature:	Signature:
Date:	Date:	Date:



RC Form 4: Parental Consent Form for Educational Visits

Name of Child:	
Class / Group:	
Date of Birth:	
Emirates ID No:	
Teacher in charge:	
Visit to:	
Date of Visit:	
I agree to (name)..... taking part in the visit. I acknowledge the need for.....to behave responsibly.	
Does your child have any condition requiring medical treatment, including medication?	Yes / No
If Yes, please give details:	
Please outline any special dietary requirements:	
Declaration	
I do/do not agree to my child receiving any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.	
Contact Details	
Home Address:	
Home telephone:	
Mobile:	
Work Address (Father):	
Work Telephone:	
Work Address (Mother):	



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Work telephone (Mother):		
Alternative emergency contact:		
Name / Relationship to child:		
Address of alternative emergency contact:		
Telephone of alternative emergency contact:		
Name of family doctor:		
Address of family doctor:		
Telephone of family doctor:		
Signature of Parent(s)		
Date		

PARENT CONSENT 1 – Consent to participate.

Acknowledgement/Consent (*Delete A or B as appropriate)

*A I consent to my son/daughter's participation in the excursion, and I acknowledge receipt of information.

I undertake to see that my son/daughter is provided with the required clothing/equipment and other necessities listed in the parent information letter and that the appropriate fees for this trip have been paid.

To the best of my knowledge my son/daughter is medically fit to participate in the activities involved. I undertake to notify the school in the event of any relevant changes in fitness which may take place prior to the excursion.

I agree to my son/daughter receiving emergency medical/surgical/dental treatment as considered necessary by the medical authorities.

I have UAE medical insurance for my son / daughter.

I have explained to my son/daughter the expected standards of behaviour for participation in an excursion and understand that if my son/daughter jeopardizes their own safety or the safety of others through inappropriate behaviour, he/she may be removed from the excursion and any additional costs incurred as a result of his/her actions may be recovered from me.



I also further hereby assume full responsibility for all lost, stolen or damaged personal property and will not hold the school, it's employees or GEMS Education responsible for said loss or damage of personal property.

*B I do not wish my son/daughter to participate in the excursion.

NameSigned.....Date.....

PARENT CONSENT 2 – Medical Consent

Acknowledgement/Consent (*Delete A or B as appropriate)

*A I give consent If attempts to reach the above have been unsuccessful, I hereby give my consent for the administration of any emergency treatment deemed necessary by licensed and qualified medical staff and, the transfer of the child to the preferred local hospital or any hospital reasonably accessible as per the emergency medical procedures of the activity provider.

This authorization does not cover major surgery unless life threatening. The medical opinions of two other licensed physician or dentists concurring in the necessity for such surgery are obtained before any surgery is performed. Facts concerning the child's medical history including allergies, medications being taken, and any physical impairments of which a physician should be alerted:

NameSigned.....Date.....

DO NOT COMPLETE PART B IF YOU HAVE COMPLETED PART A

*B Refusal to Consent I do not give my consent for emergency medical treatment of my child.

Signature of Parent: _____ Date: _____

Consent for Medication Administration on International School Trips:

I hereby give consent to the trip coordinator/chaperone to administer any of the below over the counter medication/s to my child as and when necessary, during the school trip.



Name of Medication	Indication	Dosage
Panadol 500mg/tablet	pain/headache/fever	1 to 2 tablets, every 6 hours as needed
Zrytec 10mg/tablet	allergy	1 tablet once a day as needed
Gaviscon chewable	heart burn, antacid, reflux/indigestion	1 to 2 tablets after meal and at bedtime, up to 4x a day
Advil 200mg/tablet	pain/headache/fever	1 to 2 tablets, every 8 hours after food as needed. *Do not give if there is a history of peptic ulcer or heart burn present.
Dizinil 50mg/tablet	nausea/motion sickness	1 tablet every 6 hours as needed
Imodium 2mg/capsule	diarrhea	1 capsule initially; followed by 1 capsule after each loose stool. <u>Do not take more than 6 capsules in a 24-hour period.</u> Seek medical help if diarrhea persists or if there is blood in stool and fever/vomiting.
Strepsil	sore throat	Dissolve 1 lozenge slowly in the mouth every 2 to 3 hours.
Polyte	oral rehydration	Dissolve 1 sachet in 200ml glass of water
Fucidin cream	antibacterial/antibiotic cream	Local application only
Fenistil gel	insect bites	Local application only
Reparil gel	pain/inflammation/swelling	Local application only
Betadine Antiseptic	antiseptic solution for wound dressing	Local application only

If your child is taking any special/prescription medication/s, please mention it below and schedule a meeting with the school nurse 1 week prior to the trip departing.

Medication Name: _____

School Name: _____

Name of Student: _____ Grade: _____

Name of Parent: _____ Signature: _____

Date Signed: _____



SPEA Guiding Framework

Guiding Framework for the Implementation of Extracurricular Activities in Private Schools

Introduction:

Extracurricular activities represent an essential part of the overall learning and teaching experience in achieving the vision of the Emirate of Sharjah where it contributes to the development of students. These activities play a vital role in enhancing students' non-academic skills and capabilities while broadening their horizons across various fields. By organizing extracurricular activities and school trips, the school can achieve numerous benefits, including the development of personal and social skills, expanding knowledge, practical learning, fostering interest and participation, promoting cultural and social diversity, building self-confidence, learning through practical experiences, and instilling values and ethics.

Extracurricular activities significantly contribute to achieving holistic educational objectives and fostering the overall development of students, thereby equipping them to stay abreast of the latest advancements and contribute to society.

Objective:

This framework aims to define the general regulations and procedures for activities in private schools to enhance students' educational and personal experiences and develop their skills.

First

Terms and Definitions:

Activities: Various events and programs conducted by schools, such as trips, sports and cultural competitions, exhibitions, celebrations, and forums whether within or outside the school premises, aimed at developing students' learning skills and interests.

Section: The Learners Welfare and Activities Section in the Educational Operations Department at the Sharjah Private Education Authority.

Second

Scope: The scope of this framework covers the implementation of extracurricular activities in Sharjah Private Education Authority's licensed schools and their enrolled students.

Third

General Provisions:

Private schools are required to prepare a comprehensive and balanced annual plan for school activities, including the events and activities the school intends to implement during the academic year. Private



schools are required to adhere to the following requirements and conditions while implementing school activities:

- The activity should aim to enrich the educational curriculum, celebrate national and social occasions, enhance students' behavioral aspects, or develop their skills.
- The activity should commence without disrupting the school day.
- Compliance with a modest dress code is mandatory.
- If an activity involves gathering donations, whether financial or in-kind donations, coordination with the Department of Islamic Affairs in the emirate and obtaining the necessary approvals in accordance with the department's procedures is required.
- The use of the UAE flag should be in accordance with the guidelines issued by the General Secretariat of the Cabinet.
- Compliance with the health conditions and specifications for food provided during the activity as per the requirements and specifications of relevant authorities.
- Additional conditions and requirements imposed by the school should be clarified to parents, including those related to respecting the privacy of others, such as photography.
- Safety procedures should be followed, and safety requirements should be provided whether the activity takes place within or outside the school.
- The activities should not promote values or ideas that contradict Islamic principles, or the prevailing custom and traditions in the UAE. The activities should also avoid any harmful actions towards countries or religions and should not promote ideas or values that go against human principles and ethics.
- Administrative approval should be obtained for lecturers or trainers that are hosted from outside the school except for affiliates of the security and civil defense authorities, or individuals assigned by SPEA to conduct lectures. Lecturers from other schools may be hosted without prior approval from SPEA, provided they possess a professional practice permit issued by SPEA for the schools they work in.
- In the event of seeking assistance from an external entity to execute or participate in an activity, obtaining an approval from SPEA is required.
- All activities must be documented with supporting evidence, reports, and presented upon request.

Conditions and requirements for conducting **trips within the country:**

- The destination of the trip should be suitable for the age group of the targeted students.
- Prior coordination with the entity to be visited is necessary, along with compliance with their guidelines and instructions to maintain order.



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- Provide an alternative program for students who cannot participate in the trip for any reason.
- Ensure the availability of suitable transportation that meets the conditions and specifications according to the regulations for organizing school transport in the Emirate of Sharjah.
- Student participation should be optional, not mandatory, and a written consent from parents is required.
- The priority of school trips should be destinations within the Emirate if the desired place is available.
- The number of supervisors accompanying the students should be at the rate of one supervisor for every ten (10) students in the pre-school and kindergarten stages up to the fifth grade, and one supervisor for every fifteen (15) students from the sixth grade up to the twelfth grade (or equivalent), in addition to assigning a general supervisor for the trip.
- There must be one companion/supervisor for each student with special needs participating in the trip.

Conditions and requirements for conducting trips outside the country:

- It's necessary to obtain SPEA's approval before conducting the trip in accordance with the specified procedures by SPEA.
- The destination must be safe and have a diplomatic representation (embassy) of the country.
- Trip planning should aim to achieve educational goals and purposes by developing a program for the trip that includes activities and visits aimed at enhancing students' personal, social, and scientific skills and fostering their general knowledge.
- The trip program should be suitable for the students' ages and not pose any risk to their safety.
- Administrative approvals for students and supervisors are necessary.
- Travel insurance, including health insurance for all participants in the trip, is required.
- Supervisors must accompany students in all activities throughout the trip. • Supervisors should stay with students in the same location.
- Ensure that facilities at the specified destination are suitable for students with special needs if they are nominated to participate in the trip.
- Students should be accompanied by supervisors with leadership qualities and educational skills.
- The number of supervisors accompanying students should be at a rate of one supervisor for every ten (10) students, in addition to assigning a general supervisor for the trip.
- There must be a licensed nurse among the trip supervisors if the number of students on the trip exceeds 10 and the duration of the trip is more than 5 days.
- Parents or guardians should be informed of all trip details, including the trip program, activities, places to be visited, airline, accommodation, and the supervisors' contact information.



- The complete trip program, including all fees, must be signed by the parent or guardian.

Fourth

Procedures:

Submitting the annual plan for activities:

- The school submits the annual plan for activities using the approved template in the first month of the academic year, with any necessary amendments.

Requesting approval for a trip outside the country:

- The school shall submit the request using the approved template for a duration not less than 30 days prior to the travel date.
- The specialized staff member at SPEA will review the request and respond to the school