

POLICIES AND PROCEDURES

TRIPS

1.1 Introduction

At ISCS, we are committed to working towards providing the best education possible, including the holistic development of students. Trips, outings and camps are very important here.

1.2 Protocol

When organising trips, the following procedure must be followed for all the staff members at ISCS-The British School of Zug:

- Trip must be proposed by completing the **trip proposal form**. Staff member organising the trip is responsible for doing this.
- SLT evaluates if the trip must go ahead or not, and communicate that to the staff member organising the trip. If approved, the trip must be included in the **trip list** and added to the **school calendar**. The corresponding head of stage is responsible for doing this.
- The **budget model** must be completed. The corresponding head of stage is responsible for doing this.
- A **letter** must be sent home with information about the trip, including the authorisation for families to sign to allow their children to take part in the trip. The staff member organising the trip is responsible for doing this, and the corresponding head of stage for the revision of the letter before being sent home (from school office).
- A **spreadsheet** with tick boxes for payments and authorisation must be created for the trip by the staff member organising the trip. The spreadsheet and the payment information must be shared with the finance department.
- The staff member organising the trip is responsible for the following, under the supervision of the corresponding head of stage:
 - Arranging transport.
 - Arranging accommodation if needed.
 - Arranging food if needed.
 - Informing school office, transport and lunch services about the students going on the trip.
 - Arranging any tickets, visits and others needed during the trip.
 - Arranging a meeting with the families and students to go through all the details for the trip.
 - This person will be responsible for students during the trip.
 - Making sure that students have the documentation needed to go on the trip.
 - If for any reason, payments cannot be completed via invoice, the person responsible for the trip will contact the finance department for further guidance.
- The staff member organising the trip must complete the **risk assessment form**, under the supervision of the corresponding head of stage.
- A **Drive folder** with all the documents for the trip has to be created by the staff member organising the trip.
- The corresponding head of stage decides the teachers taking part in the trip, as well as he/she organises the cover needed at school.
- At all times, the School Head/Head of Education can act in any of the steps and/or can postpone or directly cancel the trip if that is considered necessary.