

## **School Trips and Outings Policy**

This policy ensures that all educational trips and off-campus activities are conducted safely, responsibly, and in line with EIS's educational objectives and MOEHE regulations.

### **Purpose**

To ensure student safety and parental trust during educational trips and school outings.

### **Trip Planning Procedure**

#### **1. Approval:**

- All trips must be approved by the Director and MOEHE when required.

#### **2. Parental Consent:**

- Written consent forms required for all students.
- Parents receive trip details (destination, supervision, cost).

#### **3. Supervision:**

- Teacher-to-student ratio per MOEHE guidelines.
- Qualified first aider required.

#### **4. Safety and Conduct:**

- Students must follow safety and behavior rules.
- Staff carry student lists and medical data.
- Transport only with MOEHE-approved providers.

#### **5. Post-Trip Review:**

- Trip coordinator submits reflection report.
- Feedback collected from students and teachers.

### **Risk Management**

- Destinations pre-visited by organizing teacher when possible.
- Weather, medical needs, and transport safety are assessed.

### **Emergency Procedures**

- Staff briefed on emergency contacts and response protocols.
- Director and parents informed immediately in case of incident.

### **Annual Review**

This policy is reviewed annually or after any incident during a trip.