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## Guidelines for school outings and trips organized by the nursery and primary departments of the European Schools

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## 1.0 Definition of school outings and trips

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- 1.1 School outings and trips have a quite specific educational, didactic and social value. They are school activities. They must therefore have a clear connection with the social, pedagogical and/or didactic objectives of teaching and be prepared and followed up in classroom activities. As far as possible they should be European in nature and should be organized across the different language sections in a school.
- 1.2 The maximum duration of an outing is one day.
- 1.3 School trips include educational projects, sports trips, residential trips and exchanges between schools.

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## 2.0 Organization

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- 2.1 The Schools take sole responsibility for organizing school outings and trips.
- 2.2 For outings, the Directorate gives its agreement to the teacher's proposal. For preparation purposes it is necessary:
  - to make inquiries about the legal rules for the organization of school outings.
  - to inform the parents beforehand.
- 2.3 After seeking the opinion of the Education Committee, the Directorate decides on the arrangements for school trips. In the preparatory plan for the organization of a trip, it is necessary:
  - to arrange for a coordinator to be designated for each residential trip.
  - to make inquiries about the legal rules for the organization of school trips in the host country.
  - for meetings to be held between the teachers and the coordinator.
  - to visit the site chosen beforehand.
  - to inform the parents beforehand.
  - to plan a detailed day by day timetable.

Pupils should not be precluded from going on trips for financial reasons.

Weekends may be used for departures and returns.

- 2.4 Families should be notified sufficiently early to enable them to meet the expected costs. With regard to payment for residential trips, the School ensures that parents are informed well in advance and requests that payment be made prior to departure.
- 2.5 For residential trips, contracts with companies providing transport and accommodation, for example, are drawn up in the School's name.
- 2.6 It is desirable for the School's accounts department to manage the accounts of residential trips.
- 2.7 In terms of the number and distribution of outings and trips, it is desirable to adhere to the following recommendations:
- The number of outings is not limited as they relate to class life and/or the curriculum.
  - Trips as a whole should take up a maximum of:
    - 10 school days in the nursery classes and in primary years 1 and 2
    - 20 school days in primary years 3, 4 and 5.
  - Outings and trips should be uniformly distributed across the year, taking account of the planning of the school year.
  - School outings and trips should not, as far as possible, disrupt the organizational arrangements in the school.

### **3.0 Responsibility for school trips**

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- 3.1 THE DIRECTORATE approves the trip, ensures compliance with the pedagogical objectives and checks to its satisfaction that the general arrangements and the financing offer all the necessary guarantees.
- 3.2 The COORDINATOR designated for each school trip is responsible for the preparations and during the actual trip.
- 3.3 THE TEACHER uses project pedagogy, supervises the group for which he/she has responsibility and undertakes to follow the procedures laid down by the School.
- 3.4 PARENTS are required to inform the School prior to departure of any health problems which their child may have.

They give their agreement in writing to

- their child's going on the trip.
- paying the costs of the trip.
- acceptance by their child of the rules laid down by the school.

- medical treatment.
- medical intervention in an emergency.

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## **4.0 Teachers' participation**

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- 4.1 Although voluntary by definition, going on school outings and trips forms part, as such, of teachers' statutory official duties. The Directorate authorizes the teachers concerned to travel in an official capacity. It must also give its permission for other adults assisting the teacher (colleague, parent, instructor, etc.) to travel.
- 4.2 During school outings and trips pupils, teachers and other accompanying adults are covered by the School's civil liability insurance. No insurance covers criminal liability. Should an accompanying adult incur criminal liability, the School defrays the cost of legal aid, provided that the act committed does not adversely affect the School.

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## **5.0 Pupils' participation**

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- 5.1 Pupils are obliged to go on school outings and trips. In special circumstances and for duly substantiated reasons this obligation may be waived.
- 5.2 In preparing the trip every effort should be made to consider the difficulties which disabled pupils might experience.
- 5.3 Pupils who are given special permission not to go on a school trip are expected to attend lessons in other classes.
- 5.4 Exclusion from participation is possible in the event of medical risk in the school doctor's opinion. Should a pupil's behaviour be problematic to the extent that it endangers fellow pupils or the child himself/herself, the Directorate may exclude the pupil. His/Her parents or legal guardians will be informed of this decision in good time.

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## **6.0 Supervision, discipline and safety**

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- 6.1 The nature and scale of supervision should be geared to the length of the trip, local circumstances and the specific features of the group of pupils (number of pupils, age, sex, degree of maturity, special needs). For school trips, the School will draw up a detailed supervision roster.

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The ratio of accompanying adults to pupils should normally be a maximum of one to fifteen **but** may differ in line with pedagogical requirements and the legal provisions in force in the host country.

The teachers and other accompanying adults must stay in the same accommodation as the pupils. In the case of exchanges between schools, the host families will provide supervision.

- 6.2 The rules of discipline in force in the European Schools obviously continue to apply throughout a school outing or trip. Pupils should be reminded prior to departure that it is the Schools' public image which they will be projecting, all the more reason, therefore, for their behaviour to be beyond reproach.

In the event of failure to abide by these rules, the coordinator will take whatever measure he/she deems appropriate, reserving the right to exclude a child whose behaviour may endanger himself/herself or others. If he/she decides, in view of the extreme seriousness of the incident, to send a pupil home, this may only be done on the express condition that:

- the School and the family have been informed beforehand,
- arrangements have been made for a duly accredited accompanying adult to assist the pupil.

It should be clearly understood that the families concerned will be required to defray any additional expenditure incurred resulting from such a decision.

- 6.3 It is not normally permissible for pupils to travel in private cars, because of the risks involved. Departures from this rule may only be authorized by the Directorate, in special circumstances and for duly substantiated reasons. Confirmation of appropriate insurance is required in such cases.
- 6.4 Activities involving a greater safety risk (swimming, bathing, hiking in high mountain regions, skiing, water sports, etc.) should be prepared with particular care. It is necessary to confirm with the centre the professionalism of the staff supervising pupils engaged in such activities.

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## 7.0 Accidents

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- 7.1 The following comments are to be made about the procedure to be followed in the event of an accident:
- the coordinator must inform the School and the family as quickly as possible.
  - if the pupil has to return home, the coordinator will make arrangements for him/her to be accompanied by a duly accredited person.
- 7.2 Medical expenses resulting from an accident will normally be reimbursed by the relevant Health Services (Sickness insurance of parents, accompanying

adults and teachers - School insurance). However, it may prove wise, depending on the destination planned, to take out complementary insurance to cover all or a proportion of the expenses incurred. There is nothing to prevent the School from taking out such insurance for the pupils, teachers and accompanying adults concerned.

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## **8.0 Pedagogical concepts**

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- 8.1 After residential trips, the work done will be presented in a wide variety of forms (diary of activities, reports, slide shows, video films, etc).
- 8.2 Following each residential trip, an evaluation will be made within the teaching team.