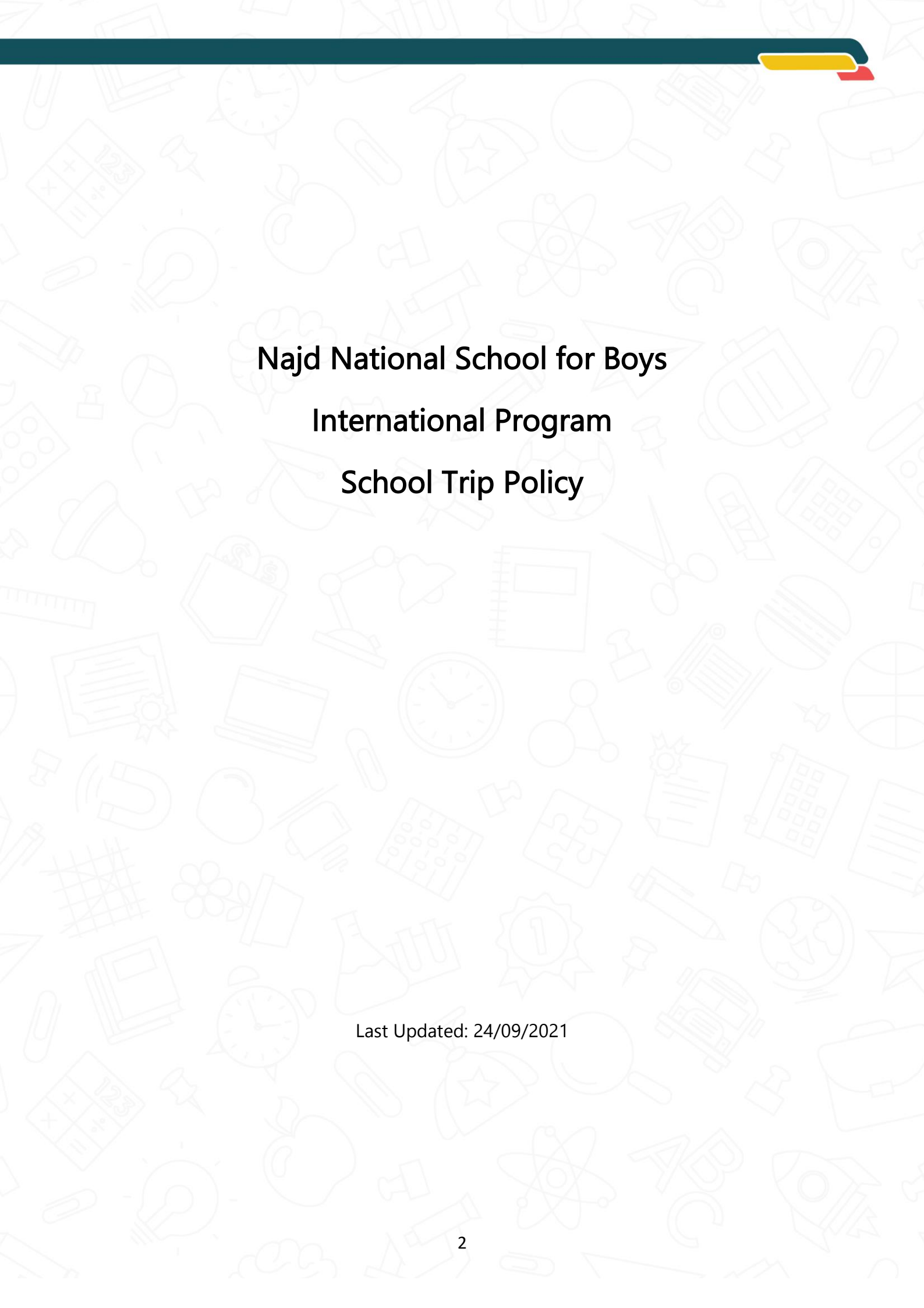





Najd National Schools
International Program

School Trip Policy



Najd National School for Boys

International Program

School Trip Policy

Last Updated: 24/09/2021

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Najd National Schools-International Program Guiding Statements

Vision

To promote global citizenship and learner autonomy within a secure and supportive school environment where students can achieve their utmost potential.

Mission

To expedite the implementation of student-centered learning by shifting our paradigm from teacher-centered instruction to learner-centered instruction. We will bring about change in our educational programs, instructional approaches, learning experience, and academic support strategies to serve the interests of our students.

Definition of Learning

Learning is a self-driven process that empowers students to set authentic goals, explore, make connections to key concepts, relate new information to prior knowledge, modify existing knowledge, develop new ideas, and reflect on academic progress in a secure equal-opportunity environment that respects diversity.

School Core Values

We believe that:

- Embracing cultural diversity helps us become globally aware and unbiased to bring about a positive change.
- Consolidating ethics and integrity in the classroom is fundamental to building ethical future generations.
- Consistency is a prerequisite to creating space for constructive learning environments.
- Learning by sharing builds positive relationships among students and helps improve academic performance.
- Curiosity stimulates the brain for learning and makes the learning process a more rewarding experience.
- Sincerity and empathy bring about positive social experiences.

I. Policy Statement

Najd International School places great emphasis on the safety and wellbeing of students who participate in school trips. Any successful trips pivots on adequate preparation and evaluation of the risks associated with it. The trips that this policy we will discuss is school trips during school hours (Type 1), school trips outside school hours (Type 2), overnight stay local trips (Type 3) and overseas stay trips (Type 4). This policy goes hand in hand with Najd International School child welfare practices.


II. Procedures / Responsibilities

II. 1. Risk Assessment

Before the trip, the field trip advisor will devise a risk assessment document that rates the possibility of risks on a scale of 5 (lowest) to 1 (highest). Scale 5 includes normal activities like visiting museums, cultural centers, historical sites, etc. On the other hand, scale 1 refers to extreme activities like sky diving, cliff scaling, etc. Students with a previous history of troublemaking will be carefully considered before being accepted.

II. 2. Primary Procedures

Before you organize and decide to lead any of these trips, you need to obtain the approval of your department head first. Once you consent to lead, you should familiarize yourself and the accompanying staff with this policy relating to the designated trip. You can get all the related trip documents, including recommendations and instructions on the child protection policy and the code of conduct for both students and teachers. Note that the pre-primary teacher to student ratio must be 1:6 in trips types 1,2 and 3; trip type 4 is not authorized for the pre-primary stage. The teacher-to-student balance should be 10:1 in all other settings. The following guidelines relate to the logistics of all trips, and some are exclusive to designated trips:

- 
- You should receive clear written consent from the parents of every student informing you of their will to send their child on the trip.
 - Parents will be notified of the dates, times, location, and other necessary details.
 - No one other than the parent or guardian is allowed to collect students during school trips type 1 and 2; school trip types 3 and 4 are exempted from this rule.
 - The field trip organizer will confer with the budget holder before booking tickets, accommodation, transportation, and relevant expenses.
 - Make sure you have a first-aid medical kit during trips.
 - For trips 3 & 4, always ask students to provide you with a document that explains their medical condition, recommendations, and medications in detail. Pay more attention to details when dealing with students who need specific medicines.
 - Make sure you have the parents' phone numbers and emergency contact numbers for every participating student.
 - Familiarize all escorting teachers with Najd International School's code of conduct.
 - For overseas trips, check passport validity for all passengers and confirm that every student has a valid visa for the destination country.
 - Notify students a week ahead of trip type 4, and ensure that every student has enough daily allowance.
 - In any medical emergency, escorting teachers can reach the school physician on a hotline specified before the trip.
 - The trip organizer should call the administrative assistant daily to report on trip details.

II. 3. The Responsibilities of the Field Trip Organizer

The field trip organizer should:

- Write an estimated budget for the trip beforehand.
- Keep all receipts for all the money spent preparing for the trip, and pass them to the administrative assistant.
- Ensure that all activities coincide with Najd International Schools' legal regulations.
- Ensure that all activities are covered by school insurance.
- Provide a detailed preplan for the whole trip to the principal and get approval before hinting to students about the trip.
- Employ emergency first aid medical treatment efficiently.
- Analyze and evaluate the risks associated with activities on the trip.
- Delegate responsibilities to accompanying staff during trips.
- Please confer with the CPO before choosing accompanying staff and getting their approval to participate.
- Apply the school policy for all trip types and communicate any breach of the policy with the principal.
- Communicate with parents in the event of an emergency.
- Write emergency or accident reports.
- Manage cash flow during emergencies.
- Keep an entire register, photos, and emergency contact information of all participating students.
- Communicate all information about participating staff with the HR department.
- Able to choose balanced diet food choices for participating students.
- Allocate work equally across the escorting team.
- Share a list of accompanying teachers with parents before the trip takes place.
- Inform the department head about how the curriculum benefits from conducting such a trip.

- Share all details from planning to application with the school principal. (Applies to trip types 3 & 4)
- Superintend accommodation, transport, activities, meeting parents, trip information, permission documents, and daily trip management. (Applies to trip types 3 & 4)
- Ensure that students do not enter other students' rooms after 8 o'clock or stay overnight in rooms other than theirs. (Applies to trip types 3 & 4)
- Guarantee discipline, conduct, and safe transport of students from the hotel to the designated sites and vice versa. (Applies to trip types 3 & 4)
- Assure a whole night's sleep for students. (Applies to trip types 3 & 4)
- Organize an impeccable process of student pick-up and drop-off. (Applies to trip types 2,3 & 4)
- Write a report by the end of the stay mentioning the pros and cons of the accommodation to help us reach sound decisions about future bookings. (Applies to trip types 3 and 4)

II. 4. The Responsibilities of accompanying staff

All accompanying staff should have the following specifications:

- Must be knowledgeable with all Najd National School policies and code of conduct pertaining to all types of school trips.
- Should know basic first aid.
- Must know the language of the country of destination. (Applies to trip type 4)

II. 5. Accompanying Staff Code of Conduct

All accompanying staff must abide by the following guidelines:

- Respect Najd International School's code of conduct and maintain a professional interaction with students throughout the whole trip.
- Do not smoke in front of the students.
- Knock at the door and wait for permission before entering students' rooms; do not knock during students' downtime. (Applies to trip types 3 & 4)

- Do not enter the room when students are showering. (Applies to trip types 3 & 4)
- Do not spend time in students' rooms at night. (Applies to trip types 3 & 4)
- Respect Saudi Arabia's law against the consumption of any product which is prohibited by the Islamic faith. (Applies to overseas trips)

II. 6. Student Code of Conduct (International Trip)

All students who are on this overseas trip will abide by the following code of conduct:

- Students will sign a standard behavior chart before going on the trip.
- Students who use violent language with other students or behave in a particular manner that the field trip organizer deems inappropriate will be subject to suitable penalties when returning to Saudi Arabia.
- Students involved in reckless behavior causing danger to others or consuming recreational drugs or alcohol shall be sent on the first available trip back to Saudi Arabia at their parents' expense.
- Students should switch off their electronic devices when asked by the field trip organizer to do so.
- Najd International School reserves its right to overrule any application of any student who has behavioral concerns.

II. 7. Accidents or Illnesses

- Parents must fill out a medical form that explains their child's medical condition.
- All students must have travel insurance policies before travel dates.
- Any cases of injury must be dealt with immediately and then recorded.
- The trip field organizer will pay for any extra medical expenses incurred.
- In accidents, the trip field advisor will call the school principal or the educational expert, who will inform the parents successively.
- Direct communication with parents should be considered if the administration fails to take the call.

II. 8. Communication with the Parents

- It is the responsibility of the parents to pay the financial costs of the trip, including medical insurance, two weeks before the trip.
- Parents will fill out a written consent allowing their children to go on the overseas trip.
- Parents will sign the section that includes their child's expected behavior and the trip's rules and regulations.
- Parents will sign a medical clearance form that denotes their child's health condition.
- If the trip has adventurous activities, a prior written consent form must be signed by parents.
- Parents will receive a detailed timetable consisting of flight times, activity times and duration, and transport means used during the trip.

III. Accommodation Specifications

- The accommodation specifications should comply with our school policy regarding safety.
- The accommodation must have separate toilets and rooms.
- The accommodation should be partitioned in a way that facilitates easy student supervision.
- The accommodation must be low risk based on a risk assessment procedure performed by the field trip organizer.

IV. Transport

- If train transport is the means of transport during the trip, the field trip organizer should book the tickets ahead of time to ensure that the whole group will travel together.
- All booking times must be age-appropriate.

V. Trip Forms

V. 1. Najd International Schools Trip Plan Form (Internal Use)

1) School: _____

2) Destination: _____

3) Purpose of the trip: - Recreational - Observational

4) Date(s) of the trip: _____

5) Time of departure: _____

6) Time of return: _____

7) Number of participating students: _____

8) Number of escorting staff: _____

9) Names/Positions of escorting staff: _____

10) Transportation required: _____

11) Transportation is: - Public: (Price) _____

- Private: _____

- Charter: (Price) _____

12) Departure location and carrier: _____

13) Return location and carrier: _____

14) Teacher-in-charge of trip/travel plans: _____

15) Teacher-in-charge contact information: _____

16) Name of lodging: _____

17) Address & phone number of lodging: _____

18) Who will pay for the lodging?

19) How much will the lodging cost/student? _____

20) Does the facility you are visiting have adequate insurance to cover any potential risks involved?

_____ If yes, attach a copy of the policy.

21) If swimming is involved, will there be a designated on-the-spot lifeguard available?

_____ If yes, please name.

Overseas School Trips Checklist: Complete this section in case the trip is Overseas:

1) Are there any current travel advisories issued by the Saudi Government regarding the destination country?

No _____. If yes, please explain _____

2) Have you purchased Medical Insurance for all participating students and staff?

No _____. If yes, attach a copy of all the insurance policies and their cost.

3) Did you receive medical clearance from participating students?

No _____. If yes, attach a copy of the medical clearance form for each student.

4) Do all participating members including students have all the necessary documentation for the visa application process (if applicable)?

5) How much do the visa permits cost in total? _____

Students: _____ Staff: _____

6) Will the trip coordinator be responsible for safeguarding all students' passports?

7) Provide the international phone number of the trip coordinator:

8) Provide an additional member of staff name and phone number

I certify that all requirements and conditions adjunct to this trip were met.

Name & Signature: _____ Date: ____/____/____

Educational Expert Approval*: _____ Date: ____/____/____

Superintendent Approval*: _____ Date: ____/____/____

* It is the responsibility of the educational expert and the superintendent to confer with whomever they deem necessary to reach an informed decision before granting their consent.

* The legal department at Najd International School should have a copy of this plan for the record.

V. 2. Parent Consent Form (External Use)

1) Student name: _____

2) Class and section: _____

3) Location of the trip: _____ (Local or Overseas)

4) Purpose of the trip: _____

5) Trip destination: _____

6) Trip duration: _____

7) Departure date/time: _____

8) Return date/time: _____

9) Departure site: _____

10) Trip coordinator: _____

11) Mode of transportation: _____

12) Purpose of the trip: _____

13) List specific clothing required for the trip:

14) List equipment required for this trip:

15) This trip will involve the following physical activities:

16) This trip will involve the following sports activities:

* I comprehend all the risks of injury associated with the physical and sports activities listed above, and I grant my full consent to my child's participation in this trip and all the inclusive activities without any reservation, except for: (Indicate an activity you do not want your child to take part in):

Name: _____

Relationship to the applicant: _____

V. 3. Child Medical Condition Form

Please indicate any specifics relating to your child current wellbeing:

1) Does your child suffer from any medical condition worth noting? If yes, please indicate.

2) Does your child suffer from any food allergies? If yes, please indicate.

3) Does your child need a specific diet? If yes, please indicate.

4) Is your child on a particular medication? If yes, please mention the name and the frequency that this medication should be administered.

5) Does your child use visual or auditory aids? If yes, please specify.

Please read the following section carefully before signing:

- I agree to pass the responsibility to the staff to choose what is best for my child in the case of emergency or illness.
- I agree to pay all incurring medical expenses not covered by the medical insurance policy.

Name and Signature: _____

Relationship to the applicant: _____

V. 4. Child Expected Behavior Section

We have attached the “Student Code of Conduct” that we expect your child to meet at the end of this booklet. Please, read and grant your consent to the following:

- I agree and understand the consequences of my child's actions if caught consuming or possessing illegal drugs, alcoholic beverages, or cigarettes.
- I agree and understand my responsibility for my child's actions in case of any violation of the school/trip code of conduct.
- I understand that my child could be banned from going on trips if his conduct was considered unacceptable.
- I accept all incurring future penalties and future trip bans if my child misbehaves or refuses to follow instructions.
- I understand that my child is expected to behave responsibly and that any reckless behavior on my child's part is my responsibility.

Name and Signature: _____

Relationship to the applicant: _____

V. 5. Child Participation Liability Form

- I agree and understand that I am responsible for transporting my child to and from the departure and arrival sites assigned by the trip coordinator.
- I agree and understand that my driver or escort represents me if I am not available during the transportation process.

- I agree and understand that the trip coordinator and accompanying staff shall accompany my child during the whole process, including departure and arrival site.
- In case of emergency, please indicate the name and phone number of the person we can reach in order of priority:

Priority #1: (Please indicate country code when writing the phone contact)

Name: _____ Phone#: + _____

Priority #2 /Additional Contact:

Name: _____ Phone#: + _____

- I give my full permission for my child to participate in this school trip.

Name and Signature: _____

Relationship to the applicant: _____

V. 6. Student Proclamation Form

Read the following code of conduct carefully and then sign in agreement:

-
- I will sign a standard behavior chart before going on the trip.
- I will not use violent language with other students.
- I will not display any inappropriate behavior or behave in a particular manner that the field trip organizer deems inappropriate.
- I accept to bear the consequences of my misbehavior per school rules and regulations.
- I will switch off my electronic devices when asked by the field trip organizer to do so.
- I will be subject to suitable penalties when returning to Saudi Arabia if I am involved in reckless behavior that causes danger to others. (Applies to trip type 4)

- I declare that I will not consume recreational drugs or alcohol, and if I do so, I shall be sent on the first available trip back to Saudi Arabia at my expense.
(Applies to trip type 4)
- I understand that Najd International School reserves its right to overrule my application if I have behavioral concerns.
- I agree to abide by a specific expected behavior in unique circumstances or situations specified by the accompanying staff.
- I will follow the rules and regulations of the hosting country. (Applies to overseas trips only)
- I understand that the possession and consumption of recreational drugs or alcohol will subject me to disciplinary procedures and potential criminal prosecution in line with Saudi law. (Applies to overseas trips only)

* I have read this code of conduct, and I agree and understand that I am to obey the rules of this trip, responsibly act as if I am in a school scenario.

Student Name and Signature: _____ **Date:** ___/___/_____

V. 7. Parent Proclamation Form

Read the following section carefully and then sign in agreement:

- I understand that the school can modify all travel arrangements at its discretion, and I will be notified of such modifications when feasible.
- I understand that the school does not assume the responsibility for the performance of the airlines, hotels, or means of transportation they chose for my child when making arrangements for the trip. Therefore, I understand that the school is not accountable for any lost or delayed luggage and unsatisfactory reimbursements.

- I agree to pass the responsibility to the staff to choose what is best for my child in an emergency or illness.
- I agree to pay all incurring medical expenses not covered by the medical insurance policy.
- I understand that it is within the school's discretion to change travel, accommodations, and other arrangements as it deems necessary. The school administration will brief me on any changes in the original plan.
- I understand that my child's responsibility is to abide by the school's discipline and trip code of conduct.
- I understand that the consequence of any serious breach of the code of conduct or any severe violation on my child's part while on the trip can be immediate cancellation of his stay and sending him back home after I am notified.
- I understand that if my child is sent home prematurely, I will pay all the expenses incurred. I also understand that I have no right to request any reimbursement of any expenses initially paid for the trip.
- In case of emergency, please indicate the name and phone number of the person we can reach in order of priority:

Priority #1: (Please indicate country code when writing the phone contact)

Name: _____ Phone#: + _____

Priority #2 /Additional Contact:

Name: _____ Phone#: + _____

- I give my full permission for the applicant to participate in this school trip.

Name and Signature: _____

Relationship to child: _____