

# SCHOOL TOUR LEADER'S HANDBOOK

## I INTRODUCTION

- A The Board of Directors of Grange School (The Board) encourages the use of organized off-campus tours which will serve worthwhile educational objectives and further the School's mission and School goals. The Board recognizes that the delivery of varied educational programs using the tour as a learning medium requires coordination, risk management and financial resources.
- B School tours are appropriate for the following reasons:
1. as an adjunct to classroom work directly related to the curriculum
  2. as an adjunct to the purpose and activities of a club or organization
  3. as a reward for desired behaviour or accomplishments
- C. The purpose of this Tour Handbook is to provide information to school administrators and staff for planning and preparing tours. School Tours have been classified into four categories: Type "A", Type "B", Type "C" and Type "D." Timelines have been established for requests, needed forms and information required before each type of tour can be approved.
- D. In supporting tours as an educational experience, the School Board emphasizes that the value of any trip must be assessed in the context of the amount of classroom instruction time lost, risk to student safety, the potential contribution to student learning and cost to the individual student, parent, and the school community. These procedures should enable all of those responsible for the education of our students to assure themselves that such activities undertaken during the school year meet the following requirements. Tours must:
1. Not pose a threat to student safety.
  2. Accommodate the special needs of students with medical needs.
  3. Directly relate to the School's curriculum and Co-curricular.
  4. Be planned to achieve specific educational outcomes.
  5. Be organized with the provision for adequate supervision.
  6. Be conducted in a manner that will not discredit the student, school staff or the School Community
- E. A GET member shall do a reconnaissance visit of the tour location to assess the risk associated with the tour and shall obtain information about the accommodation and distance between it and the activities location. A report and a duly completed assessment risk form shall be submitted to the Head of School and the Education Committee.

## II DEFINITIONS

- A. **School Tour** – Any extracurricular or curricular trip away from the school campus,

including partial-day, whole-day, or overnight trips.

The following are not considered Tours and therefore, are not subject to the procedures outlined in this Handbook:

1. **AISEN Events.** Some AISEN activities, such as quizzes, debates, competitions, etc. held at other AISEN schools are not considered Tours and therefore, are not subject to these procedures.

AISEN events are generally governed by rules of the Association of International educators in Nigeria and rules and procedures established by the school Principal and coaching staff. Thus, they are not Tours. Any AISEN event will be coordinated by the coaching staff, and the coaching staff will ensure that any required forms are completed and turned in. School staff should note that participation in state, or zoned extracurricular competitive qualifying events (e.g., playoffs) are difficult to plan in advance, as the ability to participate is usually contingent upon winning at a lower level. In the event the School anticipates participation in AISEN tournaments or other competitive qualifying events, information should be forwarded by the Coordinator to Head of Section as soon as dates and places for the event are announced.

2. **Privately Organised Tours.** Tours having no affiliation with, or no approval of, the School and are not “school sponsored,” (irrespective of whether the trip has an educational component) do not meet the definition of Tour. A common example would be a trip to England, sponsored by an outside entity that comes through a member of the School community asking for help in signing up participants. Privately organised tours must be approved by the Head of School. However, the School shall not be responsible nor held liable for any injury, damage, loss death or illness that happens on such tours.

- B. **Type “A” School Tour** - Partial-day or whole-day Tours to the following destinations when transportation will be provided by the School’s Transportation Department or a School-approved charter bus company:

1. Museums, theatres, auditoriums, and public performing arts facilities
2. Public and private educational institutions
3. Government owned building
4. Restaurants
5. The areas immediately adjacent to the School or within a reasonable and safe walking distance of the School.

- C. **Type “B” School Tour** – Any partial-day or whole-day Tours other than a Type “A” School Tour, including any tour in which transportation is being arranged by a private tour group. All water-related School Tours inclusive of swimming (excluding athletic swim meets), boating, beach-going or any other recreational activity in or around a body of water, are Type “B” School Tours. Also, all educational tour group tours are Type “B” School Tour.

- D. **Type “C” School Tour** - All over night or out-of-state (but not international) Tours.
- E. **Type “D” School Tour** - Any School Tour in which travel is made beyond the borders of Nigeria during any portion of the tour.
- F. **Recurring School Tours** – Regularly scheduled, successive, extracurricular tours to one particular location or group of related locations, to participate in a recurring activity
- G. **Tour Leader** – A school-based instructional employee who has been designated the responsibility of coordinating and monitoring all aspects of a particular field trip. The Tour Leader is responsible for submitting all required forms and information to obtain all needed approvals. The Tour Leader shall attend the Tour, serve as the Head of School’s representative on a Tour, manage students and Chaperones, and ensure that all requirements established in this School Tour Handbook are met.
- H. **Chaperone** – Any other accompanying staff member, who meets all the requirements of the Chaperone Guidelines & Responsibilities for Tours (See relevant Appendix).
- I. **Sponsor** – An entity sponsoring, promoting, or supplying direct or indirect funding for a Tour. Examples will include invitations from corporate bodies, NGO’s or PTA organizations.

### III. SCHOOL TOUR APPROVAL REQUIREMENTS

- A. **Type “A” Tours** – Require approval by the Head of Phase at least 15 working days prior to the tour. The Head of Phase thereafter submits the form to the Head of School for approval within 10 working days prior to the day of the tour using the School Tour Request Form (See relevant Appendix).
- B. **Type “B” Tours** -- Require approval by the Head of Phase at least 15 working days prior to the tour. The Head of Phase thereafter submits the form to the Head of School for approval within 10 working days prior to the day of the tour using the School Tour Request Form (See relevant Appendix). Please provide as much information as possible about the field tour destination, tour group and water related activity.
- C. **Type “C” Tours** -- In addition to the approval for Type “B” tours, Type “C” tours require approval by the Education Committee at least 60 school days before the tour. The Tour Leader, through the Head of School, must seek approval before any monies are collected and contractual commitments made.
- D. **Type “D” Tours** -- In addition to Type “C” tour approval, Type “D” tours require approval by the Education Committee. Plans for International tours should be made well in advance as this level of approval can take substantial time. International tours are to be approved in June of the preceding year and notification sent to parents of the concerned year group at the end of that academic session.

- E. **Recurring Tours** – as these tours are by definition Type “A” tours, approval by the Head of School only is required. However, tour coordinator must remember to use the Tour Request Forms and Parental Consent Forms, making sure the appropriate date range is specified on all forms.
- F. **Timelines** – Tours will not be approved if required forms are late or lack the needed information.

## IV GENERAL PROCEDURES & INFORMATION

A. Arranging a tour requires the use of several forms, some of which are mandatory. Each form is attached as an Appendix to this Handbook as follows:

- Appendix A – Risk Assessment Form
- Appendix B1 & B2– Tour Request Form
- Appendix C – Tour Procedures Checklist
- Appendix D – Parental Permission Form
- Appendix E – Students Behaviour Guidelines
- Appendix F – Tour Emergency Contact List
- Appendix G – Chaperone Tour Guidelines and Responsibilities
- Appendix H – School Health Tour Checklist
- Appendix I – Day of Tour Checklist
- Appendix J – Medical Form

- B. Every School tour is initiated by completing the **Risk Assessment Form** and Tour Request Form (see relevant Appendix). This form requires various approvals depending on the type of tour proposed. The timelines for obtaining these approvals also vary depending on the type of Tour (see Tour Approval Requirements above).
- C. Once all approvals are obtained on the Tour Request Form, the Tour Leader proceeds with planning by utilizing the Tour Procedures Checklist (see relevant Appendix). This form must be completed and returned to the Head of School at least **two (2) weeks** prior to the tour. The Head of School must then re-sign the Tour Request Form, this time indicating receipt and approval of the Tour Procedures Checklist.
- D. All individuals involved in planning and supervising Tour MUST familiarise themselves with this Tour Handbook and all rules covering the transportation of students in advance of the Tour. It is the School’s expectation that the procedures in this Handbook will be followed for all School Tours, regardless of their Sponsor.
- E. Tours should be planned to minimise the disruption of other schedules in the School. Teachers attending a tour must make arrangement with their line managers to ensure adequate coverage of their other duties while away on the tour.
- F. The Event Coordinator shall be the driver of all School tours and shall carry along the Head of Phase and the Tour Leader.

- G. It is the responsibility of the Event Coordinator to keep parents well-informed regarding all aspects of the tour and must at all times keep the Head of Phase and the Tour Leader posted. This includes providing information on the tour itinerary, mode of transportation, scheduled activities, arrival and departure times, and provision of adequate supervision. Signed parental permission slips for these tours must be received prior to the tour taking place.
- H. In the event of any exigency, the Head of School in consultation with the Education Committee reserves the right to cancel or make modification to a trip prior to the commencement of or during a field trip. The School will only be responsible for refunds upon review and deduction of financial commitment made by the School for the trip. The School may make refund if any, after deductions of all expenses.
- I. Travel agencies or other private organizations promoting travel study trips shall not be permitted access to the School to promote or enrol students for privately sponsored travel study programs and trips. The Education Committee do not approve any tour through privately-sponsored organizations.

## **V. STUDENT PARTICIPATION**

- A. Tours may be attended only by students who are enrolled in the school.
- B. Students with learning disabilities must be afforded the same rights to attend Tours as all students. They cannot be excluded from a Tour due to added costs of a facilitator. When planning a Tour, please determine if a facilitator will be required for students with learning difficulties.
- C. Students with special medical needs shall be permitted to participate in Tours to the same extent as other students subject to the approval of the Head of School. See section IX of this Handbook regarding “Medical Needs of Students” in this Handbook for specific guidance.
- D. Students may be excluded from participating in Tours due to:
  - i. disciplinary or behavioural issues.
  - ii. Non-payment of outstanding School fees.

Any student excluded from a Tour shall have no right to reimbursement of any monies paid in advance of the Tour.

- F. Any student whose disciplinary history reflects that he or she is likely to present a discipline problem on a tour that may jeopardize his or her safety or the safety of others may be prohibited from attending the Tour at the discretion of the Head of School.
- G. Students participating in Tours must sign the Code of Student Conduct and must conform their behaviour to the Code of Student Conduct. Any student violating the Code of Student Conduct shall be promptly returned home at parent expense.

## VI. SAFETY & SECURITY

- A. Student safety and security come first. The Tour Leader is primarily responsible for ensuring student safety and that the provisions of this Handbook are followed; however, all adult participants in a Tour shall take all reasonable measures to ensure the safety and security of all students on a Tour.
- B. Prior to departure and during a Tour, the Tour Leader shall become aware of, and heed all travel advisories, including severe weather advisories, including severe heat or cold weather, to ensure the safety of all participants in the Tour. The Tour Leader shall call the School's contact if specific information on severe weather is needed (for overseas trips)
- C. The Tour Leader shall have a working cellular telephone in his or her possession during the Tour in case of emergencies, as should each Chaperone. The Tour Leader shall create a "call list" consisting of the cellular telephone numbers of the Tour Leader; all Chaperones, the contact in School and the bus driver, if applicable, and shall provide copies of the call list to each Chaperone, the contact, and the Head of School. Please note that special arrangements may need to be made to ensure that cellular telephones function during International Tour.
- D. All students shall always be with a Chaperone and be in groups of three or more with designated times to "check-in" with Chaperone (especially when in public places like shopping malls, adventure/theme parks, etc)
- E. On any Tour, the Tour Leader shall establish a "home base" for anyone who is injured, sick, separated from the group, or requires any other assistance.
- F. The Tour Leader shall provide the Tour Emergency Contact List (see relevant Appendix) to the School administration and the Head of School and be in possession of a copy at all times during the Tour.
- G. The Education Committee reserves the right to cancel or reschedule any Tour in the event of severe weather or catastrophic events or threats that could endanger the health, safety, or welfare of the participants.

## VII. CHAPERONES

- A. The Tour Leader shall state the number of proposed Chaperones on the Tour Request Form. The Head of School has ultimate authority to dictate the number of Chaperones required on a Tour. However, a minimum ratio of **one Chaperone per eight students** is recommended. In determining the appropriate number of Chaperones, consideration should be given to the nature of the event, the ages of the students participating, the means of transportation, and whether the trip will be same-day or overnight (please consider sleeping arrangements). The proposed Chaperones shall require the final approval of the Education Committee.
- B.
  - 1. Criteria for choosing a Tour Leader-
    - i. He/she must have been on a tour as a chaperone for at least 2 school tours

- ii. He/she can only be a Tour Leader for at least two consecutive tours
2. Criteria for choosing a Chaperone – He / she must have/be a/an:
- i. Key Stage Coordinator for the year group going on the trip.
  - ii. Head of Year for the year group going on the trip.
  - iii. Academic subject representative
  - iv. Pastoral team representation
  - v. Nurse
  - vi. A member of GET

Each Chaperone in the case of an academic subject and pastoral team representative shall be chosen on a rotational basis and shall be limited to one school tour.

- C. All Chaperones travelling on School Tours must have been cleared and approved by the Head of School and final approval by the Education Committee. The Tour Leader must also ensure that Chaperones read, agree to, and sign the Chaperone Guidelines and Responsibilities for tours (see relevant Appendix).
- D. The Tour Leader shall supply all Chaperones on a Tour a copy of the School's Code of Student Conduct which shall be reviewed by the Chaperone.
- E. All Chaperones must carry a cellular telephone and a local sim card will be made available to them and the telephone number must be shared with the Tour Leader, other Chaperones and the GET member.
- F. The Tour Leader shall supervise all Chaperones at all times in consultation with the GET member. Chaperones must follow the directives of the Tour Leader.
- G. When transportation is by other than walking, an adequate number of Chaperones should ride in each vehicle. Chaperones should be seated in different parts of the vehicle in order to maintain supervision of all students.

## **VIII. OVERNIGHT SCHOOL TOURS**

- A. The Tour Leader shall meet with parents three (3) weeks before departure date to ensure that parents fully understand the scope and purpose of the Tour. All requirements regarding travel expenses, sleeping accommodations, clothing, personal needs, behaviour, and responsibility for missed work, as well as a detailed itinerary must be presented to the parent. The Tour Leader shall ensure that the student and parent contracts are given to the parents. Parents must read the contracts, sign them and return to the School within a week.
- B. Male and female students shall not share the same room and should be located in separate buildings or on separate floors. If this is not possible, the male sleeping areas should be separated from the female sleeping areas as much as possible.

- F. Where Chaperones are not rooming with the students, they shall have their own rooms dispersed on the same floors designated for the students to ensure maximum supervision.
- G. Overnight Tours are not permitted for Reception to Year 4.

## **IX. MEDICAL NEEDS OF STUDENTS**

- A. General Requirements.
  - 1. The parents must complete a medical form four weeks in advance of the Tour.
  - 2. The Tour Leader will provide the School nurse who would be part of the trip with a list of students who will be participating in the trip **four weeks** in advance of the Tour and coordinate with the school nurse on any training necessary to serve students' medical needs. (Overnight trips)
  - 3. The School nurse will address medical concerns of individual students with the parents. When necessary, the nurse will contact an independent physician concerning any unresolved issues.
  - 4. A suitably equipped first-aid kit must be accessible at all times during a Tour.
  - 5. Tour Leader shall be responsible for addressing any requests for special accommodations due to medical conditions.
- B. Medical Training and Assignment
  - 1. Nurses will train Chaperone in advance of a Tour on how to appropriately manage the medical needs of students participating in the Tour.
  - 2. A nurse shall always accompany the students on a Tour.
  - 3. If medical care of an individual student cannot be arranged, the student may not participate in the Tour and any additional cost arising out of that medical care will be borne by the parents.
  - 4. In case of any medical emergency, any cost over and above any medical insurance cover shall be borne by the parent.
  - 5. To the extent practicable, a student with medical needs will be assigned to the group being supervised by the school nurse.
  - 6. The School nurse on the trip shall be responsible to assist students possessing any special medical device for severe medical conditions (e.g., inhalers, nebulizers) and must remain in the vicinity of the students throughout the Tour.
- C. Medication
  - 1. A separate Medication Authorization Form must be completed for each medication (prescribed and over-the-counter medications) to be administered during the Tour. If an authorization form is already on-file in the sick bay (for daily or as-needed medications), a copy can be obtained from the School nurse.
  - 2. The School Nurse will consult with parents in advance of the Tour to collect the medication and medical supplies of specific students needed during the Tour.
  - 3. The School nurse will carry medications in a secured container at all times, document the time medication were administered during the tour, and document the medication provided in the log books in the school clinic immediately after returning from a Tour.



4. The Tour Leader is responsible for coordinating with the School nurse the receipt of the medications/medical supplies from the parents prior to the Tour and returning unused medications/supplies to the parents after the Tour.
- D. Medical Equipment
1. Specialized clinic equipment, e.g., Automated External Defibrillator (AED), must remain on the school campus.
  2. Individualized medical equipment will be sent on Tours with the student to whom the equipment has been assigned.

## **X. TRANSPORTATION**

- A. Tour Leaders requesting school buses for a Tour must submit a work order to the Transportation Department at least **10 working days** in advance of the tour.
- E. When transportation for a tour will be made using chartered buses, the company must be on the School's approved commercial carrier list. All commercial carriers must be approved by the School's Administrative and Finance department.
- F. The Tour Leader and any other Chaperone assigned the responsibility shall ensure that all passengers wear seat belts at all times when the bus is in operation. They must also be instructed on the location of emergency exits and how to safely exit the bus during an emergency.
- G. Adequate seating shall be provided for all Tour participants. The rated capacity of the vehicle shall never be exceeded.
- H. Students shall observe the Code of Student Conduct at all times while in transit to, from, and during a Tour.

## **XI. EMERGENCIES**

- A. The Tour Leader shall immediately report any safety concerns, accidents, incidents, injuries or illnesses to the Head of School.
- B. If an emergency occurs at a Tour location, the Tour Leader shall follow the host facility's emergency procedures.
- C. If an emergency occurs while travelling by the school bus or charter bus, the Tour Leader shall follow the directives provided by the driver.
- D. If a transportation accident occurs during a Tour, the emergency number of the host country must be called so that all students can receive Emergency Medical Treatment.
- E. On arriving at the destination of the tour, the Tour Leader must immediately familiarise his/herself with the emergency number for that country.
- F. If a medical tour emergency involves the need to transport school personnel or a student to a hospital or clinic, a staff member must go to the hospital or clinic in order to maintain contact with the Tour Leader until a parent, guardian, spouse or relative arrives.

## **XII. INTERNATIONAL TOURS**

- A. All International Tours must be approved by the Education Committee upon recommendation by the Head of School.
- B. The implications of any Tour outside Lagos State are varied and should be given serious consideration well in advance.
- C. Special consideration should be given to matters regarding student health insurance,

electronic communications such as cellular telephones, disciplinary issues (costs and means to return disruptive students), the applicability of the host country's laws (in matters where students may commit crimes) and other contingencies.

- D. Parents shall not be allowed on the same flights with the students for any international school trip and shall not be allowed to accompany the students to the airport or pick up the students from the airport.
- E. Parents shall not be allowed to stay in the same accommodation with the students.

### **XIII. COMMUNICATION**

- A. The Event Coordinator shall notify the Tour Leader of the following pre-departure information which shall be made available to the parents by the Tour Leader on the day of the parent meeting:

- Departure date and time from school
- Departure date and time from Lagos
- Date and time of arrival at the host airport
- Time of arrival at the final destination at host country (camp/hotel)
- Daily updates on scheduled activities until last day
- Time of departure from host country airport and arrival at Lagos
- Departure date and time at school.

- B. The Tour Leader shall at every interval notify the on-site coordinator of any update which will in turn be forwarded to the parents. Updates to parents shall include:

### **XIV. FUNDING FIELD TRIPS**

- A. It is the responsibility of the Tour Leader working with the Event Coordinator to determine accurately the costs to be incurred for the Tour.
- B. The funding source of the Tour must be identified (inclusive of any costs to the students) and the Tour Leader must ensure that adequate funds are available to pay for the Tour.
- C. The Head of School and other tour approvers should carefully review the budgetary section of the Tour Request Form before signing approval.
- D. The budget must be approved by the Education Committee.

### **XV. RECORDS RETENTION**

- A. The Tour Leader must ensure that all records used to organize and conduct the Tour, as well as any records regarding any expenditures made regarding the Tour, are preserved and returned to the school after the Tour for safe keeping in the School until after seven (7) years.
- B. All monies given to the Tour Leader/GET member in respect of each trip must be retired within 7 days of arrival. Failure to retire monies shall lead to disqualification from future tours.

- C. It is the responsibility of the Tour Leader to write and submit a report of the school tour to the Head of the School within 14 days of return and the Head of the School would present it to the Education Committee at the meeting following the return.
- D. At a bare minimum, the Tour Request Form (**See relevant Appendix**) all Parental Permission Forms (**See relevant Appendix**) and any financial documentation shall be returned to the school. However, best practice is to preserve all documentation and return it to the school in a single packet for preservation.

**This Trip Coordinator's Handbook was last modified on Tuesday 22<sup>nd</sup> June, 2023 and it is due to be reviewed every two (2) years.**