



DAR ES SALAAM INDEPENDENT SCHOOL

P.O. BOX 32391 DAR ES SALAAM

REGISTRATION NUMBER TZ016

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TRIP POLICY

1. INTRODUCTION

In accordance with the school policy & ethos, trips are part of a child-centred teaching method. Trips expose students to Tanzania and Kiswahili culture, as well as to geographical and scientific aspects they had hitherto only heard of in theory. This reinforces and broadens classroom instructions. Hence, students from Class 2 at DIS should go on overnight class trips at least once a year. There are proposed fixed trips for each class. They are set to the given classes in accordance with the curriculum.

PE and Swimming trips will be attended on the organisers' invitations and acceptance by the School depending on the School Calendar.

CLASS	PLACE
Class Two	Bagamoyo
Class Three	Morogoro
Class Four	Dodoma
Class Five	Tanga
Class Six	Iringa
Class Seven	Arusha and Olduvai
Form One	Lushoto
Form Two	Kilwa and Mtwara
Form Three	Zanzibar
Form Four	Mwanza
Form Five & Six	Universities; Arusha, Dodoma, Mbeya
Sports and Swimming Trips	Depending on the event invitation and acceptance by the School

We also have an overseas trip to France and other neighbouring countries during our long holiday in July, before the start of the new academic year. It is usually two weeks; the aim is to improve students' French language skills, experience new cultures, and share theirs. Unlike the class trips, this trip is not compulsory. The World Scholar's Cup has also opened the room for overseas trips to countries depending on the countries it is organised to take place in a particular year.

Trips are a part of the school's educational programmes. Therefore, all School rules and regulations are to be observed ACCORDINGLY.

2. OBJECTIVES

- 2.1. To develop children's knowledge, skills and understanding of the wider World
- 2.2. To support links between areas of the curriculum and put into practice skills learnt in the classroom
- 2.3. To develop children's confidence in encountering unfamiliar situations
- 2.4. To develop children's ability to work with a group, follow instructions and complete tasks in cooperation with others
- 2.5. To ensure that children learn the importance of considering the feelings and needs of others
- 2.6. To nurture self-reliance, autonomy and leadership

3. CHILDREN'S EXPERIENCES

As children move through the school, visits will be arranged to complement the breadth of the curriculum and to emphasise aspects of the programmes of study that lend themselves to such an approach. Within the constraints of the various codes of practice, children will be encouraged to be increasingly self-reliant; for instance, children on Class 6 residential trips will have sole responsibility for aspects such as personal hygiene and looking after personal possessions.

4. MANAGEMENT

- Teaching Staff are responsible for the preliminary planning of trips. They have to ensure that they set approval guidelines, prepare budgets and means of managing expenses, and payment protocols, and ensure compliance with this policy. All plans must be discussed with the Head of School at an early stage.
- The Principal has ultimate responsibility for the protection of pupils and staff. The Principal has overall responsibility for the suitability and safety of trips. The Head of School and the teachers responsible for each class/group in the trip will keep her informed of any proceedings during the trip time.
- The accounts office is responsible for advising on the effective means of payment and facilitating collections.
- The Transport Officer is responsible for coordinating transport for the internal trips. The overseas trip transport will be coordinated by the School Management.
- All overseas trips must be sanctioned by the QA, Principal and the CEO.

5. CODE OF CONDUCT FOR PUPILS ON EDUCATIONAL VISITS

All pupils should:

- 5.1. Observe normal school rules
- 5.2. Co-operate fully with group leaders at all times
- 5.3. Fulfill any tasks or duties set before and during the visit
- 5.4. Participate fully in all activities and sessions during the visit
- 5.5. Be punctual at all times
- 5.6. Not leave group sessions or accommodation without permission
- 5.7. Always return to the meeting point or accommodation at agreed times
- 5.8. Avoid behaviour that may inconvenience others and be considerate to others at all times
- 5.9. Respect all requests made by school staff and accompanying adults
- 5.10. **Behave and dress decently at all times, and avoid makeup**
- 5.11. Abide by the laws, rules and regulations of the places visited
- 5.11. Consult with school staff if in doubt about any issues
- 5.12. At all times, take care of own, others and school properties. Also, the properties of places visited

5.13 Accept that a full written report of any misconduct will be forwarded to the Head of School /Principal/ and their parents.

6. PREPARATION AND PLANNING

FLOW DIAGRAM		TIME FRAME
FROM THE TRIP LIST CHOOSE THE ONE FOR YOUR CLASS	Plan with Pupils and fellow teachers.	Beginning of the term the trip is in or the end of the term before. The Head of Schools will organize Pre-meetings with Parents giving them all the necessary information about the trip and estimated costs.
PLAN TRIP	Class Teachers/Transport Officer/Head Teacher/Senior Manager of Finance/Principal	6 weeks: Book & Contact 4 weeks: Confirm bookings 3 weeks: Permission from parents 2 weeks: Payment Deadline, Apply for government travel permits, production of work packs 1 week: Advance payment of hotel bills, organise cover for classes, Medical check-up forms, transport etc
ASSESSMENT OF TRIP WORK	Students / Class teacher/ DOHS(Acad and EXCUA)/ Head of school/ QA/ Principal	2 weeks: Review Trip report and recommendation

6.1. CHOICE

Before deciding on making a school trip, a teacher has to do the following;

- i) Research thoroughly the theme, place and background knowledge of the place you intend to go
- ii) Set the objectives for the trip
- iii) Assess whether the trip will meet the objectives

Consult one of the following people DHOS, HOS, QA, SMF, Principal and teachers who have already conducted the same or similar trips with students.

6.2. PLANNING

6.2.1. A teacher checklist

Initial Planning

- Read the past reports to familiarize your team with the risks and barriers encountered, and henceforth review the suggested means to tackle them for a better plan.
- Establish a focus and programme for the visit which is an integrated part of the school curriculum
- Ensure there are opportunities to fully inform teacher(s), parents and pupils of your expectations
- Ensure you have a competent team of teachers/staff to undertake the trip
- Make arrangements with the account's office for the collection of payment
- Make arrangements with the Transport Officer for transport follow-up, approval and booking.
- Liaise with the institution(s) concerned (hotels, game parks, government agencies etc.) about the planning of your visit
- Cater for the extra costs of any trips/activities
- Arrange specific roles for teachers and staff
- Ensure all teachers and staff have understood the safety regulations and guidelines relating to DIS

- Agree on policy on i) Pupils use bedrooms during free time.
 - ii) Pupils are not allowed to carry mobile phones or any other expensive items.
 - iii) Pupils' daily pocket money limit.
- Make arrangements for sending a child home in the event of disciplinary/ medical problems

6.2.2. Parental Involvement

- Explain the nature of activities and level of supervision during the visit. It should be observed that “All students during the trip are under the schools’ custody and no interference from any party will be entertained, an act that will deprive the student of acquiring the intended learning and skills ”
- Distribute the following forms at appropriate times
 - a) Parents’ letter
 - b) Medical Information and Parental consent
 - c) Medical Statement
- Explain that a student could be asked to stay at school in the case of a disciplinary/ medical problem
- Outline the payment procedure

6.2.3. Information Required Before the Trip

- Trip programme
- Confidential group lists
- Dietary Information
- Table plan
- Bedroom list
- Parents’ telephone contacts
- Government travel permit
- Attendance register of all students on the trip
- A completed parental permission form to permit the administering of Medicine
- Risk Assessment Report completed during Trip Surveys and preparations about Individual Students, On-site precautions and Transport Considerations.

6.2.4. Things to Bring

- Recreation equipment i.e. bats and balls, board games etc.
- Materials
 - a) Stationery and clipboards
 - b) First Aid kit and its contents
 - c) Drinking water, juice
 - d) Games and sports gear
 - e) Camera/VIDEO
 - Medical Information and Parental Consent form
 - Medical statement form(completed not less than 4 days before visit)
 - Staff/ student duty rota

6.3. Things to Prepare

- 6.3.1. Budget: The teacher preparing a trip should budget for the cost of the whole trip, accommodation, meals and bus, driver allowances if necessary and emergency money

- 6.3.2. Make necessary phone calls to authorities concerned, hotels, parks, etc.
- 6.3.3. Letter to parents. This should consist of several letters including content such as;
 - i. Objectives of the trip
 - ii. Names of the members of staff accompanying the students
 - iii. Amount of money required and justification of the amount
 - iv. Duration of the trip and times/ dates for departure and arrival
 - v. Names of places to be visited and hotels and hotels' phone numbers
 - vi. Permission slip(requiring number in case of emergency)
 - vii. Deadline for payment

NB: Any letter sent to parents must have the approval of the Principal before it goes out

- 6.3.4. Work pack: It should consist of;
 - i. Background knowledge
 - ii. Assignments(well stated things to be done and standards expected)
 - iii. If there is a work pack from a previous trip it should be updated
 - iv. Presentations should be in written essays, poems, graphs, sketches, pictures etc.
- 6.3.5. Entertainment and extra curriculum activities;
 - i. Plan activities during the trips that are entertaining and enable students to refresh their minds for a healthy growth mindset.
 - ii. Arrange for matches and games if possible with neighbouring schools of the place to visit
- 6.3.6. Student list;
 - i. Students who have paid only
 - ii. Medical history(complications if any)
 - iii. Religious requirements
 - iv. Dietary requirements
- 6.3.7. Materials
 - i. Stationery and clipboards
 - ii. First aid kit and its contents
 - iii. Drinking water and juice
 - iv. Games and sports gear

Find very useful forms in Appendix A & B to be filled by parents before the trip.

7. ON TRIP

- 7.1. Make sure your departure and arrival take place on time as arranged
- 7.2. Students' welfare and learning of students is paramount
- 7.3. Phone the school at least once during the trip.
- 7.4. Do as many activities as time can allow/ keep students engaged

8. URGENT

- 8.1. DIS has a good reputation to keep, make sure this is maintained all the time during the trip
- 8.2. In case of an emergency refer to the steps in the emergency policy

9. STAFF DUTIES DURING TRIPS

We recommend the following staff/teacher duties to ensure your visit is as trouble-free as possible. There is a blank staff duty roster to assist you with your planning.

9.1. Bedroom Inspection

It is strongly recommended to do this at least once daily. It is more effective if one or two children do this too and keep the record.

9.2. Recreation(Indoor or Outdoor)

Any period of recreation should be appropriately supervised to a level where staff know the whereabouts and activities of each student. **In the case of sports, maintain fair play. If there is swimming make sure the swimming costumes are acceptable ones and no swimming should go on if the lifeguards are not present.**

9.3. Meals and Drinks

Supervision of issuing of drinks and meals in the dining room will be needed. Please ensure students remain seated while eating or drinking. Normally after dinner all students and staff meet and the arrangements for the following day's activities are discussed, as well as filling in the day's requirements in the work pack.

10. HEALTH AND SAFETY

10.1. THE ISSUING OF MEDICINES

10.1.1. RESPONSIBILITY

- DIS will continue to provide Health and Safety and First Aid equipment for use in school trips. Teachers on the trip will make sure that the facilities needed to administer the medication are available, and they will administer it (with parents' permission).
- The teacher administering the medicine will keep records of the Date and Time the medicine was given.

10.1.2. PROCEDURES FOR ADMINISTRATION OF MEDICINES:

- If medication needs to be administered at set times during the day, it will be carried by someone responsible for administering it. A teacher should make appropriate arrangements with the parent or guardian to take on this responsibility.
- DIS has a form that parents/guardians should complete and return therefore permitting medication to be administered with clear, concise instructions for the teacher. **Under no circumstances should medicine be given to children without parental consent** (Appendix A & B)
- Some students may take responsibility for administering their medicines. In these cases, parental consent, together with clear instructions, must still be obtained
- There will be a liaison with a nearby hospital when needed

10.1.3. MEDICINES ON THE TRIP

No medicines of any sort (apart from injuries collection in the first aid kit or those asked for by parents/guardians) are carried on the trip. The teacher responsible for the trip will abide by Article 10.1.1 during the trip.

NB: Painkillers are NOT provided for use by children and should only be administered if brought with students under specific parental consent.

10.2. CONFIDENTIAL INFORMATION

Information given in confidence by parents/guardians will be held securely with the teacher going on the trip. The information will only be accessed by the Head of Schools / Principal.

10.3. ILLNESS OR INJURY WHILST ON THE TRIP

The teacher will make appropriate arrangements where transportation is required. The pupils will always be accompanied by one of the teachers on the trip. The teacher will then liaise directly with the parents/guardians to report back the exact details of the illness or injury and the recommendations.

10.4. A NEARBY HOSPITAL

In the event of a medicine being prescribed by the nearby hospital for treatment whilst on the trip, parents/guardians must be informed and the medication will be recorded and administered as set out in 10.1.2.

11. MARKING THE WORK PACKS

- i. Make a marking scheme (criterion) that is fair, effective, consistent and efficient. It has to meet the standards expected
- ii. Three best work packs should be awarded with prizes which will be included in the trip budget.
- iii. The packs have to be marked by the latest two weeks after the trip
- iv. Students should know the standards of work expected of them. Take time to explain the report writing layout; introduction, acknowledgement, contents, body(sequenced events) and conclusion

12. REVIEW:

- Write a report from a professional point of view on the successes and failures of the trip. Assess thoroughly the risks and barriers encountered during the trip and where possible suggest possible means to tackle them.
- Encourage students to write letters to the places/institutions visited expressing their feelings and sharing their views and experiences of the places



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SCHOOL TRIP PARENTAL/GUARDIAN CONSENT, CONTACTS, DIETARY, MEDICAL INFORMATION AND ALLERGY

This form must be completed and returned to the teacher in charge of the visit or trip before any student can be allowed to participate.

Parental Consent

First name		Family name:	
Date of Birth		Class:	
Trip / Visit to			
Date(s) From		To	
<i>I agree to my son/daughter taking part in the above-mentioned Trip / Visit.</i>	Parent or Guardian's signature		

Student Contact Details

Home address			
Contact telephone numbers (for the duration of the visit/trip)			
Name		Home	
Mobile		Work	
Alternative contact	Relationship to student :		
Address			
Name		Home	
Mobile		Work	

Medical Information and Allergy

Name of doctor		Tel no	
Address of HOSPITAL			
My child does not suffer from any medical condition requiring regular treatment.			
My child suffers from			
and has been prescribed the following medication	Name of medication	Dose	Frequency

NB: If your child is on a residential visit, please ensure you include information relevant to night-time needs

My child also uses the following over-the-counter medication	Name of medication	Dose	Frequency

My child has an allergy to the following:	Allergic to	Type of reaction

Please delete as appropriate.

I would like to discuss my child's medical condition with the teacher in charge.	YES NO
My child has an up-to-date tetanus injection.	YES NO
I am willing for my child to be given "over-the-counter medication" by staff e.g. paracetamol, throat lozenges, plasters, insect bite antihistamine.	YES NO

Any medication required should be given to the teacher in charge, clearly marked (in its prescription container if applicable) with name and full instructions for use.

Inhalers and "Epipens" may be kept by the pupil with spares given to the teacher in charge.

(For proper administration/issuing of the said medicine please fill in overleaf appendix B)

Dietary Information

Does your child have any special dietary requirements? e.g. vegetarian, kosher, allergies	YES NO
(please give details)	

Additional Information

Please include any additional information as required.

Declaration by Parent/Guardian

1. I have read and completed this form and to the best of my knowledge the details given are true and accurate.
2. I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.
3. I will inform the teacher in charge as soon as possible of any changes in the medical or other details between now and the commencement of the visit/trip.
4. **I will pay for the cost of the trip on behalf of my child latest two weeks before the date of the trip and that failing to do so my child will not be allowed to travel.**

Signature		Date	
Print Name			



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ISSUING MEDICINE TO A CHILD DURING A TRIP

This section is to be completed by the parent/guardian before the trip.	
Name e Student	
Place of visit	
Date of visit	
Medical condition	
Name of medicine and dosage	
Name of parent/guardian	

This section is to be completed by the teacher administering the medication on the trip. (Each dose should be recorded daily at the prescribed time)					
Day & Date	Time	Medication	Dosage	Name of a member of staff administering	Comments