

## SOP – TRIPS AND EXCURSIONS

- All the local excursions, educational outdoor trips ,in school and outdoor camps, domestic and international trips should be pre-planned and after the approval of the authorities should be put on the school calendar .
- The trips whether local, domestic or international should be education oriented. They should be planned so that they reinforce classroom material, encourage students to learn and provide cultural experience.
- Once the trip has been planned, vendors need to be approached and specification should be cleared for which the services are required.
- Quotations need to be taken and should be clearly mentioned whether they have come through any references.
- Quotations from the outsource agencies should be on a letter head signed by the vendor.
- A comparative statement should be made by the tour and travel in charge from the quotes of outsources agencies.
- .A meeting should be affixed for authorized person of shortlisted outsourced and the principal.
- Draft of the proposal and the comparative statement should be sent to the sanctioning authorities for approval.
- After the approval of a proposal, an agreement should be executed between the service provider and the organization on mutually agreed terms and conditions.
- Outsource agency should provide identity proofs of all the staff being deployed along with the police verification report. if in mid any new staff is deployed, the staff member should be accompanied by a proper movement order along with the identity proofs and police verification reports.
- The principal will ensure that clear and comprehensive information is conveyed to parents regarding full details of time, location, cost, travel plans, educational activities, supervision and transport arrangements and duration of the trip through the school circulars.
- Parents should be asked to sign a form acknowledging the receipt of the information about the excursion, providing medical history and any medication requirements and giving their consent for their child to participate.

- Terms and conditions regarding the refund policy should be clearly mentioned in the circulars shared to the parents. Refund according to the terms should be made once the student is not able to accompany the trip due to any unavoidable reason.
- First Aid qualifications should be kept up to date. First Aid equipment appropriate to the excursion should be readily available.
- The ratio of adults/students should be appropriate to the age of the students and type of activities planned.
- For any educational excursion the accompanying staff members must carry a record of students' significant medical conditions. Where medication is to be administered during an excursion or whilst on camp, the form 'Administration of Medication to Students' will be completed by parents.
- At an appropriate time, students should be given a briefing concerning the excursion, the potential hazards and precautions to be taken, and the expected behavior of the students, particularly during transport to and from the venue.
- Volunteers chosen to accompany students should be selected according to the expertise they have, relevant to the planned activities. Consideration will also be given to gender balance.
- Use of private vehicles for educational excursions is to be discouraged. However, this may be unavoidable at times. If private vehicles are to be used, the school authorities should verify that the vehicles are registered and reliable and that the driver is licensed adequately for the type of vehicle.
- Decisions relating to whether buses are hired with seat belts or without will be made following the completion of a risk assessment. Age of children, distance to be travelled, route to be taken and speed zones will be considered during this risk assessment.
- Safety norms to be maintained for the students throughout the conduct of the excursions.
- Once the trip returns, students should be handed over to the parents in a responsible manner by the school.
- A feedback form must be duly filled and signed by the accompanied teachers, parents and suggestions and remarks should be noted for the future planning