



# BISME FIELDTRIPS AND OFF-SITE ACTIVITIES POLICY

Last reviewed: July 2020

# FIELDTRIPS AND OFF-SITE ACTIVITIES POLICY

## Parents and Guardians

### INTRODUCTION AND SCOPE

In order to give students a varied and rich education, the British International School (BIS) believes it is beneficial to take them out of the school setting for an extended period so as to allow them to come into contact with different environments, and to encounter new experiences. Fieldtrips and offsite activities (encompassed within this policy as 'trips') may take place for curricular, well-being, sporting or other extracurricular reasons.

By their very nature, trips involve a variety of risks and, therefore, require careful and stringent organisation for which BIS staff will adequately prepare students and materials. BIS will balance the possible benefits of a trip with an assessment of risks and plan accordingly. The relevant Senior Leadership Team members (SLT) will approve any trip in advance as per the timelines listed in the *Fieldtrip and Offsite Activities' Policy (Staff)*.

This *Fieldtrip and Offsite Activities' Policy (Parents / Guardians)* provides many of the necessary guidelines, expectations and offers advice to parents / guardians. The SLT welcomes suggestions and feedback to help improve this and any other policy.

### Trip Categories

There are four categories of trip:

|                   |  |
|-------------------|--|
| Lesson Trip       | Within the allocated classroom time of a Teacher     |
| Day Trip          | During school hours                                  |
| Extended Day Trip | Departing or arriving outside of normal school hours |
| Overnight Trip    | A trip requiring overnight accommodation             |

### Expectations and Responsibilities of Staff / Other Accompanying Adults

Staff associated with any trip are obligated to ensure they're aware and abide by legal and moral responsibilities involved before agreeing to organise, lead or accompany any trip. Other authorised, accompanying adults (such as parents) are obliged to do the same.

Any and all authorised adults accompanying, organising or leading are required to read, understand and stringently follow the requirements laid out in the *Fieldtrips and Offsite Activities' Policy (Staff)* both during the preparation period and whilst on the trip.

Each trip will have a 'fieldtrip leader' (FTL). Despite whether a trip is the idea of, and mainly planned by a parent or another, non-BIS Employee, an FTL will and must always be a BIS member of staff.

All authorised adults accompanying the trip are expected to model and maintain appropriate and mature conduct, consistent with expectations of a school environment.

### Expectations and Responsibilities of Students

The school will always take time before any trip to ensure students are aware and are remind of the expectations in regard to their conduct and behaviour during any trip.

- Usual school rules and expectations as per the *Behaviour Policy* and *Dress-code Policy* apply to all students
- Any serious breach of behaviour (smoking, alcohol, violence, aggressive language, breaking curfew ETC) shall be met with appropriate sanctions by the FTL in liaison with other accompanying BIS staff. Any action will also be followed up with appropriate sanctions upon return to BIS. A student action that endangers the safety and / or welfare of him / herself, or of others, is likely to be returned to school / home at the parents' / guardians' expense
- Specific rules concerning the use of music-playing devices, handheld electronic games, portable computers / tablets, and mobile phones will apply on trips. The FTL will inform students and parents / guardians if and when these electronic devices may be used. Students must switch off any electronic device when requested to do so by staff or other designated responsible adults (EG: field centre staff)
- Where deemed appropriate; students and parents / guardians may be asked to sign a behaviour contract as part of a *Student Trip Code of Conduct (Annex i)*, specific to the trip outlining the rules and expectations

### Expectations and Responsibilities of Parents / Guardians

- Parents / guardians are required to provide medical and emergency information details on their child's *Registration Form*, and should ensure the school is aware of any special health conditions and medical needs that may have occurred since that form was submitted
- For all trips; parents will receive written notifications from BIS, notifying them of the details and expectations of the trip. When necessary / requested; parents / guardians should provide written permission for their child(ren) to participate at least one week before the departure date using the *Parental Notification and Permission Document (Annex ii)*
- Parents / guardians are required to follow any payment schedule issued by the school to ensure their child's inclusion on any trip
- Parents / guardians are expected to attend any required meetings regarding fieldtrips and offsite activities
- Parents / guardians must ensure their child arrives in school / other rendezvous point promptly so that the trip can commence as planned
- Parents / guardians are encouraged to remind their child of the dangers and thus; higher expectations of their behaviour whilst on the trip

### Effective / Review Dates

This policy is effective from: 1<sup>st</sup> September 2019 and supersedes all previous policies regarding Fieldtrips and Offsite Activities (Parent / Guardian).

This policy is due for review and republication on: 1<sup>st</sup> September 2020.

## Annex i - Exemplar Student Trip Code of Conduct

| Student Trip Code of Conduct |  |
|------------------------------|--|
| Trip title:                  | Bunce Island Historical Tour   |
| Trip type:                   | Overnight Trip   |
| Trip period:                 | 27.05.2019 – 28.05.2019  |
| Trip purpose:                | To learn about Sierra Leone's strategic location and contribution to the Transatlantic slave trade during C16 <sup>th</sup> -C19 <sup>th</sup> |
| Key trip activities:         | Cells tour, dock tour, museum tour, traditional entertainment, craft market  |

The British International School (BIS) wishes to provide its students with a varied and rich education. BIS believes it is beneficial to take students out of the school setting from time to time in order to allow them to come into contact with different environments, and encounter new experiences.

BIS expects all students participating in fieldtrips and / or offsite activities to abide by the usual school rules and expectations as set out in the *School Handbook*, and to conduct themselves with maturity and respect for others as well as for the environment around them. Failure to do so jeopardises participation in future trips.

Given that by their very nature; trips often take place in unfamiliar environments, they pose an increased risk factor. BIS must therefore establish additional, trip-specific expectations of participating students:

1. Students are expected to show the same respect to field-centre staff as they do to school staff
2. Possession and consumption of alcohol, and / or smoking of any kind is not permitted on trips
3. The fieldtrip leader (FTL) has the authority to ensure students observe an evening curfew and to respect time-limits on recreation offered during the day. The FTL will set-out these time limits clearly for students, and students must adhere to these
4. Students are allowed to bring music playing devices, handheld electronic games, tablets, and mobile telephones. Please note that these items are carried entirely at the students' own risk and they may only be used at times designated by the FTL
5. When taking photographs of people they encounter on the trip, students should consider and be sensitive to the feelings of those being captured and when possible; seek their permission. If in doubt students should consult a member of staff
6. Students are not allowed to leave the trip group whilst unaccompanied or without the permission of the FTL
7. Whilst on the boat / bus students are expected to closely follow the instructions of staff. This includes remaining seated and wearing a lifejacket / seatbelt
8. Students who violate rules / expectations or whose actions place themselves or others in danger may be required to leave the trip and return home at their parents' expense. Failing this, students may face suspension on returning to school

### Student Behaviour Contract

Please complete and return to school with your Parental Notification and Permission Document

|                       |  |  |
|-----------------------|--|--|
| Declaration:          | In witness of my parent(s) / guardian(s) I understand and accept that attending a fieldtrip requires me to follow the rules and fulfil the expectations of BIS as detailed in the <i>School Handbook</i> . I understand and accept that there are further rules and even higher expectations than usual on fieldtrips (as listed above) and I promise, in order to stay safe; to follow all rules and attempt to fulfil all expectations at all times. |  |
| Student Name / Class: |  |  |
| Student Signature:    |  |  |
| Parent Signature:     |  |  |
| Date:                 |  |  |

#### Annex ii – Exemplar Parental Notification & Permission Document - to be modified as appropriate for each trip

| Parental Notification and Permission |   |              |
|--------------------------------------|---|--------------|
| Trip title / location:               | Bunce Island Historical Tour  | Bunce Island |
| Trip period:                         | 27.05.2019 – 28.05.2019   |              |
| Trip purpose:                        | For students to interact with and learn about Sierra Leone's strategic location and contribution to the transatlantic slave trade during C16 <sup>th</sup> -C19 <sup>th</sup> |              |
| Key trip activities:                 | Cells tour, dock tour, museum tour, traditional entertainment, craft market   |              |
| Cost of trip:                        | Le. 980,000 per student   |              |
| Payment schedule:                    | In full by 01.02.2019   |              |
| Cost inclusions:                     | All transport to / from Bunce Island, insurance, overnight accommodation, all meals   |              |

Dear Parents / Guardians,

The British International School (BIS) wishes to provide its students with a varied and rich education. BIS believes it is beneficial to take students out of the school setting from time to time in order to allow them to come into contact with different environments, and encounter new experiences. For these reasons your child is being offered the opportunity to attend the above fieldtrip.

Non-refundable payment is due in full by the above date. Should you need to cancel your child's attendance, or if your child's health prevents him / her from attending, we're unfortunately unable to refund any of the payment. This is due to the policy of the tour agency assisting BIS with the trip. Non-refund of payment also applies should your child exhibit behaviour before / during the trip that BIS considers unacceptable and thus withdraws permission of attendance based on that child's actions.

As per all overnight trips, parents / guardians are required to attend a compulsory Parent / Guardian Trip Meeting at 1530, on 07.02.2019 at BIS. This meeting will cover all aspects and details of the trip and is only for the parents / guardians who have (i) completed and returned the bottom of this form, and (ii) followed the above payment schedule. Kind regards,

Eleanor Smith  
*Fieldtrip Leader*

### Parent Notification and Permission

*Please complete and return to school in a sealed envelope addressed to the Principal along with full payment*

|                      |  |
|----------------------|--|
| Declaration:         | I have read and understood the above information and give permission for my child / children named below to attend this trip |
| Trip:                | Bunce Island Historical Tour   |
| Child(ren)'s Name(s) |  |
| Parent's Signature:  |  |
| Date:                |  |
| Medical info:        |  |
| Emergency contact 1: |  |