



Marina International School

P.O. Box 717
BANJUL
The Gambia
FARIMANG SINGATEH ROAD
BAKAU NEW TOWN

MARINA INTERNATIONAL SCHOOL TRIPS POLICY (September 2024 Edition)

Marina International School Guiding Statements

Vision: An internationally acclaimed and diverse community of students and staff committed to academic excellence and character development in a safe and caring environment.

Mission: Our mission is to provide a holistic, student-centred education that enables students to reach their full potential and contribute to the progress of The Gambia and the world.

Motto: Service. Trustworthiness. Scholarship

Purpose of Policy

For over the years, the staff of Marina International School have been organising trips and tours, both within The Gambia and abroad, which have been greatly beneficial for both teachers and students. These activities significantly enrich both the academic curriculum as taught in school and the social and personal development of participating students. The organisation, particularly of school tours, requires a significant investment of staff time and energy.

This policy outlines the procedures used for planning and implementing off-site activities. The information herein assists teachers and group leaders when organising any trip or tour.

Procedure

Permission

Where a member of staff is proposing to arrange a school trip, the approval of the Head of School must be obtained before any commitment is made on behalf of the school. The member of staff must complete the Educational Trip Approval Form (Appendix 1) and submit it to the Head of School for consideration.

All school trips require written parental consent.

Written Risk Assessments

Risk assessments should be completed well in advance—formal assessments of the foreseeable risks that might be met on a trip and the actions to be put in place to prevent or reduce these risks. These should include assessments for transport, travel, accommodation, unsupervised time, and various activities.

Staff planning the trip should conduct a preliminary visit to the venue to familiarize themselves with its suitability, bearing in mind the age of the children, group size, time of year (and probable weather conditions), and the suitability of facilities. Students must not be placed in situations that expose them to an unreasonable level of risk. Safety must always be the prime consideration.

Individual Exclusion

If it is determined that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the party leader should discuss with the Head of School the possibility of excluding the child from the activity.

Pupil/Teacher Ratio

A pupil/teacher ratio of 10:1 is recommended, although this may vary depending on the type and circumstances of the trip or tour. The school will endeavour to provide a pupil/teacher ratio appropriate to the activity.

Mobile Phone

A school mobile phone will be provided to the group leader for use during the trip or tour. The number should be shared with parents and students prior to the trip for emergency contact purposes.

Transport Arrangements

Transport arrangements must provide a seat for each member of the party. The school prioritizes the use of coaches with seat or lap belts.

Parental Contributions

Parents must be provided with appropriate information about the activity. Where the activity takes place entirely within a normal school day, an acknowledgment from parents suffices. For activities extending beyond the normal school day, written permission must be obtained.

Funding for residential off-site activities is primarily sourced from parental contributions. Payment timelines should allow the Head of School to make a decision about the financial viability of the activity within reasonable time.

All adults accompanying a trip must be made aware of emergency procedures. Each adult should be provided with an emergency telephone number, typically the school's contact or an after-hours emergency contact.

Safety

Before departure, the school office must be provided with a list of all participants, both children and adults, along with the programme or timetable for the activity.

The safety of all participants, especially the students, is paramount. The party leader must take whatever steps are necessary to ensure safety throughout the activity.

Rules for Marina International School Day Trips

The following rules are in place to ensure the objectives of the trip are met and that safety and discipline are maintained.

Rules:

1. All school rules, particularly the Policy on Alcohol and Drugs, apply during day trips.
2. Students must wear full school uniform unless otherwise advised by the teacher. Students are ambassadors for the school and must behave accordingly.
3. Possession or consumption of alcohol or behaviour-altering substances is a serious violation and will prompt immediate action.
4. Excessive consumption of behaviour-affecting drinks such as energy drinks or high-caffeine beverages is prohibited.
5. Smoking is strictly prohibited.
6. Students must remain with the group at all times.
7. Students must treat teachers, supervisors, instructors, and tour guides with respect.
8. Teachers reserve the right to search students' bags if contraband is suspected.
9. All students must be punctual for roll calls.
10. Foul language is prohibited at all times.

Illness/Injury

If a student becomes ill or injured during a trip, parents will be informed, and medical attention will be sought if necessary. In cases where a teacher must accompany the injured or ill student, supervision for remaining students may be adjusted.

Accidental Damage to Property

In the event that a student accidentally damages property or equipment belonging to a service provider, the school will bear the financial implications. To account for this, a 10% contingency fee will be included in the cost of all overnight trips. Parents are responsible for proven, intentional damage caused by their child.

Rules for Marina International School Overnight Trips

The following rules are designed to ensure that overnight trips run smoothly and safely.

Rules:

1. All school rules, including the Policy on Alcohol and Drugs, apply.
2. Possession or consumption of alcohol or behaviour-altering substances is strictly prohibited.
3. Excessive consumption of energy drinks or high-caffeine beverages is prohibited.
4. Smoking is strictly prohibited.
5. Students must attend all set meals unless given permission otherwise.
6. Students must stay with the group unless authorized by teachers.
7. Hotel rooms or apartments must be kept clean and tidy.
8. Students must comply with set bedtimes and lights-out schedules.
9. Male and female students are prohibited from entering each other's rooms without teacher permission.
10. Students must treat teachers, supervisors, and tour guides with respect.
11. Teachers reserve the right to search students' bags if contraband is suspected.
12. Students must be punctual for all roll calls.
13. During free time, students must travel in groups of at least three and never walk alone.

Sanctions

Failure to comply with the rules will result in sanctions determined by the accompanying teachers. Possible sanctions include fines, loss of privileges, or exclusion from certain activities. Serious breaches may result in immediate phone calls to parents and follow-up disciplinary actions upon return to school. In extreme cases, students may be sent home at the parents' expense.

Teachers reserve the right to amend rules during the trip as necessary, with clear communication to students.

Information to Parents

Clear, written information must be provided to parents, including:

- Nature of the activity and accommodation
- Dates and times of departure and return
- Equipment and travel arrangements
- Cost and non-refundable deposits
- Any high-risk activities requiring special consent
- Dietary and medical details, including written consent for emergency treatment
- Indemnity clauses
- Behavioural expectations
- Mobile phone use policy
- Emergency contact numbers

Where students travel abroad or engage in adventure activities, parents should attend a briefing meeting covering:

- Travel details and duration
- Accommodation arrangements
- Medical provisions and procedures
- Staff and supervisory details
- Activity plans

- Behavioural standards
- Insurance information
- Required clothing and equipment
- Spending money arrangements
- Medication details
- Emergency contacts

Pre-Departure Information Checklist

Two weeks before departure, the following information must be submitted:

- Trip itinerary and travel details
- Student and staff lists with contact information
- Emergency contacts
- Accommodation details
- Tour operator and transport provider information
- Insurance details
- Medical and dietary requirements
- Risk assessments
- Copies of parent literature and consent forms
- Emergency procedure details
- Confirmation of background checks for non-school staff

Policy Review

This policy will be reviewed every three years.