

**Mission Statement:**  
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# GFM Out of School Activities Policy

Policy Updated By	Latest Publish Date	Monitoring Cycle
Nathalie Azar	January 2024	Annually

## Schedule for Development / Monitoring / Review

This policy was approved by the Governing Body on:	January 2024
The implementation of this policy will be monitored by the:	Principal and Senior Leadership Team
The Policy will be reviewed annually, or more regularly in the light of any significant new developments. The next anticipated review date will be:	January 2025
Should serious incidents take place, the following external persons/agencies should be informed:	Akram Tarik (Principal) and in his absence Jacqueline Morris (Vice Principal) or Nathalie Azar (MSO)

This procedure is applied at GFM alongside our school's vision, mission and values. Interwoven with the principles of High Performance Learning; values, attitudes, attributes and A.C.P. Characteristics.

## 1. Introduction

This document relates to the policy for all organized Out of School Activities (OSA's) undertaken by students, under the supervision of the staff of the School. It does not include visits where a class are taken off site for no more than the normal duration of a lesson. In such instances the teacher responsible must inform management of the details of the short excursion. OSAs include School Sports Fixtures, Day Trips, Overnight Outdoor Education within UAE, and Overseas Trips.

The policy covers the period from initial organization to departing from and returning to the School.

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The school encourages and supports staff who wish to take students on field trips and educational visits. It is recognized that in many cases these trips form an essential part of students' studies and personal development. However, it is necessary to ensure that students are not withdrawn from timetabled classes unnecessarily; therefore, each activity must demonstrate a clear benefit for the students involved. Unless part of the curriculum delivery, attendance for these field trips should be optional for all students.

Parents must be kept informed throughout the process and must always give their permission for their child to take part. It is mandatory that where parental permission is required it must be clearly documented.

## 2. Aims and Objectives

Benefits for students:

- Development of their ability to integrate socially.
- Development of: leadership skills, self-reliance, a sense of responsibility, initiative, and resourcefulness.
- Increase in self-confidence, dignity and feelings of self-worth.
- Development of team spirit ideals.
- Acquiring insight, skills and knowledge to pursue outdoor activities in adult life.
- Gaining of confidence to meet challenges that are beyond their normal experiences.
- Educational, spiritual and physical development.

## 3. Staff Involvement

**Leadership Team:** The Head of Student Welfare and Educational Visits Coordinator (EVC) will be responsible for the following:

- a. Monitoring the planning of the OSA and advising SLT on its suitability.
- b. Monitoring the outcome of the OSA.
- c. Point of contact for the OSA Leader.
- d. Make recommendations for future OSA's.

**The Leader** - is the person who has overall responsibility the care and supervision of the group undertaking the visit/trip

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including any activities its students undertake. To avoid confusion during a trip when a member of Leadership Team (LT) is present, but not the nominated Leader, the EVC must determine who has ultimate decision-making authority. The responsibilities of the Leader normally include:

- a. Planning the OSA from start to finish.
- b. Obtaining approval for the OSA.
- c. Health and Safety of students and staff taking part.
- d. Supervision of students and staff.
- e. Insurance – ensuring that adequate and relevant cover is in place before the OSA begins.
- f. Risk Assessments.
- g. Ministry of Education / KHDA approval (when required).
- h. Transport organisation.
- i. Obtaining details of any special medical requirements for students.
- j. Meetings and correspondence with Parents (for overseas trips).

**The Deputy Leader** - must be involved from the beginning in the preparation and organisation of the OSA and should assist the Leader with their responsibilities. They should also be ready to take over the OSA should it be necessary.

**Supervisors** – must be teachers or administrators actually working in GFM.

*Note: it is possible that an OSA Leader may also be a member of the LT.*

## 4. Approval

All trips must be requested by HoDs and HoYs before the end of the previous academic year. Only in exceptional circumstances will a trip be authorised that was not put forward during this request process (Plays or events that could not be foreseen. If you wish to organise a trip that has not been requested, the Leader should complete the '**Proposed OSA Form**').

LT will advise the EVC whether the OSA should proceed on the grounds of safety according to the policies

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and procedures provided by the School. **NO VISIT MAY PROCEED WITHOUT THE PERMISSION OF SLT.**

If permission is provisionally granted the Leader must then discuss the activity in detail with the EVC.

Permission for Overseas Trips should be sought from the Ministry of Education / KHDA.

## 5. Supervision

**Staffing Ratios:** Staffing ratios should be adjusted bearing the following points in mind: age, sex, special needs of students; nature of activities, e.g. high or low risk; experience and expertise of staff; duration of trip; and type of accommodation if residential. Minimum requirements are:

- a. **Day Trips** – FS = 1 teacher to 10 students. Y1 upwards: 1 teacher to 15 students for local, daytime, low-risk activities.
- b. **Overnight Trips within UAE** – Y1 upwards: 1 teacher to 15 students with a minimum of 2 teachers (in case of illness or accident). If activities are of a physical or adventurous nature, 1 teacher to every 10 students. If the group is mixed the teachers should be both male and female.
- c. **Overseas Trips** – 1 teacher for 10 students with a minimum of 2 teachers. If the group is mixed the teachers should be both male and female.

*Note: once the minimum of 2 teachers has been reached other suitable adults may be used to meet the required ratios, especially those with specialist skills working for the company providing the activity.*

For most overnight and overseas trips, teachers can go free of charge, normally in the ratio of 1 teacher per 10 students. If, however numbers of students do not reach 20, thereby allowing 2 staff (the minimum) to go free, then either the trip must be cancelled or the school must pay for the extra member of staff.

## 6. Health and Safety

The OSA Leader is responsible for following best practice regarding the health and safety of all members of the group and must be fully conversant with Emergency Procedures.

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A risk assessment should to be carried out for all off-site OSAs. An example of this can be found in the ALL STAFF Channel of MS Teams.

Where an activity includes an element of risk e.g. abseiling, one member of staff should remain at the start of the activity until all students have passed through, and one should be at the end of the activity until all students have finished.

A risk assessment should be carried out for **all** off-site activities. A pre-visit, if possible, to venues is required for the purpose of risk assessment. Sites that are frequently visited should be re-assessed on a regular basis, at least annually. Where possible, a copy of the site risk assessment should be included.

**Low Risk Activities:** are those in which any part of the activity does not itself represent risk, and where complete safety is achieved by normal vigilance and supervision.

**High Risk Activities:** are those associated with potential physical danger. The activity may involve the prior acquisition of specific skills and often requires specialist equipment and qualified instruction by approved persons.

Risk is quantifiable and is usually rated as being low, medium or high. For an activity to be acceptable for students it must, after 'control measures' have been taken, be rated as 'Low'. Control Measures can be as simple as ensuring that the activity provider has relevant licenses and trained staff to carry out the pursuit. The process of Risk Assessment involves the following:

- (a) Identification of the hazards.
- (b) Classifying the risk.
- (c) Identifying who is at risk.
- (d) Identifying existing controls and where these are considered to be inadequate ensuring that actions are taken to bring them to the necessary standard.
- (e) Identifying the residual risk rating after control measures are in place.

## 7. Insurance

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The type of insurance required for an OSA depends mainly on its location and the type of transport used.

**GEMS General Insurance Policy.** GEMS Insurance Policy adequately covers students for medical expenses arising out of accidental injuries whilst under GEMS custody within UAE territorial limits.

**Overseas Trips.** The OSA Leader must ensure that insurance for overseas trips gives not only general travel coverage (cancellation charges, emergency medical, personal accident, loss of passport, delayed or lost baggage, personal money and personal liability etc.) but also takes account of any special insurance requirement for hazardous activities. It should not be automatically assumed that the company supplying the activity will provide adequate insurance. If extra insurance is required, then this should be included in the cost of the trip. Parents should not be allowed to 'opt out' of this extra insurance even if they believe their children are already covered. Parents should be made aware before the trip that once their child returns to the U.A.E. they are responsible for any further medical expenses.

**OSA's not Using School Transport.** Care must be taken to ensure that relevant insurance is in place when using transport other than that belonging to the school.

Parents are not covered under school insurance.

## 8. Duty of care

When teachers take a party away from School, they are 'in loco parentis'. The 'Duty of Care' expected is that of a reasonably careful and prudent parent applying their mind to the OSA situation. This duty is continuous during the whole period of the visit and cannot be delegated to anyone else. This applies to students under the age of 18 with parental consent being required for off-site ventures for people under that age.

**Protection of Children:** The planning and organisation of OSA's, and particularly those of a residential nature, must include precautions to protect students from abuses such as racial, sexual or physical

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harassment from either adults or other students in the group. Whilst those teachers who are already in the employment of the school will have made a declaration at the time of their appointment, it is essential that any voluntary adults who may be assisting are also asked to make a similar declaration.

**Ministry of Foreign Affairs:** A letter from the principal of the school must be submitted to the MOFA informing them of the school's intended trip to the country concerned (overseas only). It should be applied for at least 6 months prior to departure through the GRE. A copy of OSA proposal (appendix 1), a list of students and staff, and photocopies of parent's permission forms for each student are required to accompany the request. Copies of staff passports and visa page is also required.

**KHDA:** 3 days prior to the trip (overseas only), the contact name and number of the trip leader, as provided to the parents must be submitted to the KHDA along with a list of students and supervisors. In addition, they will need the details of the contact person within Dubai that KHDA can contact if required for the duration of the trip (most likely Principal or Vice Principal).

**First Aid:** It is mandatory that at least one teacher/adult in the party is First Aid trained and that sufficient first aid kits are carried, i.e. one per vehicle or one per sub-group.

First Aid kits should be booked through the Clinic and must be loaned for the duration of the activity. Returning the first aid kits and reporting used materials is the responsibility of the OSA leader.

**Routine Medical Requirements:** Details of any person participating in the activity who may require some form of routine medical treatment during the OSA must be recorded and retained by the OSA Leader. These details must include type and dosage of medication, when medication is required to be taken, symptoms if medication is not taken or an incorrect dosage is taken, and actions to be taken in an emergency.

Sufficient medication for the visit must be in the custody of the leader or the student concerned.

Cultural and religious requirements: These must be considered and staff sensitive to their needs (e.g. diet, time provided for prayer and other religious requirements, places of visits, etc.).

**Transport:** The

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number of passengers carried on a vehicle, must not exceed its legal seating capacity. Where seat belts are fitted, they must be worn. The number of persons seated must not exceed the number of seat belts provided.

It is recommended that, where possible, students should be transported in a school coach/minibus or public transport and that the use of private cars should be discouraged.

The leader must travel on the bus with the students and parents must travel separately and meet at the venue if applicable.

## 9. Finance

The Finance team requires at least 3 working days to raise cash and cheque payments. e.g. if the visit is on a Sunday you must have submitted your request to accounts by Monday the week before at the very latest.

GFM does not hold large amounts of cash overnight. Any cash deposited with accounts is banked at the end of each day.

If transport is required, you should factor this into the cost of the trip. Check with STS the approximate cost per student – this is usually no more than 5aed per student for Dubai based trips. N.B. Students should not be charged for transport if they are representing the school i.e. sporting event where GFM plays opposing teams.

## 10. Planning an OSA

The planning of an OSA is to be undertaken by the OSA Leader and Deputy Leader if permission is granted in principle. Guidelines for arranging OSA are as follows:

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## Categories:

- a. Day Trips (within the U.A.E.) – see Annex A
- b. Overnight Trips (within the U.A.E.) – see Annex B
- c. Overseas Trips – see Annex C
- d. Inter-School Matches and Tournaments – see Annex D

Each Annex refers to various appendixes which may be found in this document. These appendixes, like the annexes are guides only and staff making use of them are encouraged to suggest improvements based on experience.

The OSA forms and documentation must be reviewed by a member of the Senior Leadership Team at least 48 hours before the trip.

## 11. Role and responsibilities

All staff are responsible for upholding to the Out of School Activities Policy.

The OSA Leader is responsible for completing all documentation, including after trip responsibilities. The completed documentation must then be submitted to the PA to the Principal for filing.

## 12. Monitoring and review

This policy has been discussed and agreed by the GEMS Founders School teaching staff and leadership teams for implementation.

## 13. Supporting documents

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Code	Annexures and Appendices	Instruction
OSA – Annex A	Day Trips	Select based on activity type
OSA – Annex B	Overnight Trips within the UAE	
OSA – Annex C	Overseas Trips	
OSA – Annex D	School Matches / Tournaments	
OSA – Appendix 1	Proposed Organized OSA	Compulsory
OSA – Appendix 2	Staff Ratio and TA Request Form OSA	Compulsory
OSA – Appendix 3	Risk Assessment	Compulsory (adjust to activity)
OSA – Appendix 4	Attendance Register with Emergency Contact Details	Compulsory
OSA – Appendix 5	Paid trips and events approval	Compulsory for paid trips
OSA – Appendix 6	Transport Request Form	If required
OSA – Appendix 7	First Aid Box	Compulsory
OSA – Appendix 8	Sample Letter to Parents	Compulsory
OSA – Appendix 9	Allergies, Medication & Dietary Requirements	Compulsory
OSA – Appendix 10	Emergency Procedures	Team must be aware of procedures

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OSA – Appendix 11	Application Support and Review	Compulsory
OSA – Appendix 12	Review Form (Trip Leader)	Optional
OSA – Appendix 13	Review Form (Staff and Students)	Optional

Signed .....

Date .....

**Operations Manager**

Signed .....

Date .....

**Educational Visits Coordinator**

Signed .....

Date .....

**Head of Student Welfare**

*Policy review date: January 23*

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