



SCHOOL TRIPS POLICY

European School of Alicante.

Secondary school.

European Schools Regulations:

School trips, visits or short outings in the European School of Alicante must be in accordance with the document 1999-D-85 "Guidelines for school trips organized by the European Schools". The management will take care that all dispositions there are met.

Compulsory school trips:

The European school of Alicante declares the following school trips as compulsory:

- 1.- 4th year school trips
- 2.- 6th year school trips

Class teachers can be required to supervise these trips. They can also be substituted by other staff members that know all the pupils in the group.

Other trips, visits and short outings:

In principle, all other school trips, visits and short outings should happen either during the 1st semester, coinciding with the compulsory school trips of the 4th and the 6th year or in the last week of the school after the exams.

Application for the approval of educational visits:

Educational visits must be approved by the school management. The proposals must be made in written form using the school's application forms, which must be complete at least 1 month in advance for the trips and 2 weeks in advance for outings.

Consent form:

Parents need to fill in a **consent form** allowing their children to participate in the school trip, visit or short outing.

Objectives and tasks:

It is very important that all school trips, visits and outings **have very clear educational objectives connected with the school curriculum.** Preparation and follow-up tasks should be organised in the school and pupils

should be required to produce an outcome in the form of works of art, reports, etc.

Discipline:

School rules apply during school trips. The school expects all the pupils to behave properly and to give a good image of our school. The pupils must follow at any time all the indications of the supervising teachers. Not complying with the school rules or the supervising teachers' indications may result in exclusion from further trips or in the participant being sent home (after informing the parents and the school administration) on his / her own costs and at his / her own risk.

Supervising teachers:

The minimum number of supervising teachers per group must be 2. The ratio teacher / pupils must be at least 1 for every 15. For school trips involving overnight stays there will be at least 1 male and 1 female teacher per group. In every visit there must be a designated group leader. Supervising teachers should know the group of pupils they are accompanying.

Supervision. General guidelines for good practice:

- have a reasonable prior knowledge of the pupils including any special educational needs, medical needs or disabilities;
- carry a list of all group members;
- regularly check that the entire group is present;
- ensure that all pupils are aware of meeting points;
- ensure that all pupils know what to do if they become separated from the group
- have a clear plan of the activity to be undertaken and its educational objectives;
- have the means to contact the group leader / other supervisors if needing help;
- have prior knowledge of the places to visit
- anticipate a potential risk by recognising a hazard, by arriving, where necessary, at the point of hazard before the pupils do, and acting promptly where necessary;
- be competent to exercise appropriate control of the group, and to ensure that pupils show good behaviour following the school rules and conditions of participation;
- have appropriate access to First Aid;

Supervision – Travel:

Supervising teachers should ensure that:

- pupils wear seat belts and other security elements, as for example, helmets when riding a bike;
- pupils stay on their seats in public transportation, especially in buses

- and planes
- extra care is taken when leaving a vehicle in a country that drives on the left as some doors may open onto the road side;
 - standards of behaviour are met, and in particular that drivers are not distracted
 - smoking, alcohol, etc. bans are observed;
 - evacuation procedures are clearly understood by everyone, luggage is securely stored and emergency exits are kept clear;
 - there are adequate rest stops for drivers;
 - head counts are carried out when the group is getting off or onto transport.

Supervision - Night Time:

On school trips involving overnight stays, supervising teachers should ensure that:

- the group's immediate accommodation is exclusively for the group's use;
- teachers (of both genders where appropriate) have sleeping accommodation on the same floor immediately adjacent to the pupils' accommodation;
- there is a teacher present on that floor whenever the pupils are there;
- where hotel / hostel reception is not staffed 24 hours a day, security arrangements should be in force to stop unauthorised visits;
- in the absence of 24 hour staffing of reception, external doors must be made secure against intrusion and windows closed as necessary to prevent intrusion;
- where possible, internal doors are to be locked but staff must have reasonable access to the pupil accommodation at all times;
- where pupils' doors are locked, teachers have immediate access, as necessary, to a master key;
- pupils are aware of the emergency procedures / escape routes in the event of a fire. Where windows and doors are locked against intrusion at night, ensure that alternative escape routes are known and that all fire doors function properly.

Administrative support:

The pupils must pay the cost of the school trips and visits to the school trips bank account.

BARCLAYS

"Escuela Europea. Secundaria"

Nº de cuenta: 0065-0152-77-0001029447

IBAN: ES30 0065 0152 7700 0102 9447

BIC: BARCESMMXXX

Mrs. **Carmen Rocamora**, secondary school secretary, will provide any necessary administrative support (carmen.rocamora@eursc.org). She will be in charge of:

- Checking payments
- Refunds
- Payments to providers
- Preparing the school trip dossier
- General information
- ...

Insurance:

In case of an **event in Spain**, pupils and teachers are covered by the school's insurance contract with MAPFRE. Contract number: 055.078.035.9801. Telephone number in case of an accident: 902193288. You can also phone Mrs. Charo Pérez (school nurse), 965269595, during school hours or Mrs. Carmen Rocamora (secretary secondary school) 965151003

In case of an **event abroad**, pupils and teachers will be covered by an additional insurance contract. (Europe-Assistance, CAP-ARAG, etc. type)
This extra cost has to be introduced in the budget of the trip.

Even though pupils are covered by our insurance contracts when participating in a school trip, it is convenient that they bring along their own insurance documents (**European Health Insurance Card, SIP card, ...**)