

# New Generation Private School

## School Year 2019-2020

### NEW GENERATION PRIVATE SCHOOL

#### FIELD TRIPS

#### CHILD SAFEGUARDING PRINCIPLES

Safety in the field trips together with structured quality time is of a vital importance to New Generation Private School. Therefore, field trips are aimed to plan carefully in advance in accordance with the certain principles that will be stated in this guide to provide a safe and caring environment for students in a different setting than the school's premises.

What is safeguarding in the field trips for New Generation Private School?

Safeguarding in brief is the action to be taken to promote the welfare of children and protect them from harm.<sup>1</sup>

Like schools, all the other organizations which are working with children must develop a child safeguarding policy including certain principles for specific type of activities such as field trips to consider all the needs of children for being protected from harm and for enabling children to have the best outcome.

New Generation Private School aims both to ensure a safe environment in the field trips and also to provide the best possible outcomes to its students for their social development. Therefore, the field trips must follow the rules shown below:

- The field trip venues must be suitable to participant students' ages and physical, emotional and social developmental needs.
- The field trip must be in accordance with the curriculum subjects and academic calendar so that the students will have an opportunity of practicing what they theoretically learn at school. It must also provide an opportunity of relaxing, exploring new skills or developing existing ones. It should aim to have an impact in improving both the mind and body of the students.
- The field trip venue must be checked to ensure fundamental health, safety and security measurements of the school and it must be a child-friendly space which means the staff of the chosen venue must know how to communicate with children and must understand what children need.
- The field trip must allow students to learn cultural and historical information about Kingdom of Bahrain and students must visit at least a few of historical and cultural sites of Bahrain.

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<sup>1</sup> Cited from the website of National Society for the Prevention of Cruelty to Children, UK.

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- Teachers must prepare lesson plans before and after the field trip so that students will strengthen the knowledge they will gain.
- The field trip details must be shared with parents and permission forms must be collected in advance together with the trip fees if there is any. Also, type of the meal must be stated in the permission form there is any meal provided in the field trip. Parents must state if their children are allergic to any type of food or if they have any medical condition that needs to be considered in the field trip. Food preferences such as vegetarian diet must be stated in the permission letter by parents so that food can be adjusted if possible.
- Parents should not send extra money with the students for the field trip as the students will not be allowed to use it. The students must behave as a group during the field trips and they are not allowed to do anything else than the details that their parents are informed. For instance, they can't buy additional food from a nearby place to field trip venue. If the trip is exceeding two hours, meal must be arranged by the school and parents must be informed in advance while planning the trip.
- Students must behave well in accordance with the rules in the bus. Misbehaviour on the bus such as standing, not listening to the teacher may result in cancelling the next trip for that classroom. Therefore, all students are expected to behave well and follow the rules for passengers in traffic such as sitting properly, using the seatbelt etc.
- All students are expected to respect nature and other people in the field trip venue. Students are expected to leave the venue clean and tidy and build a nice communication with the staff and other visitors in the field trip venue such as thanking, staying with their group and not disturbing anyone around etc. Also students may visit a factory containing equipment with moving parts, or a museum with rooms full of pottery and glass, or a riverside with fast-running water. They don't always think about the dangers that come with certain places, so students will be informed about the potential hazards in advance and are expected to behave accordingly such as not pushing or pulling friends.
- Students will be informed what to wear their school uniform according to the weather and the venue requirements. For instance, wearing sports uniform is required in a field trip to an activity centre or bringing a cap is required if the trip is in an outdoor venue.
- Most importantly, the last but not the least principle to follow strictly is to have FUN 😊