EDUCATIONAL TRIPS AND VISITS POLICY

2026-2027

Phoenix Private School, Doha – For Students and Staff

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1. Mission, Vision, and Values

Mission:
To develop future leaders who are able to make positive changes throughout the world. We challenge today to create a better tomorrow.
Vision:
To prepare a generation of Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.
Values:

- Perseverance
- Honesty
- Originality
- Enrichment
- Nurturing
- Inspiration
- eXcited to learn

2. Purpose

This policy outlines the standards, responsibilities, and expectations for all school-organised trips and visits. It ensures student safety, promotes educational value, and complies with current health, safety, and safeguarding requirements.

3. Trip Coordinators and Trip Leadership

The school operates a coordinated system for managing educational trips across departments:

KS3 Trips are booked and overseen by the KS3 Trip Coordinator (currently Mr. Hamza).

Primary and EYFS Trips are booked and overseen by the Primary Trip Coordinator (currently Ms. Tasneem).

The Trip Leader is the member of staff directly responsible for students during the trip. This may or may not be the same person who organised or booked the trip.

Each trip must have one clearly designated Trip Leader, who is responsible for student safety, supervision, and communication with SLT on the day.

Each trip must have at least one First Aider, with the school First Aid bag and medication needed for students who require it.

For each trip, the Trip Coordinator and Trip Leader must work together to ensure all risk assessments, consent forms, and logistical arrangements are fully completed and approved by SLT.

The ratio of Staff to Students is as follows:

MOE:	EYFS: 1:7	KS1: 1:10	KS2: 1: 10	KS3: 1:13	SPL3: 2:1 / 1:1 (Severe Cases)
PPS:	EYFS: 1:5	KS1: 1:10	KS2: 1: 10	KS3: 1:10	SPL3: 2:1 / 1:1 (Severe Cases)

A. The Trip Leader

The Trip Leader is responsible for the safe running of the activity and ensuring all supervision, safeguarding, and communication procedures are followed. The Trip Leader may not necessarily have arranged the trip but is responsible for its execution on the day.

The Trip Leader must:

- Ensure the trip aligns with the school's educational objectives and risk assessment guidance.
- Be fully briefed by the Trip Coordinator regarding bookings, timings, contact details, and emergency procedures.
- Maintain oversight of staff-to-student ratios and delegate supervision roles as needed.
- Carry a printed copy of the risk assessment, student list, emergency contacts, and medical details.
- Ensure that the registered First Aider has the names of all students who require medication, and all students with allergies.
- Ensure the First Aid Kit and any prescribed student medications are taken on the trip.
- Communicate with the Administrative Office and Security on departure and return.
- Ensure that the school is contacted, with details of any incident that take place
- Complete the post-trip evaluation form and submit any incident reports as required.

B. The Trip Coordinator

The Trip Coordinator is responsible for organising, booking, and confirming the logistical aspects of the trip.
This includes:

- Liaising with venues, transport providers, and SLT for approval.
- Ensuring all necessary documentation (risk assessments, permission slips, parent letters) is complete and stored.
- Coordinating with the School Nurse for first aid and medical requirements.
- Sharing the confirmed itinerary and trip pack with the Trip Leader and Administrative Office before departure.
- Overseeing trip finance, including payment requests and receipts.
- Creating a WhatsApp group that includes all Staff on the trip, where information of the trip can be shared. Including but not limited to Register lists, bus lists and contact details of bus drivers and those responsible at the trip venue.

For EYFS and Primary, the Trip Coordinator is Ms. Tasneem.
For KS3, the Trip Coordinator is Mr. Hamza.
Both report directly to SLT regarding trip approvals, planning, and post-trip review.

4. SPL3 Students

Phoenix Private School is committed to inclusion and ensuring that all students, including those identified as SPL3 or with special educational needs (SEN), can participate safely and meaningfully in educational trips and visits.

SPL3 students will be accompanied by their assigned Shadow Teacher (Learning Support Assistant) throughout the entire trip.

Support will be provided at a ratio of 2:1 or 1:1, depending on the student's needs, as determined by the SENCO in consultation with parents and the class teacher.

The Shadow Teacher is responsible for providing:

- Behavioural and emotional regulation support
- Assistance with mobility, transitions, and communication
- Management of medical needs as per the student's care plan
- Ensuring inclusion in group activities and social participation

There will always be at least one trained First Aider present on the trip, responsible for handling minor injuries, emergencies, and any health concerns in line with the school's Health and Safety Policy.

The Trip Coordinator and SEN Department must jointly review each SPL3 student's needs prior to departure to ensure that:

- The venue is suitable and accessible
- All staff are briefed on any relevant Individual Support Plans (ISPs) or risk factors
- Medication storage, administration procedures, and emergency contacts are clearly communicated to the designated First Aider and Shadow Teacher

In the event of a medical incident or behavioural emergency, the Shadow Teacher must immediately inform the Trip Leader and First Aider, who will follow the established school emergency protocol.

Following the trip, feedback on the support provided to SPL3 students will be collected as part of the Trip Evaluation Form, with contributions from the SENCO, Trip Leader, and Shadow Teachers.

5. Allergies

The safety and wellbeing of students with allergies or medical conditions is a key priority on all school trips.

- Prior to every trip, the school's Allergy and Medication Register must be reviewed by the Trip Coordinator in collaboration with the SENCO and the School Nurse.
- Any student identified as having a severe allergy or medical condition must be flagged on the Trip Register and discussed during the staff pre-departure briefing.
- Relevant information must be shared with:
    - The Trip Leader and all accompanying staff
    - The designated First Aider on the trip
    - The trip venue, especially if meals, snacks, or refreshments are being provided
- Students with allergies must carry their prescribed medication (e.g., EpiPen, inhaler) at all times, supervised by a responsible adult or shadow teacher as appropriate.
- A copy of the student's Medical Plan, if applicable, must be included in the Trip Pack and available to all supervising staff.
- The designated First Aider is responsible for ensuring that all medical kits are checked prior to departure and that emergency medication is accessible.
- Staff must ensure that no student is exposed to known allergens through food, environmental triggers, or contact surfaces.
- In the event of a medical emergency, the Trip Leader must immediately contact the First Aider, administer treatment as per training, and inform the Administrative Office and SLT without delay.

This procedure ensures that all reasonable steps are taken to prevent allergic reactions and to provide immediate care if a medical incident occurs during any school trip or visit.

6. Trip Payments, Consent and Student Allocation

Responsibility

- Responsibility for the collection of trip payments, completion of consent documentation, and confirmation of student participation rests solely with class teachers/form teachers.
- Teaching Assistants are not responsible for collecting money, updating payment records, or managing consent forms unless explicitly instructed to do so by senior leadership.

Trip Payments

Class teachers/form teachers must:

- Collect all trip monies from students by the stated deadline
- Ensure no payments are accepted after the deadline
- Count all monies collected accurately

Late payments will not be accepted under any circumstances.

Recording Student Participation

Class teachers/form teachers are responsible for:

- Accurately recording on the designated Excel document which students have paid and will attend the trip
- Ensuring records are fully completed before the deadline
- Entering all required additional information, including food choices and any allergies or intolerances

Amendments to the Excel document after the deadline are not permitted.

Consent Forms and Final Checks

Once the payment and consent deadline has passed, class teachers/form teachers must submit:

- All signed consent forms
- All monies collected
- A signed declaration confirming that:
- The money has been counted
- A signed declaration confirming that:
    - The money has been counted
    - The amount collected matches exactly what is recorded on the Excel document
    - The number of consent forms matches the number of students listed as attending

The signed declaration will be provided by the school and must be included inside the official money collection envelope issued to staff.

Locking of Records and Deadlines

- The Excel document will be locked the day after the consent form deadline
- Once locked, no further changes can be made
- No additional students may be added to the trip after this date under any circumstances

This includes late payments, late consent forms, or requests made verbally or in writing.

Capacity and Student Allocation

Student places on trips are allocated on a first-come, first-served basis, subject to:

- Payment being received by the deadline
- Consent forms being correctly completed and being received by the deadline

Once the deadline has passed, no further students can be accommodated.

Compliance

Failure to adhere to this policy may result in students being unable to attend the trip and payments being returned. This policy is in place to ensure trips are organised safely, fairly, and within capacity, and to protect both staff and students.

7. On the Day of the Trip

Pre-Departure Procedures

- Staff meet 30 minutes before departure for a final briefing by the Trip Leader.
    - Discussion points:
        - Student register must be taken on bus before leaving
        - Students must all be wearing seatbelts.
        - SPL3 students should be sat at the front of the bus with their shadow teachers
        - There will be an assigned meeting point at the trip location which will be shared in the WhatsApp group before departure.
        - Trip leader will be put in charge of all trip moneys to be paid, and will be responsible for handing back the receipt one the trips has been paid for to Accounts.
- Take attendance before boarding the bus.
- Ensure:
    - All students are in correct PE uniform and have required materials.
    - First aid kit and medications are carried by designated staff.
    - At least one mobile phone with full battery and credit/data is available per group. This number is to be shared with Admin.
- Submit final attendance list to Reception and Security before departure.

During the Trip

- Maintain active supervision and appropriate staff-to-student ratios at all times.
- Conduct periodic headcounts (on arrival, before departure from any site, and during transitions).
- Enforce behavioural expectations and safety guidelines.
- Staff remain spread across the group to ensure visibility and coverage.
- Report any incidents, accidents, or injuries immediately to the Trip Leader and SLT (as per school procedures).

Return to School

- Take attendance before leaving the venue and upon arrival at school.
- Inform Reception and Security of return time.
- Ensure all students are safely handed over to parents or dismissed as per school policy.
- Submit an Incident/Accident Report (if applicable) and debrief with SLT.

Post-Trip Evaluation

- Trip Leader completes a brief Trip Evaluation Form noting:
    - Educational outcomes achieved
    - Student engagement and behaviour
    - Any issues or recommendations for future trips

- File all documents in the Trips and Visits Record maintained by Administration.

Student Briefing

There will also be a briefing with all students going on the trip before their departure. This can be done the week before the trip

- Students must arrive to school on time and proceed directly to their assigned classroom or meeting area.
- All students must be dressed in the correct PE uniform and have any required materials (water bottle, packed lunch if needed, etc.).
- Students must remain with their class teacher or trip group at all times and follow all staff instructions.
- Once called, students should move calmly and quietly to the bus under staff supervision.
- No mobile phones or electronic devices are to be brought on the trip unless prior approval has been given (as per the Mobile Phone Policy).
- Students must sit in their assigned bus, wear seatbelts at all times, and keep noise to a reasonable level.
- SPL3 students will sit at the front of the bus with their shadow teachers.
- Students must ensure their belongings are clearly labelled and kept safely with them at all times.
- Once attendance has been taken, students must not leave the bus without permission from a staff member.
- Students are expected to demonstrate respectful, safe, and responsible behaviour that reflects the school's values throughout the trip.

8. Mobile Phone Policy (Students)

The use of mobile phones on school trips must follow the school's Mobile Phone Policy.

- Students are not permitted to bring mobile phones on any school trip unless otherwise approved by SLT.
- As school trips take place during normal school hours, the same expectations apply — only KS3 students are permitted to bring mobile phones to school, and these must be handed in at registration and collected at the end of the school day.
- For trips that finish after normal school dismissal time, a review will be conducted by the Trip Coordinator and SLT to determine whether students will be permitted to keep their phones for safety and communication purposes.
- In these cases, clear instructions must be provided to students and parents outlining:
    - When phones can be used (for example, upon returning to the bus or for contacting parents after the trip ends).
    - Expectations for responsible use (no photos, videos, or social media posts during the trip).
- Staff will continue to carry mobile phones with full charge and data for emergency use, communication with SLT, and coordination with the Administrative Office.
- There are ongoing discussions regarding the educational and safeguarding implications of phone use on trips. The policy will be reviewed periodically to balance student safety, communication, and responsible technology use.

Any misuse of mobile phones during a trip will result in the device being confiscated and returned to parents in line with the school's behaviour procedures.

9. Risk Assessment

Every school trip must have a Risk Assessment completed before it can take place. This ensures that all possible risks are identified and managed to keep students and staff safe.

For school-organised trips, the Trip Coordinator is responsible for completing the school's Risk Assessment Form.

For trips pre-approved by the Ministry of Education and Higher Education (MoEHE), the Ministry will complete the official Risk Assessment as part of their approval process. The school will still review the final document to ensure that all safety and medical information for our students is covered.

The Risk Assessment should include:

- The trip venue and planned activities
- Possible risks and how they will be controlled
- Medical, SEN, or SPL3 considerations
- Staff responsibilities and emergency contacts

Any sever risks will be share with all staff attending the trip allowing them to help mitigate the risk following the Risk Assessment.

A copy of the Risk Assessment must be included in the Trip Folder for MoEHE submission.

Any incidents during the trip must be reported to the Trip Leader, Coordinator and SLT and noted in the Trip Evaluation Form to improve future trip planning.

This process ensures that whether managed internally or by MoEHE, all trips meet the required safety standards and that staff are aware of their duties to protect students.

10. Unexpected Situations and Emergencies

Sometimes, unexpected situations can occur during a trip. All staff must remain calm, act responsibly, and follow the school's procedures to ensure the safety and wellbeing of all students. The Trip Leader has overall responsibility for decision-making in any emergency situation, supported by other staff, the Administrative Office, and SLT.

A. General Response

- The safety of students and staff is the top priority at all times.
- The Trip Leader must remain calm and give clear instructions to staff and students.
- The Administrative Office and SLT must be informed as soon as possible of any serious incident or change of plans.
- Students should be reassured and kept together under staff supervision until the situation is resolved.

B. Bad Weather or Venue Issues

- If the weather becomes unsafe or the venue experiences operational problems, staff should move students to a safe and sheltered area immediately.
- The Trip Leader must contact the venue management and the Administrative Office to agree on the safest course of action (e.g., postponing activities, finding alternative indoor space, or returning to school).
- If the trip is cut short, the Trip Coordinator will work with Tri Logistics to arrange transport back to school.

C. Transport Accidents or Breakdowns

- In the event of a transport accident or breakdown, the first priority is the safety of all students and staff.
- The Trip Leader and staff must ensure that all students are accounted for, moved to a safe area if necessary, and kept calm.
- The designated First Aider must provide first aid to anyone who requires it.
- The Trip Leader must contact the Administrative Office and SLT immediately to report the situation, followed by the school's transport provider (Tri Logistics, contact below).
- Once the situation is under control, the Trip Leader must complete an Incident Report Form, including:
    - The names of all students, staff, and the driver present
    - A clear description of what happened and any injuries sustained
    - Actions taken at the scene and any follow-up required

The Incident Report Form is available at the end of this policy and must be submitted to the Safeguarding Team or Trip Coordinator within 24 hours of the incident.

D. Government Announcements and School Closures

At times, the Ministry of Education and Higher Education (MoEHE) may issue a circular requiring schools to move to online learning or close temporarily due to special circumstances (such as national events, weather conditions, or health measures).

- If a scheduled trip falls on a day affected by such a circular, the Trip Coordinator must immediately contact the School Principal and the trip venue to review the situation.
- If the circular is received at least 24 hours before the trip, contact with both the principal and venue must be made within that timeframe.
- If the circular is received with less than 24 hours' notice, the Trip Coordinator must make contact as soon as possible.
- The School Principal will make the final decision regarding whether the trip will:
    - Go ahead as planned
    - Be postponed to a later date
    - Be cancelled entirely
- The trip venue must confirm whether they are still accepting student groups under the updated MoEHE guidance before any decision is finalised.
- Once a decision is made, the Trip Coordinator must inform all participating staff, parents, and the School Admin immediately.

These steps ensure that all school trips remain compliant with MoEHE directives and that communication with venues, staff, and families is clear and timely in the event of sudden government changes.

E. Transport Provider Information

- The school's approved transport provider for educational trips is Tri Logistics.
    - Contact Person: Mr Jalil Parker
    - Mobile: +974 6672 8034
    - Email: j.parkar@trilogistic.com

- Tri Logistics is responsible for providing safe, roadworthy vehicles that meet Qatar's school transport safety standards.
- The Trip Coordinator must confirm transport arrangements with Tri Logistics at least one day before departure.
- In the event of a breakdown, accident, or delay, the Trip Leader must contact Mr Jalil Parker immediately and inform the school admin and SLT.

F. Transport Delays

- If transport is delayed (e.g., traffic, mechanical issues), the Trip Leader must notify the school admin with the estimated return time.
- If the delay will affect student dismissal, parents will be informed through the school's usual communication channels.

G. Medical Emergencies

- The First Aider should take immediate action according to their training and use any prescribed medication (such as EpiPens or inhalers) as stated in the student's medical plan.
- The Trip Leader must contact emergency services if required, then notify the school admin, which will contact SLT and the parents.

H. Missing Student Procedure

- If a student is discovered missing, staff must immediately alert the Trip Leader.
- The Trip Leader must stop the group, conduct a headcount, and contact venue security for assistance.
- Admin and SLT must be informed immediately.
- Students should stay calm and remain in one place until the missing student is located.

I. Post-Incident Reporting

- After any unexpected incident, the Trip Leader must complete an Incident Report Form and include it with the Trip Evaluation Form.
- A debrief meeting with SLT will follow to review the event, update procedures, and identify any improvements for future trips.

These procedures ensure that all emergencies and unexpected events are handled quickly, safely, and in a coordinated way that protects the wellbeing of every student and staff member.

11. Staff Code of Conduct for Educational Trips

All staff attending school trips are representatives of Phoenix Private School and are expected to model professionalism, integrity, and care at all times. Staff are required to always wear their Staff ID on the trip. The following code of conduct outlines the standards of behaviour and presentation required when supervising students during trips and visits.

Professional Conduct

- Staff must always maintain professional boundaries with all students and colleagues.
- The same school rules and safeguarding principles that apply on-site also apply during off-site trips.
- Staff are expected to demonstrate patience, respect, and positive communication at all times, especially in challenging situations.
- No form of physical punishment, verbal aggression, or inappropriate language will be tolerated.
- Staff should not engage in personal phone use, social media activity, or unrelated conversations while supervising students.

Responsibility and Supervision

- Staff are responsible for the students assigned to their group and must always maintain active supervision.
- Students should never be left unsupervised, even briefly.
- Staff must conduct regular headcounts, monitor student behaviour, and report any concerns immediately to the Trip Leader.
- All staff are expected to read and understand the Risk Assessment, Trip Itinerary, and Emergency Procedures before departure.

Dress Code

- Staff should wear smart-casual attire that reflects the school's professional standards, and Qatari cultural expectations.
- Clothing must be modest, clean, and appropriate for the activities planned.
- Staff should wear comfortable shoes suitable for walking and supervising students.
- Staff should avoid wearing jeans with rips, sleeveless tops, flip-flops, or any clothing that may appear unprofessional.

Use of Mobile Phones and Technology

- Staff may carry a mobile phone for communication with the Trip Leader, SLT, or in emergencies only.
- Personal calls, photos, or social media posts about the trip are not permitted during working hours.
- Photos of students may only be taken if authorised by SLT and in line with the school's Safeguarding and Media Policy.

By following this Code of Conduct, staff ensure that all school trips are safe, professional, and aligned with the values of Phoenix Private School.