

## TRIPS POLICY

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## INTRODUCTION

This policy applies to Kindergarten, Primary School and Secondary (High) School.

Annual educational class trips are an integral part of the Waldorf curriculum. Through the block lessons, students first learn concepts in the classroom. That knowledge progresses through a variety of subsequent subject lessons over the course of the class year. Each trip corresponds with the theme of the age group and the location and experiential learning elements are selected to best fit the curriculum.

The school believes that the child's education is enriched significantly by a series of real-life, hands-on experiences including class trips. In order to ensure that children, parents and staff are fully informed about the arrangements for trips and to make every effort to ensure the safety of all personnel on such trips, the following procedures are adopted.

The school recognizes the distinction between every day, routine trips and more major educational trips which will require extra planning - such as climbing Mount Kenya. The responsibility for overseeing the organization of all trips and visits is delegated to the Management and the Pedagogical Team in consultation with the class teachers. The teams keep records of all off-site activities and ensure that appropriate risk assessments and related trip forms are completed a minimum of two weeks before a trip will take place.

The school ensures that the person managing the trip has the skills, status and competence for the role, understands the risks and is familiar with the activity.

## ADULT : STUDENT RATIOS

### 1. Primary and Secondary School

Day trip 1 : 20

Residential trip 1 : 10

### 2. Kindergarten Day

Day trip years 4 - 6 1 : 10

Day trip years 1.5 - 3 1 : 6

*NB: For all trips there MUST be both a male and female adult present.*

## TRIP PLANNING OUTLINE

1. All off-site activities require permission from the Management and the Pedagogical Teams. In practice this is delegated to the School Manager.
2. Every trip has a nominated Team Leader. This leader:
  - a. Takes responsibility for ensuring the trip is organized in line with this policy.
  - b. Recruits and leads a team of staff (and sometimes parents), in liaison with the Management and Pedagogical teams.
  - c. Takes full responsibility for health and safety and for decision making in case of an emergency before and whilst on the trip.
3. Trips are carefully planned with due regard to safety. Where trips are organised through a travel company which organises all the transport and accommodation, only recognised and reliable companies are used.
4. If using an external company, Team Leaders must ensure that the Trust's Activity Providers & Tour Operators Declaration Form is completed.
5. Careful guidelines are followed regarding modes of transport and chosen routes, especially where the students have to walk any distance.

6. Only school buses or hired buses from recognised tour companies may be used.
7. Only licensed institution drivers are permitted to drive the school buses or hired buses during trips.
8. All residential trips will require Parents to complete the Update Consent and Contact Form. Pupils may not travel on trips without the completed consent form.
9. Parents will be informed in writing of the arrangements for any trip their child is involved in and are always provided with an emergency school contact number for use whilst the trip is in progress.
10. For overseas trips, the Team Leader must always organise a Parents' meeting in addition to any paper communication. At this meeting, details about the trip are outlined and parents have the opportunity to ask questions.
11. The Team Leader is responsible for checking the medical details on the students file of all students traveling on the trip. Some students may require individual risk assessments which are agreed upon in conjunction with the Parents, the Team Leader and the Management Team.
12. A first aid kit is always carried on every trip. One of the accompanying staff MUST be trained and qualified in first aid.
13. Staffing ratios are set by the school and it is the Team Leader's responsibility, in conjunction with the Management Team, to ensure that these are adhered to.
14. The Team Leader always has an emergency contact phone number back at school for use if required during the trip. This will normally be the School Administrator during office hours; the School Manager takes over for out of school hours.
15. The Team Leader is responsible for preparing a risk assessment for the trip. This should be discussed with all staff traveling with the students and should be shared with any parents accompanying the trip on the day of the trip.
16. The Team Leader is responsible for ensuring high standards of pupil behavior. Pupils are briefed before a trip and on frequent occasions during a trip. Secondary school pupils and their parents should sign a code of conduct before a trip.
17. The school should take a comprehensive travel insurance document which covers all the students and staff on the Mount Kenya trip.
  - a. Pre-existing conditions including both physical illnesses/conditions and mental conditions including: anxiety, stress, depression, phobias and any mental or nervous disorder including anorexia are not automatically covered by the insurance.
  - b. If the Team Leader is aware that a pupil has a pre-existing condition, it is important that the issue is raised with the insurance company. It may be necessary for the parents to get a letter from the pupil's medical specialist confirming it is safe for them to go on the trip and take part in all the activities, or it may be necessary for the parents to take out their own insurance.

## GUIDELINES FOR RESIDENTIAL TRIPS

The following guidelines should be followed when organising a residential trip.

### 1. Parent Meetings

For residential trips, parent meetings are an essential part of the preparation so parents feel reassured they can talk to the staff looking after their children whilst they're away. This will also provide invaluable support for the Team Leader and give important information regarding the itinerary. All staff supporting a school trip will be expected to attend all parent meetings and staff briefing meetings.

## **2. Pastoral Responsibilities**

- a. All members of staff on a residential trip have a duty of care to look after the students. This includes travel to and from venues where the students should be supervised by all traveling members of staff.
- b. The Team Leader may split the students into sub-groups and assign a member of staff to each group. This gives the students a first point of contact and is useful for spreading out the tasks and effective supervision.
- c. Staff should make every effort to familiarise themselves with the students in their group before departure and should be prepared to step in to support other groups when necessary.

## **3. Contingency Funds**

Even with the best planning, residential trips do present unexpected costs from time to time. It is therefore acceptable to add a surplus to the cost of the trip. This should be a reasonable figure and the team leader needs to bear in mind that any surplus left at the end of the trip needs to be returned to the parents.

The NWST will reimburse employees for reasonable expenses wholly, necessarily and exclusively incurred in connection with organizing of the trip.

Expenses that can be claimed include:

- a. Events
- b. External meetings
- c. School visits
- d. Training

## **4. Staff Expectations**

- a. The same level of professionalism should be adopted on a residential trip as in day to day school life. Punctuality is essential for the smooth running of a trip from both students and staff.
- b. The Team Leader will assign clearly defined roles and responsibilities for staff in advance of the trip. As such, individual staff members are required to adhere to outlined duties as expected.
- c. All staff on the trip should have an input into the risk assessment after the initial draft has been drawn up by the Team Leader. Upon approval, the document should be signed by all accompanying staff.

## **5. Staff Accommodations**

Under normal circumstances, staff meal accommodations include:

- a. Breakfast
- b. Lunch
- c. Dinner

## **6. Staff & Substances**

Any member of staff to be at work (including when accompanying a school trip) under the influence of alcohol or other substances which may affect their judgement and behaviour (other than those medically prescribed and of which the school is aware) will be subject to disciplinary action.

Being in such a state puts pupils and colleagues at risk and may also undermine discipline and good order of the staff and students, as well as the potential to bring the school into disrepute.

## **7. Student Behavior**

All students of the Nairobi Waldorf School Trust are expected to abide by the Behavior Policy of the school. They should be aware that whilst on a school trip, they are representatives of the school and thus should behave as ambassadors. We expect them to uphold the reputation of the school at all times.

Any pupil in possession of an illegal substance while on a class trip will face disciplinary action.

## **8. Telephones and Electronics**

Staff who need to make or receive frequent calls to the school or parents when out of the office or outside normal working hours will be provided with a school mobile telephone or credit for their personal phones. In accordance with the school policy, staff should limit the use of their phone in the presence of students.

Students should not have access to staff phones or carry their own electronic devices unless special circumstances have been arranged in advance for emergency purposes.

## **APPENDIX ONE: ANNUAL EDUCATIONAL CLASS TRIPS - OVERVIEW**

This overview provides details regarding trips from previous years. The information is subject to change yearly to reflect current costs, timelines, and educational merit / focus. Consideration of class size and overall ability, parent involvement, and adult : student ratios will impact the trip planning process and the below is formulated from a selection of trips over the course of 2-3 years prior.

### **Kindergarten**

A Kindergarten trip happens once in a school year, likely when they are celebrating a festival, either flower or rainbow festival. This can be a nature trail in a forest or a visit to farm and many more. The children usually have a picnic at the site. The main theme is allowing the children to connect and appreciate nature. This is a half day trip and the venue is chosen somewhere near/around the school to allow the children come back for lunch/pick up time. The charges are between Ksh 500-1,000 per child. Children are also required to wear a yellow school shirt at a cost of Ksh 500.

### **Class 1**

Class 1 tour the local area for half a day during school hours. This trip occurs near school and could include a nature trail such as Oloolua Forest in Karen. The curriculum related theme is nature. This trip usually occurs in term 2. The charges are between Ksh 500 and 1,000 per child.

### **Class 2**

Class 2 typically camps on campus, pitching tents, making a bonfire, and sleeping overnight. This experience allowed them to socialize outside of class and become comfortable staying away from home, gaining independence and confidence. This overnight trip usually occurs in January or February. The cost for this is between Ksh 2,000 and 4,000 per child.

### **Class 3**

Class 3 travels to Kembu Farm. The children stay for 4 days, learning about a working farm, planting trees, tending to animals, making bread, and exploring the natural world around them to better understand their Farming and Gardening block. This trip usually occurs in January. The costs ranges from Ksh 17,500 to 25,000 per child.

**Class 4**

Class 4 goes on safari to Amboseli National Park. During their 4 day trip, they view animals in their natural habitat, meet with residents from a local village, and learn about human-wildlife conflict, tying into their block of Man and Animal studies. This trip usually occurs in January or February. The costs ranges from Ksh 20,000 to 30,000 per child.

**Class 5**

Class 5 travels to Batian's View Education Centre. They stay for 5 days, learning about the natural flora of the region, both indigenous and exotic. This exploration of plants coupled with Kenyan history allows further understanding of their Botany block. This trip usually occurs between January and March. The costs ranges from Ksh 25,000 to 35,000 per child.

**Class 6**

Class 6 climbs Mount Kenya. Over the course of 5 days, the group hikes and camps their way up the mountain. They apply their studies of Mineralogy as they see first-hand the changing terrain under their feet. This trip usually occurs in March following a series of smaller hikes. The costs ranges from Ksh 35,000 to 60,000 per child.

**Class 7**

Class 7 visits the coast of Kenya and its historical sites. The proposed places of interest may include: Fort Jesus, Gede ruins, Vasco da Gama pillar, Sabaki bridge, old Malindi, Haller Park and Shimo la Tewa. This ties to their History block. The cost ranges from 18,000 to 25,000 per child.

**Class 8**

Class 8 completes an off-site community project. A need-based project is identified and the students raise money to support the build. Previous years include a water tower and a school structure. This trip usually occurs in May or June and can take from 5 to 7 days. The cost ranges from Ksh 15,000 to 25,000 per child.

**Class 9**

Class 9 visit a working farm and students carry out a farming project individually. The cost ranges from Ksh 20,000 to 40,000 per child.

**Class 10**

Class 10 students visit various fresh water bodies in the country and test water samples for key indicators of health, as well as recording qualitative indicators of water quality. They learn to use surveying equipment to gather data and apply trigonometry to create a topographical map of a 20,000- square-foot site of Kenyan coastal line. The cost ranges from Ksh 17,000 to 25,000 per child.

**Class 11**

Class 11 does a social / community project. This project teaches the students the importance of giving back to their community. The cost ranges from Ksh 20,000 to 35,000 per child.

**Class 12**

Class 12 visits Marine Park in Malindi for marine biology and invertebrate zoology. Time spent investigating tide pools, dunes and marshes is balanced by periods of swimming, watercolor, and poetry. The week culminates in a grand contra dance with live music. This trip usually occurs in May or June. The cost ranges from Ksh 20,000 to 35,000 per child.