



The Apple International Community School

EDUCATIONAL VISITS, TRIPS AND EXCURSIONS POLICY

2026-2027 POLICY INFORMATION

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1. PURPOSE

Apple International Community School recognises that educational visits, trips and excursions provide valuable opportunities for students to extend their learning beyond the classroom. Carefully planned visits can support curriculum objectives, personal development, cultural awareness, teamwork, independence and practical learning. The purpose of this policy is to establish a consistent and safe framework for the planning, approval, organisation and management of all educational visits, trips, excursions and off-site activities organised or authorised by the school. The school is committed to ensuring that educational value is balanced with appropriate consideration of health, safety, safeguarding, supervision, transport, medical needs, emergency arrangements and the wellbeing of students and staff.

2. SCOPE

This policy applies to all educational visits and off-site activities organised by or on behalf of Apple International Community School, including:

- Local educational visits within Dubai and the UAE.
- Museum, cultural, historical and community visits.
- Sports and recreational trips.
- Curriculum-related visits.
- Competitions and external events.
- Day excursions.
- Residential trips.
- Outdoor, adventure and activity-based visits.
- International educational visits.
- Trips involving specialist activities such as swimming, water sports, climbing or adventure activities.
- Any other activity where students leave the school premises under school supervision.

The policy applies to students, teachers, support staff, volunteers, accompanying adults, trip leaders, transport providers and external activity providers involved in the visit.

3. POLICY PRINCIPLES

All educational visits shall be planned and conducted in accordance with the following principles:

1. **Student safety and wellbeing shall remain the highest priority.**
2. Every visit shall have a clear educational, developmental, cultural, sporting or enrichment purpose.
3. A suitable risk assessment shall be completed before the visit.
4. Appropriate approval shall be obtained before commitments are made to parents, students or external providers.
5. Adequate supervision shall be provided based on the age, number and needs of students and the nature of the activity.
6. Parents/guardians shall receive appropriate information and provide written consent where required.
7. Medical, dietary, accessibility, additional learning and safeguarding requirements shall be identified and appropriately planned for.
8. Transport shall be arranged through suitable and appropriately authorised providers.
9. Emergency and contingency arrangements shall be established before departure.
10. The school shall maintain appropriate records relating to each visit.

For international visits, the school shall additionally comply with applicable KHDA requirements. KHDA guidance states that international trips require, among other matters, appropriate supervision, parental communication and consent, travel insurance and retention of specified trip documentation.

4. RESPONSIBILITIES

4.1 Principal

The principal has overall responsibility for ensuring that educational visits are conducted within the school's approved framework.

The principal shall:

- Approve higher-risk, residential and international visits as applicable.
- Ensure that adequate resources and staffing are available.
- Confirm that appropriate risk assessments and emergency arrangements are in place.
- Ensure that the school meets applicable regulatory and safeguarding requirements.
- Review significant incidents arising from educational visits.

4.2 Manager - School Operations

The Manager - School Operations shall coordinate the operational and safety requirements associated with educational visits.

Responsibilities include:

- Reviewing the operational arrangements for proposed trips.
- Coordinating transport and logistics where applicable.
- Reviewing risk assessments for significant or higher-risk activities.
- Ensuring required documentation is available.
- Coordinating with HSE, transport, security, clinic and other relevant departments.
- Supporting emergency and contingency planning.
- Maintaining appropriate operational records.
- Participating in post-trip reviews where required.

4.3 Trip Leader

A competent member of school staff shall be appointed as the Trip Leader for every visit. The Trip Leader shall be responsible for the day-to-day management of the visit and shall:

- Prepare the trip proposal and itinerary.
- Complete or coordinate the risk assessment.
- Confirm student and staff numbers.
- Establish supervision arrangements.
- Ensure student medical and safeguarding information is appropriately considered.
- Conduct student safety briefings.
- Maintain accurate headcounts.
- Ensure students remain within agreed boundaries.
- Maintain communication with the school.
- Coordinate emergency arrangements if required.
- Report accidents, incidents, near misses or safeguarding concerns.
- Ensure that all students are safely returned and handed over as planned.

4.4 Teachers and Accompanying Staff

All accompanying staff shall:

- Follow the instructions of the Trip Leader.
- Maintain active supervision of assigned students.
- Conduct regular headcounts.
- Remain familiar with emergency procedures.
- Monitor student behaviour and wellbeing.
- Report hazards, incidents or concerns immediately.
- Maintain professional boundaries and safeguarding standards.
- Never leave students unsupervised unless this has been specifically planned and authorised.

Staff shall not make independent changes to the itinerary where such changes may increase risk without consulting the Trip Leader.

4.5 HSE / Safety Representative

The HSE representative shall support the school in reviewing:

- Trip risk assessments.
- Higher-risk activities.
- Emergency arrangements.
- Venue safety information.
- Transport safety arrangements.
- Accident and incident reporting.
- Corrective actions arising from previous trips.

Where a risk is assessed as unacceptable, the HSE representative may recommend additional controls, postponement or cancellation until appropriate controls are established.

4.6 School Clinic / First Aider

Where applicable, the school clinic or designated first aider shall support the Trip Leader by:

- Reviewing relevant student medical information.
- Identifying medication and first-aid requirements.
- Advising on students with specific medical needs.
- Ensuring appropriate first-aid arrangements are established.
- Supporting emergency medical arrangements.
- Maintaining confidentiality of student medical information.

5. TRIP APPROVAL PROCESS

No educational visit shall proceed without appropriate school approval. The proposed visit shall normally follow the sequence below:

Trip Proposal → Educational Justification → Initial Feasibility Review → Risk Assessment → Transport/Venue Review → Approval → Parent Communication & Consent → Final Pre-Trip Check → Visit → Post-Trip Review

The level of approval shall depend on the nature, duration, destination and risk level of the visit.

5.1 Local / Low-Risk Visit

Examples may include museums, libraries, exhibitions or educational centres within Dubai.

The Trip Leader shall submit:

- Trip proposal.
- Itinerary.
- Student and staff numbers.
- Risk assessment.
- Transport arrangements.
- Parent communication/consent requirements.
- Emergency arrangements.

5.2 Higher-Risk / Specialist Activities

Additional approval and documentation shall be required for activities such as:

- Water activities.
- Adventure activities.
- Heights or climbing.
- Outdoor activities involving significant environmental exposure.
- Activities involving specialist equipment.
- Overnight or residential visits.

The school shall obtain sufficient information from the activity provider regarding qualifications, supervision, emergency arrangements, insurance and activity controls before approval.

5.3 International Visits

International trips shall be subject to additional approval and documentation requirements. The school shall ensure that the requirements applicable to international educational visits are reviewed before approval. KHDA guidance includes requirements concerning supervision, parent communication and consent, travel insurance and retention/submission of specified trip records.

6. EDUCATIONAL PURPOSE AND ITINERARY

Every trip shall have a clearly defined purpose.

The Trip Leader shall document:

- Learning objectives.
- Curriculum links where applicable.
- Destination and venue.
- Date and duration.
- Departure and return arrangements.
- Activities planned.
- Student age/year groups.
- Staff and supervision arrangements.
- Meal and refreshment arrangements.
- Free time arrangements, if any.
- Emergency and contingency arrangements.

The itinerary shall be sufficiently detailed to allow the school to understand where students and staff are expected to be throughout the visit. Any significant change to the itinerary shall be assessed for its effect on safety and supervision.

7. RISK ASSESSMENT

A documented risk assessment shall be completed before every educational visit.

The assessment shall consider, as applicable:

- Travel to and from the destination.
- Boarding and alighting.
- Road and traffic hazards.
- Venue access and security.
- Slips, trips and falls.
- Crowding.
- Student separation or missing student.
- Student behaviour.
- Safeguarding.
- Medical emergencies.
- Allergies and dietary requirements.
- Weather and environmental conditions.
- Heat exposure and dehydration.
- Water-related activities.
- Adventure or specialist activities.
- Fire and emergency evacuation.
- Public access and third-party interaction.
- Food safety.
- Accessibility.
- Students requiring additional support.
- Communication arrangements.
- Emergency transportation.
- Return and student collection arrangements.

The risk assessment shall identify:

Hazard → Persons at Risk → Existing Controls → Initial Risk → Additional Controls → Residual Risk → Responsible Person.

Where the residual risk remains unacceptable, the activity shall not proceed until further controls are implemented or an alternative arrangement is made.

8. SUPERVISION

Supervision arrangements shall be based on:

- Number and age of students.
- Nature of the activity.
- Location.
- Duration.
- Level of risk.
- Medical or additional support needs.
- Behavioural and safeguarding considerations.
- Requirements of the venue or activity provider.

For international field trips, the KHDA guidance states that the number of supervisory staff should be determined at **one supervisor for every ten students**, with supervisors being teachers or administrators working at the school. The school shall apply the current applicable requirement when planning such trips. For higher-risk activities, the school may require a greater level of supervision. The Trip Leader shall maintain a clear allocation of students to supervising staff.

9. STUDENT HEADCOUNT

Headcounts shall be completed at appropriate stages, including:

- Before leaving school.
- Before boarding transport.
- After boarding.
- On arrival at the destination.
- Before leaving any activity/location.
- After breaks or free-time periods.
- Before boarding the return transport.
- On arrival back at school.
- During student handover/collection where applicable.

A written student list/register shall be available to the Trip Leader. Any discrepancy in student numbers shall be treated as an immediate safety concern and managed according to the missing-student procedure.

10. STUDENT SAFEGUARDING

Safeguarding requirements shall apply throughout the visit.

Staff shall:

- Maintain appropriate professional boundaries.
- Follow the school's safeguarding policy.
- Avoid unnecessary one-to-one situations where practicable.
- Ensure students remain within designated areas.
- Monitor interactions with members of the public and third parties.
- Report safeguarding concerns immediately through the school's established procedure.
- Maintain appropriate supervision during changing, toilet, meal and activity periods.

Students shall receive an appropriate safety and behaviour briefing before departure.

11. STUDENT MEDICAL NEEDS

Before departure, the Trip Leader shall ensure that relevant medical information has been reviewed.

This may include:

- Allergies.
- Asthma.
- Diabetes.
- Epilepsy.
- Medication requirements.
- Food allergies.
- Mobility requirements.
- Other relevant medical conditions.

Required medication shall be managed in accordance with the school's medical procedures. Confidential medical information shall only be shared with staff who require the information to protect the student's health and safety.

12. FIRST AID

Appropriate first-aid arrangements shall be established for every visit.

Depending on the activity and destination, this may include:

- First-aid kit.
- Qualified first aider.
- Emergency contact information.
- Student medical information.
- Required medication.
- Venue first-aid arrangements.
- Nearest medical facility details.
- Emergency transportation arrangements.

For higher-risk activities, the school shall confirm the activity provider's emergency medical arrangements before approval. All accidents, injuries and significant first-aid cases shall be reported in accordance with school procedures.

13. TRANSPORT

Transport arrangements shall be reviewed and approved before the visit.

Where school buses or other regulated transport are used, the school shall ensure that the applicable requirements are met. RTA currently regulates school transportation in Dubai under the applicable school transport legislation and requirements. RTA also continues to emphasise operational readiness, safety checks and valid permits for drivers and bus attendants.

The school shall verify, as applicable:

- Vehicle suitability.
- Vehicle condition.
- Valid operating documentation.
- Driver documentation.
- Bus attendant/supervisor arrangements.
- Seat availability.
- Seat-belt arrangements where applicable.
- Emergency exits.
- Communication arrangements.
- Boarding and alighting arrangements.
- Emergency breakdown arrangements.
- Student seating and supervision arrangements.

Students shall remain seated and follow transport safety instructions throughout the journey.

14. TRANSPORT FOR FIELD TRIPS

For field trips, the school shall consider the specific requirements of the journey rather than relying solely on normal home-to-school transport arrangements. The school shall determine whether additional supervision or an appropriate bus attendant/supervisor is required based on the student age, number of students, journey and activity.

Any transport provider engaged for a field trip shall be appropriately authorised and suitable for the intended journey.

15. VENUE ASSESSMENT

Where practicable, the school shall obtain sufficient information from the venue before the visit.

The assessment should consider:

- Entrance and exit arrangements.
- Emergency assembly point.
- Fire and evacuation procedures.
- First-aid arrangements.
- Toilets and welfare facilities.
- Security arrangements.
- Restricted areas.
- Activity-specific hazards.
- Accessibility.
- Weather/environmental exposure.
- Crowd levels.
- Emergency contact details.
- Insurance or relevant documentation where applicable.

For unfamiliar or higher-risk venues, a pre-visit assessment may be required.

16. WEATHER AND ENVIRONMENTAL CONDITIONS

The Trip Leader shall consider weather and environmental conditions before and during the visit.

Attention shall be given to:

- Extreme heat.
- Sun exposure.
- Dehydration.
- Humidity.
- Outdoor activity duration.
- Availability of shade.
- Water availability.
- Weather warnings.
- Dust or poor air quality where relevant.

Outdoor activities shall be modified, postponed or cancelled where environmental conditions create an unacceptable risk.

17. WATER AND ADVENTURE ACTIVITIES

Water sports, swimming, adventure activities, climbing, high ropes and similar activities require specific risk assessment and additional controls.

Before participation, the school shall confirm:

- Activity provider competence.
- Instructor qualifications where applicable.
- Supervision arrangements.
- Emergency procedures.
- Safety equipment.
- Student suitability.
- Medical considerations.
- Weather/environmental conditions.
- Insurance arrangements where applicable.

Students shall always follow the instructions of qualified activity staff.

18. FOOD AND ALLERGIES

Where food is provided during a trip, arrangements shall take account of known allergies and dietary requirements. The Trip Leader shall ensure that relevant information is communicated to the venue or food provider in advance. Where there is a known severe allergy, appropriate emergency medication and medical arrangements shall be confirmed before departure.

19. STUDENT BEHAVIOUR

Students shall be briefed on expected behaviour before departure.

Students shall:

- Follow instructions from school staff.
- Remain with their assigned group.
- Stay within designated areas.
- Follow transport safety rules.
- Respect the venue and public property.
- Behave respectfully towards staff, peers and members of the public.
- Immediately report an emergency or safety concern.

Serious behavioural issues shall be managed in accordance with the school's behaviour and safeguarding procedures.

20. EMERGENCY PROCEDURES

The Trip Leader shall carry or have immediate access to:

- Student register.
- Staff list.
- Emergency contact numbers.
- Parent/guardian contact information.
- Venue emergency contact.
- School emergency contact.
- Medical information required for the trip.
- Transport details.
- Trip itinerary.
- Risk assessment.

Emergency situations may include:

- Accident or serious injury.
- Student illness.
- Missing student.
- Fire.
- Evacuation.
- Transport accident.
- Severe weather.
- Security incident.
- Safeguarding concern.
- Any other situation presenting a significant threat to students or staff.

The first priority shall always be the immediate safety and welfare of students. Emergency services shall be contacted when required, followed by notification to the school according to the school's emergency communication procedure. Parents/guardians shall be contacted by the school or designated person as appropriate.

21. MISSING STUDENT PROCEDURE

If a student is found to be missing:

1. The Trip Leader shall be informed immediately.
2. The remaining students shall be kept together in a safe location.
3. The student's last known location shall be established.
4. Staff shall check the immediate designated area.
5. Venue security shall be notified where appropriate.
6. Emergency services shall be contacted where required.
7. The school shall be informed immediately.
8. Parents/guardians shall be contacted by the school as appropriate.
9. The incident shall be documented and formally reviewed.

Staff shall not place other students at unnecessary risk while searching for a missing student.

22. FIRE / EVACUATION

If an evacuation is required, students shall follow the venue's emergency procedure unless circumstances require an alternative response.

The Trip Leader shall:

- Maintain group control.
- Take the student register.
- Move students to the designated safe area.
- Complete a headcount.
- Report missing persons immediately.
- Follow instructions from venue management or emergency services.
- Maintain communication with the school.

2No student shall be allowed to leave the assembly area without appropriate authorisation.

23. PARENT / GUARDIAN COMMUNICATION

Parents/guardians shall receive sufficient information before the trip.

Information should include, as appropriate:

- Destination.
- Date.
- Departure and return times.
- Purpose of the visit.
- Activities.
- Transport arrangements.
- Clothing/equipment requirements.
- Food arrangements.
- Cost, where applicable.
- Emergency contact information.
- Medical requirements.
- Behaviour expectations.
- Consent requirements.

For international trips, the school shall retain the required parental approval documentation and other records specified by the applicable KHDA guidance.

24. PARENTAL CONSENT

Written parental/guardian consent shall be obtained where required by school procedures or the nature of the activity.

Consent documentation shall clearly identify:

- Student name.
- Trip details.
- Date.
- Destination.
- Activities.
- Transport arrangements where relevant.
- Emergency contact information.
- Medical/allergy information.
- Parent/guardian consent.
- Any specific declarations required by the school.

A student shall not participate where the required consent has not been received.

25. INTERNATIONAL TRIPS

International visits require enhanced planning and approval.

The school shall consider:

- Destination risk.
- Travel requirements.
- Passports and visas.
- Travel insurance.
- Emergency contacts.
- Accommodation.
- Local transport.
- Medical facilities.
- Medication.
- Cultural considerations.
- Dietary requirements.
- Communication arrangements.
- Currency and financial arrangements.

- Student safeguarding.
- Local laws and customs.
- Emergency evacuation or return arrangements.

KHDA guidance requires specified records for international trips and states that schools should provide relevant trip information to KHDA within the applicable timeframe. The Trip Leader and school administration shall verify the current submission requirements before each international visit.

26. FINANCIAL ARRANGEMENTS

All trip-related financial arrangements shall follow the school's procurement and finance procedures. Where external providers are used, appropriate quotations, bookings, agreements and approvals shall be maintained as applicable. No staff member shall make an unauthorised financial commitment on behalf of the school.

27. EXTERNAL PROVIDERS

External activity providers shall be assessed for suitability before engagement.

Where relevant, the school shall obtain:

- Company details.
- Contact information.
- Relevant licences/approvals.
- Insurance documentation.
- Risk assessments.
- Activity procedures.
- Staff/instructor qualifications.
- Emergency procedures.
- Safeguarding arrangements.
- Relevant certificates or supporting documents.

The school shall not rely solely on an external provider's risk assessment. The school shall complete its own assessment of risks to its students.

28. DOCUMENTATION AND RECORD KEEPING

The following records shall be maintained as applicable:

- Approved trip proposal.
- Itinerary.
- Risk assessment.
- Student list.
- Staff/supervisor list.
- Parent consent forms.
- Medical information.
- Emergency contact details.
- Transport documentation.
- Venue/provider information.
- Insurance documentation where applicable.
- Permits/approvals.
- Pre-trip checklist.
- Incident/accident reports.
- Post-trip review.

KHDA guidance states that schools should retain documentation relating to school events and international trips for compliance purposes.

29. INCIDENT AND ACCIDENT REPORTING

All accidents, injuries, significant near misses, safeguarding concerns and serious behavioural incidents shall be reported in accordance with school procedures. The Trip Leader shall notify the school as soon as reasonably practicable.

Significant incidents shall be reviewed by school management and HSE to identify:

- What happened.
- Immediate actions taken.
- Root or contributing factors.
- Whether existing controls were effective.
- Corrective actions required.
- Whether this policy or risk assessment needs revision.

30. CANCELLATION OR POSTPONEMENT

The school may postpone or cancel a visit where:

- The risk is considered unacceptable.
- Weather or environmental conditions create significant risk.
- Transport is unavailable or unsuitable.
- The venue cannot provide appropriate safety arrangements.
- Required permissions or documentation are incomplete.
- Staffing or supervision is insufficient.
- An emergency occurs.
- The school receives information indicating that proceeding would not be in the best interests of students.

The decision to cancel or postpone shall be communicated to parents/guardians as soon as reasonably practicable.