



Tanglin Trust School
Outdoor Education, Activities & Sport

Policy for School Visits and Residentials

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1. Context

This policy has been developed with guidance from the UK Outdoor Education Advisors Panel (OEAP) and the school's technical advisor (VLM) to be consistent with the school's mission statement and values.

We believe that Outdoor Education, Activities & Sport are an integral part of our curriculum and that all our students are entitled to access the benefits of an inspiring and challenging programme of Outdoor Education activities and educational visits in a safe, secure and nurturing environment. We believe that appropriately planned visits enhance learning and improve attainment, and Outdoor Education is at the heart of what makes Tanglin Trust School a supportive and effective learning institution. The school also provides extensive opportunities for students to represent Tanglin Trust School overseas in regulated sporting tournaments.

Benefits to pupils taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for applying learning to the real world, creativity, developing learning relationships and practising strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.
- Connection with the local and extended community.

2. Application

Any formal school visit that leaves the school campus is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Outdoor Education Policy, Tanglin Trust School adheres to best practice following UK National Guidance from the Outdoor Education Advisory Panel (www.oeapng.info) where it is appropriate and relevant.

All staff are required to plan and execute visits in line with school policy (i.e. this document).

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3. Types of visit

There are three types of Outdoor Education programmes:

1. Routine local visits in the 'Extended learning locality' of Portsdown Road (See Appendix 1).
2. Day visits within Singapore that do not involve an adventurous activity.
3. Visits that are overseas, and/or residential, and/or involve an adventurous activity.

There are three types of Activities & Sports programmes:

1. Routine local training and fixtures in the 'Extended learning locality' of Portsdown Road (See Appendix 1).
2. Day fixtures within Singapore.
3. Visits that are overseas, and/or involve an adventurous activity.

VLM advise the following categories of trips;

Identification of actual and assumed danger must be clear to avoid being overrun by paperwork. Use the table below to help identify how your programme is categorised: Remote From Help? (Adventurous SOP) More than 1 hour from help for that given emergency	
High Technical High Leadership (Adventurous SOP) Offshore sailing Extended mountain bike programme	High Technical Low Leadership (Adventurous SOP) Coaching adults on ski mat Climbing wall session
Low Technical High Leadership (Non-Adventurous SOP) Cliff top coastal walk Swimming pool games	Low Technical Low Leadership (Non-Adventurous SOP) Picnic in the park Lawn games

4. Roles and responsibilities

Trip leaders are responsible for the planning of their visits. They should obtain outline permission for a visit from the Head of School or HoOE / Sports & Activities Director prior to planning, and certainly before making any commitments. Trip leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

The Head of Outdoor Education (HoOE) will support and challenge colleagues over visits and learning outside the classroom activities. The HoOE is the first point of contact for advice on visit related matters, and will check final visit plans before submitting them to the Leadership Team of each school.

The Sport & Activities Director will support and challenge colleagues over trips. The Sport & Activities Director is the first point of contact for advice on sporting trip related matters, and will check final trip plans before submitting them to the relevant School Leadership Team.

The Head of each School (Infants, Junior, and Senior) has responsibility for authorising all visits.

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The Governing Body's role is that of a 'critical friend'. Approval of the governors is required to issue large payments to third party providers, but the responsibility for checking the planning and preparation for a TTS school trip lies with the HoOE / Sports & Activities Director and ultimately the Head of School.

5. Staff Competence

5.1 Trip Leaders

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced trip leaders before taking on a leadership role.
- Pre-trip Visits to the destinations that will be used, before the trip, and meetings with third party providers.
- Support for staff to attend training courses e.g. Trip Leader Training, NYAA / International Award training as relevant to their role.
- Trip Awareness and Trip Leader Training delivered by our OE Dept.

In deciding whether a member of staff is competent to be a Trip leader, the Head of School will take into account the following factors:

- Relevant experience and length of service at TTS
- Previous relevant training including Trips Awareness / Trip Leader / First Aid training (currently using EFR system).
- The prospective Trip Leader's ability to make dynamic risk management judgements, take charge and communicate effectively in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

5.2 Third Party Providers

The school employs suitably qualified and reputable third party providers to assist us with the planning and execution of an activity. The school will ensure that where there is more than one option available a thorough review is carried out to identify the best provider. Although price is one of the factors involved, other factors, such as provider track record and approach to risk management, may prove more important when making our selection of a provider for Outdoor Education activities.

6. Approval and Parental Consent

6.1 Approval for Visits to go ahead

The approval process is as follows for each type of Outdoor Education visit:

1. Local visits follow the 'Extending learning locality' policy (Appendix 1).
2. Day visits within Singapore that do not involve an adventurous activity. A Trip Proposal Form will usually be submitted to the HoOE for checking at least 30 days in advance, and then forwarded to the Head of School and usually the Leadership team for formal approval.
3. Visits that are overseas, residential, and/or involve an adventurous activity are submitted to the HoOE for checking at least 3 months in advance and then to the relevant School Leadership team for approval.

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The approval process is as follows for each type of Activities & Sport visit:

1. Routine local training and fixtures follow the 'Extending learning locality' policy (Appendix 1).
2. Day fixtures within Singapore. These must be submitted into CHQ and fixtures master schedule for checking at least 2 days in advance.
3. Sporting Trips that are overseas are submitted to the Sports & Activities Director for checking at least 3 months in advance and then to the relevant School Leadership team for approval.

6.2 Parental Consent

Parents complete a blanket consent form as part of the 'annual update' process at the start of each year for activities that fall within the 'Extended learning locality' (see Appendix 1).

Specific, (i.e. one-off), parental consent may be obtained for other visits which involve more adventurous activities e.g. Scuba, Zipline or sporting trips overseas. For these visits, sufficient information must be made available to parents (via letters, meetings, etc.), so that consent is given on a 'fully informed' basis.

Where providers ask individual participants to complete a waiver or an indemnity form, it is our preference that the HoOE will check the document carefully and make any necessary amendments before signing on behalf of the school.

6.3 Inclusion

It is our policy to make Outdoor Education accessible to all students unless there are specific health or pastoral concerns which make it unsafe for a student to participate in the planned activities. A list of all students attending the trip should be checked with the Health Centre and with the relevant Heads of Year, to cross reference the vulnerable students list.

For competitive sporting trips, where possible there will be a trial to determine the selection of students. These trials are open to all students, subject to gender, age or stipulated certain level of performer i.e. a handicap in golf or performance level in gymnastics.

7. Transport and Travel Arrangements

7.1 Checking of Passports and Visa Requirements

The Outdoor Education Department will usually request parents to hand in their child's passport the week before a residential school trip that is travelling out of Singapore. It is the parents' responsibility to ensure that the child's passport has sufficient validity and blank pages left for travel to the intended destination (usually at least 6 months). The school undertakes to provide support and guidance on visa requirements for overseas trips, but it is the parents responsibility to ensure that they have obtained the correct visa to allow their child to travel on a school trip.

7.2 Passports, Security and Data Protection

The school is required to abide by the Singapore Data Protection Act which states that when handling personal information and important documents, confidentiality and security must be

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adequately protected. All passports, identity documents and payments must be stored securely in a locked safe. Electronic copies of identity documents are kept on the school database, with appropriate access controls and in accordance with our Data Protection policy.

When providing documentation numbers and student information to our travel agents and providers the school must ensure that they agree to abide by Singapore Data Protection Act.

7.3 Independent Travel on School Trips

Hotel bookings and flights are usually made as group bookings for which a non-refundable deposit is paid to the travel agent before the trip. Participants are therefore expected to travel to and from the destination with the group and independent travel arrangements are not allowed unless there are exceptional circumstances.

7.4 Travel Agents and Flight Bookings

The school currently works with three Travel Agents; Travel Haven, American Lloyd and City State to source group and individual bookings for overseas flights. The decision on which airline to use, including the consideration of budget airlines, will depend on a number of factors (see Section 7.5 below). The cost of the tickets is important, but other factors as listed will play a key role in the decision making.

7.5 Airline Selection

The safety of all our students and staff is always our main priority on every school trip or expedition. On all school trips our current policy is that students are expected to travel to and from the venue with the rest of the group, and exceptions to this rule would only be considered for highly exceptional cases.

The choice of airline for each trip is always made following a careful and thorough review of all the options that are available to us, including the use of budget airlines. Our priority will always be to choose a method of travel that allows the students to reach their destinations comfortably and safely.

For all matters related to security and safety on school trips we take our advice from our partners International SOS / Control Risks and our outdoor education technical advisor Mark Brown of VLM. Their advice is that it is reasonable to book student travel with any airline operator that has a current and valid civil aviation license that is recognized by the ICAO. The standard of safety assessment and regulation in Singapore for any airline that flies in or out of Singapore airspace is very high and meets or exceeds global safety standards for aviation safety.

SELECTION OF AIRLINE FOR STUDENT TRAVEL

Any international airline that is licensed to operate from Singapore airspace is required to meet very rigorous safety standards and can be considered for student travel. The school ranks airlines into three categories based on the safety data supplied by UK airline safety consultant Flight Safe. Category A is considered safe for student travel. Wherever there is more than one airline operating on the route that we would like to travel with a student group, there are several other considerations that can influence our choice of airline:

Safety related

- First choice of airline for any trip out of Singapore would be an airline that is fully IOSA accredited.
- If an airline is not yet IOSA accredited but its' flightsafe rating (see Appendix) places it in category A or B then it may be used for student travel.

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Logistics related

- Flight itinerary, connections and arrival / departure times for students should be taken into account for the wellbeing of the group.
- Our relationship and previous experience with the airline and/or travel agent for student travel groups should be considered.

The ability of the airline to manage and support a student group booking effectively on the trip

USE OF BUDGET AIRLINES

Budget airlines can be used if their Safety Score from FlightSafe places them in the category A or B. Many smaller airlines are not IOSA registered airlines, but they are Category A or B according to their flightsafe score and may be used for student travel. Many budget airlines are owned and maintained by larger international parent airlines which are IOSA registered or they are currently undergoing the accreditation process – so their status can change and needs to be checked carefully.

However, sometimes budget airlines are not suitable for school trips for the following reasons:

- The policy for refunds, changes of dates, or changes of passenger names might be too restrictive for a group booking.
- Many budget airlines do not allow group bookings without the name of each passenger. Specific passenger names are required at the initial booking. This is often not useful for school trips where bookings are made far in advance of the trip.
- Avoid old aircraft types which are known to have a poor safety record, or airports that are known to have a history of safety concerns.

NO-FLY LIST (DO NOT USE FOR STUDENT TRAVEL)

The EU and the FAA maintain lists of airlines that are banned from flying in their airspace for safety reasons. https://ec.europa.eu/transport/modes/air/safety/air-ban_en

TTS will not book student travel with any airline that is currently banned or restricted by the FAA or the EU. These lists are usually a reflection of the standard of the local civil aviation authorities in the country that the airline is operating from.

7.6 Use of buses for school trips in Singapore

The school morning and afternoon buses are currently provided by KAL transport. For day trips within Singapore the school will use KAL which has a fixed price structure depending on the destination. KAL provide a number of different bus sizes so it is important to ensure that the number of seats available matches or exceeds the expected number of students and teacher/staff on the trip. Consideration should be given to any luggage space required, this is communicated in advance.

7.7 Use of buses for school trips to Malaysia and on other overseas trips

There are a number of different providers the school are able to use for travel overland and into Malaysia. The safety and security of our students will always be our priority. Where a provider recommends the use of a different bus company, it is the school’s responsibility to verify the suitability of that company to transport our students safely.

Whenever bus transport is used on an overseas trip, the bus company must be able to supply roadworthy vehicles with a seatbelt for every passenger.

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7.8 Use of trains for school trips

Trains may be used as an excellent vehicle for introducing students to the culture of a particular country. Where trains are being used for student travel, the safety and security of the group must not be compromised. Trip leaders should ensure that appropriate security arrangements on the train are effective and in place.

7.9 Use of Private cars to transport pupils

Use of private cars may compromise the validity of an insurance policy or affect liability, so private cars should not be used for transporting students on a school trip, unless there is an emergency. Teachers/staff should not travel alone with a student, in a private car or a taxi other than in an emergency, in line with child protection best practice.

8. Risk Management and Emergency Procedures

8.1 Educational Visits Checklist

Tanglin Trust School's HoOE Checklist for Educational Visits forms part of the risk management process for visits and off-site activities. A visit should only go ahead if the answer to all relevant questions is 'YES' (see Appendix 3).

8.2 Insurance and Emergency Support

The travel insurance provider for school trips is currently Zurich. The policy covers accidental loss and costs incurred due to injury or accident. The school will assist parents in making claims for eligible losses that are incurred on a school trip. Where a student is unable to attend a trip because of illness or accident the school will assist the parents to request a claim from the insurers. Claims will not be entertained where there is any known pre existing medical condition.

International SOS (ISOS) provides medical and emergency back up for all our trips.

ISOS in partnership with Control Risk also provides security advice and support. Close contact is maintained constantly through out the year. Where there are specific concerns about a particular location or event the school will seek advice from the relevant specialist advisers at ISOS before making a decision about a trip.

8.3 Risk Management

The school will ensure that an up to date risk assessment is in place for specific activities that take place on a trip. This document will remain dynamic throughout the trip and additional measures implemented where required. Providers/Organisers may supply trip leaders with documentation related to risk management and emergency evacuation, but it is essential that the trip leaders consult the school's own risk management plans. The format of any risk management documentation should clearly demonstrate that the most important risks have been considered and are managed well. Risks cannot be completely eliminated, but they should be kept as low as reasonably practical.

(Appendix 5 – example Risk Assessment)

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8.4 Emergency Cash

Trip leaders must have access to enough cash/funds to provide for student needs in case of an emergency or an unplanned change to schedule. The amount of cash carried/ method of accessing emergency funds will depend on the destination. This will be considered during the trip budget planning.

8.5 Duty Manager System

Each trip is allocated a TTS Duty Manager who will act as the main point of communication between the school and trip leader. The Duty Manager may be required to contact parents with important information and updates during the trip. In case of emergency, the Duty Manager will be required to contact outside organisations and escalate to the TTS Crisis management team.

8.6 Nurses / Medical support on trips

All school trips must be adequately supported by suitably qualified first aiders or members off the TTS nursing team. For conference sports trips such as FOBISIA and SEASAC where medical support is provided by the host school, the level of TTS medical support will be reviewed depending on the needs of the group.

For curriculum and year group residential a nurse is required for all trips up to and including Year 9. For older students, there must be a suitably qualified first aider. Nurses may be allocated to a trip depending on the needs of the group.

A suitably qualified first aider must accompany all day trips and carry a first aid kit that is adequately stocked for the expected itinerary. Nurses may be allocated to a day trip depending on the needs of the group.

8.7 Nurses and medical support at host schools in Singapore and overseas

When attending a Sports fixture, tournament or event, necessary checks with the organiser regarding their level of medical support should be requested. Assurances on the level of medical support should be obtained through the governing organisation such as FOBISIA or SEASAC where possible. When determining whether the host schools medical facilities are appropriate, TTS should be used as a benchmark. Should there be any concern with the level of medical provision for this event the school may choose to either withdraw or to send a nurse to accompany the team.

8.8 Lightning and Thunderstorms

Where no other accurate information is available, at the first signs of thunder and/or lightning, adults supervising outdoor activities MUST call students to order and remove them to a safe and protected place. They should remain in that safe and protected place until fifteen minutes after the last sign of thunder and/or lightning.

In Singapore, the Lightning Alert Service may be accessed online (<http://online.weather.gov.sg/lightning/lightning/lightningalertinformationsystem.jsp>) or through the mobile app "Lightning@SG". If the supervising adult has access to this service and is satisfied that lightning is well outside a 6km radius, then the activity may continue before 15min has elapsed. If lightning is within or approaching the 6km radius, then the students must be removed to and remain in a safe and protected place. If there is any doubt in the staff

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member's mind about the accuracy of the Lightning Alert Service information, then the '15 minute rule' should be applied as above.

This procedure must be strictly adhered to; no staff member has the authority to take a risk.

8.9 Staff Ratios for specific activities

The school must ensure that the staff/student ratio on all trips provides sufficient levels of supervision to ensure the safety and wellbeing of our students. The ratio will depend on the nature of the activity, with adventurous complex or remote activities requiring higher levels of staffing. On adventurous trips additional support and supervision may be provided by specialist facilitators and instructors. (See appendix 4 for staff student ratios)

8.10 Swimming on a school trip (in hotel or resort pool)

Teachers/Staff may only allow swimming activities to take place on a school trip where supervising staff are qualified to an appropriate level. Qualifications such as RLSS NRA or Aust Swim as well as First Aid must be held. Swimmers must also be competent. A maximum ratio of 20 swimmers to every suitably qualified staff member is advised.

Where relevant, the school's pool safety operating procedures should be followed as far as possible.

RLSS NRA or Aust Swim staff should assess the pool to determine if it is safe to use, given the number of students they are supervising. The above ratio should be taken into consideration, as well as the specific pools capacity numbers and access to safety equipment.

Where members of the public are also using the swimming pool, increased precautions shall be taken regarding supervision and crowding.

8.11 Critical Incidents

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the trip leaders.

The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 2). All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the school's Crisis Management Team* (CMT). The CMT will manage decision making and communication of events in case of a 'crisis' or emergency situation. The Duty Manager acts as the conduit for information between CMT and the Trip Leader / participants.

*The Crisis Management Plan is available to Staff, [here](#).

9. Charges and Charitable Donations

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9.1 Charging for overseas visits and sports trips

The cost of overseas visits and sports trips is not included in school fees and parents are charged separately for these visits.

In order to ensure that trips are priced sensibly, three competitive quotes where possible are obtained. However, the safety of our students cannot be compromised, nor can the quality of the programme. Therefore, our choice of programme or provider may not always be the cheapest option.

Each trip has its own budget, which includes transport, provider cost/participation fee, insurance and ISOS cover, accommodation and food. In most cases, the cost of accompanying teacher/staff is built into the price of the trip. Some providers will include a number of free teacher/staff places depending on the number of participants.

9.2 Charging for compulsory day trips in Singapore

There is usually no cost for compulsory curriculum day trips or excursions, however some optional enrichment activities may incur an admission/ticket cost.

9.3 Service learning and donating to charity organisations

Many visits and residentials will include an element of service learning, with students participating in a range of service related activities. In some cases, an overseas visit provides an opportunity for students to present a charitable organisation with gifts in kind, donated by members of the Tanglin community or purchased with the proceeds of fundraising activities carried out in School. Such fundraising activity must abide by our current 'chat' guidelines to ensure that it abides by the Singapore Charities Act. In most cases, it will be necessary to apply for a licence to raise money for an overseas charity.

The School can not make a donation to any charitable organisation directly from the School's operating budget; neither can amounts for charitable donations be added to the trip cost that is passed on to parents.

10. Behaviour on School Trips

10.1 Code of Conduct

On all school trips the participants are expected to adhere to the school's own Code of Conduct, details of which can be found on the Portal. The Code of Conduct states that the school has a responsibility to provide a secure and nurturing environment in which to learn. All students on a trip are therefore expected to behave in a way that contributes to the safety and wellbeing of the group. The Tanglin Code of Conduct seeks to reinforce the core value of RESPECT in the community and the following key areas are identified:

- Responsibility
- Environment
- Safety
- Principles
- Empathy
- Citizenship and Courtesy
- Trust

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The school will not tolerate any behaviour which undermines the principle of RESPECT as outlined in the Code of Conduct. Any breaches of the Code of Conduct should be dealt with promptly and where possible in accordance with the school's policy on Misbehaviour and Sanctions. For more serious transgressions it may be necessary to follow up with further sanctions or actions after the trip when the group has returned to school.

10.2 Alcohol and smoking

All TTS Outdoor Education Programmes and Sporting trips are non-smoking. Any students caught smoking will be subject to the same disciplinary procedures as applies in school. The consumption of alcohol is also not allowed on school trips for either students or staff and any transgressions will be dealt with seriously.

10.3 Environmental Education / Sustainability

The school is a partner of leave No Trace (www.lnt.org) and the seven principles are communicated and adhered to as far as is reasonably possible on school trips:

- Plan Ahead and Prepare
- Travel and Camp on Durable Surfaces
- Dispose of Waste Properly
- Leave What You Find
- Minimize Campfire Impacts
- Respect Wildlife
- Be Considerate of Other Visitors

10.4 Exploitation of Wildlife

TTS will not support the exploitation of wild creatures for entertainment or profit. Students will not participate in activities or events which promote wildlife exploitation.

11. Child Protection and Welfare

The safety and wellbeing of all students is our primary concern on all school trips. Tanglin Trust School is committed to the prevention of child abuse and to the protection of children in line with the United Nations Convention on the Rights of the Child. This commitment means that the interests and welfare of children are our primary consideration when any decision is made about suspected cases of abuse or neglect. When off-site the Child Protection policy guidance will be followed.

Staff, accompanying adults and external provider staff should avoid being alone with a student in a closed door space. Where possible there should be another member of staff present, if not, another student. If a one on one discussion is required it should be conducted in a public space.

Where possible room checks should be carried out by an appropriate member of staff e.g. girls room checked by a female member of staff. Where possible they should be conducted with two members of staff, if not possible, there should always be more than one student in the room. Room checks should be carried out with doors left open. Staff should have a de-brief following room checks to discuss any potential issues faced.

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If a student is unwell and unable to join in with the day's activities, if staying at the hotel one member of staff is left behind to look after the student. Where possible, the member of staff should not stay in the room, but will check in periodically. There should be a log kept by the member of staff including details such as time they checked in, student's state of illness and any medication/treatment suggested.

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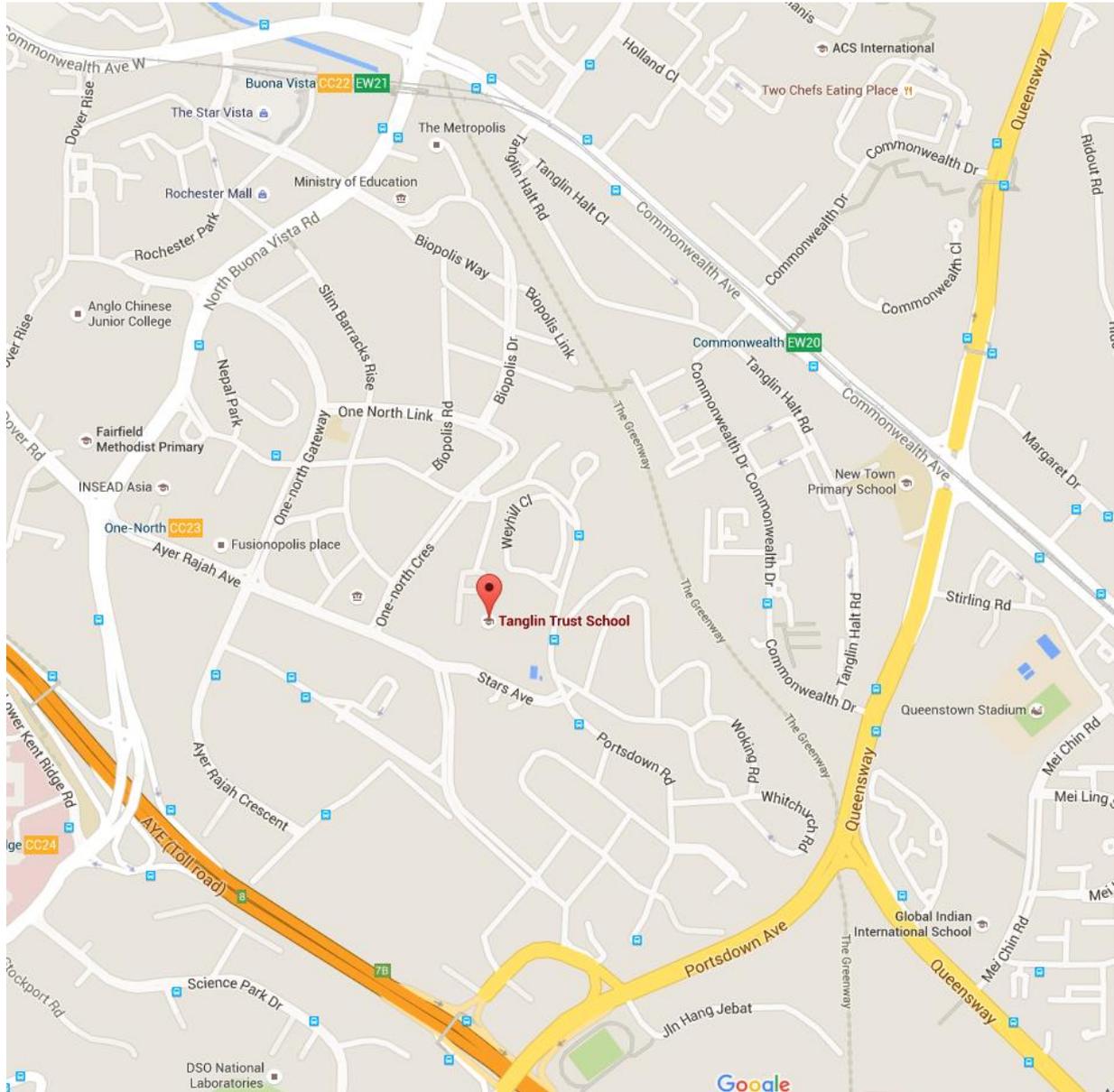
Appendix 1 - Extended Learning Locality

For short activities in and around the school campus and Portsdown Road

Boundaries

The boundaries of the locality are shown on the map below. This area includes the following frequently used venues: e.g.

- TTS Training Ground
- Use of new parks and green areas along Portsdown Road
- Green Corridor and Wessex estate



We use this extended area on a regular basis for a variety of learning activities, and approved staff are allowed to operate in this area without completing the visit approval process, provided they follow the below Operating Procedure.

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Operating Procedure for Extended Learning Locality

The following are potentially significant issues/hazards within our extended locality:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions e.g. thunder storms / lightning / heat.
- Activity specific issues when doing environmental fieldwork (poison ivy, snakes and bugs).

These are managed by a combination of the following:

- The Head of School, Assistant HoS or HoOE must give verbal approval before a group leaves. *This may not be strictly necessary with clearly identified, experienced competent staff, we are confident in our operating procedures, and we expect that staff will follow it.*
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the HoOE and office.
- The concept and Operating Procedure of the 'Extended learning locality' is explained to all new parents when their child joins the school.
- There will normally be a minimum of two adults. *Decisions should be based on the area and the age / maturity of the pupils - the key determinant will always be 'what would the pupils do if the only adult collapsed?'*
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.
- Pupils have been trained and have practised standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the extended learning locality is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- A school mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles)

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Head of OE Sports and Activities Director	ESC – Feb 2017; BOG – Mar 2018	Jan 2017 (New Policy); Mar 2018 (Revised)	MT	Jan 2019

Appendix 2 – Emergency Procedures

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact Duty Manager (DM) for any visit. During school hours this is the relevant School Office.
2. This nominated DM will have received Duty Manager Training and will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the trip leader(s) must check the school database for any relevant medical information for all participants.
4. For activities that take place outside normal school hours, the trip leader(s) and the DM must check the school database for any relevant medical information and emergency contact information for all participants.
5. The trip leader/s and the DM know to request support from the Crisis Management Team in the event that an incident overwhelms the trip team, involves serious injury or fatality, or where it is likely to attract media attention.
6. For visits that take place outside the 'extended learning locality', the trip leader will carry an Immediate Action Plan (IAP) card. (See below)
7. This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from trip leaders.

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Head of OE Sports and Activities Director	ESC – Feb 2017; BOG – Mar 2018	Jan 2017 (New Policy); Mar 2018 (Revised)	MT	Jan 2019

Immediate Action Plan (IAP)

This document is provided to Trip Leaders for use in case of an accident or incident requiring action.

TTS PROGRAMME LEADER– IMMEDIATE ACTION PLB2:E38AN CARD V3 PAGE 2			
Main Line: 6778 0771 - Main Fax: 6777 5862 (The Point)			
Infant School (direct): 6778 5577 - Junior School (direct): 6778 9000 - Senior School (direct) 6770 3181			
Security Gate: 6770 3155			
1. STAY CALM – Follow This IMMEDIATE ACTION CARD			
Ensure safety of remaining members of group.			
Assess situation and dangers to yourself.			
2. IDENTIFY NATURE OF PROBLEM – Select From Below			
FROM NOW LOG ALL ACTIONS – For Debrief and Clarity Through Event			
MISSING PERSONS CALL DUTY MANAGER (Persons Lost, Kidnap, Ransom)	FIRE 1ST RESPONDER- CALL FIRE BRIGADE OTHERWISE DUTY MANAGER Fire On site	SECURITY ISOS (Civil Unrest, coup d'état Bomb Threat, Threats To Person, Violent Attack)	TRAVEL DOCUMENTATION CALL DUTY MANAGER (Lost Passports, Air Travel Delay, Visa Problem)
LEGAL CALL DUTY MANAGER ("X" Has Been Charged/Jailed, "X" has been accused of)	UTILITY CALL DUTY MANAGER (Water contamination, substantial water/gas/oil/power failure)	MEDICAL 1ST RESPONDER- CALL ISOS OTHERWISE DUTY MANAGER (Casevac, hospitalisation, outbreak, disease)	TRANSPORT ACCIDENT CALL ISOS (Coach/Train/Air Accident or Incident)
NATIONAL ADVISORY CALL DUTY MANAGER (MOE is closing schools due to haze etc)	NATURAL DISASTER CALL DUTY MANAGER (earthquake, tsunami, hurricane)	OTHER 2	OTHER 3
3. IS THIS A MEDICAL EMERGENCY? (IF NOT GO TO 4)			
PROVIDE TREATMENT (ABCDE)			
Assess and give treatment keeping with your level of training			
Keep a record of actions / times etc			
Use PATIENT MONITORING FORMS in kits			
Does patient require attention of Doctor/Emergency Services?			
Is an evacuation required/ what outside assistance do you need?			
Do you need to send someone for help?			
You may need to send a minimum party (at least 4 fully equipped) if you are the primary carer			
4. DECISION			
Who do you need to call? Use the table above to help.			
5. CONTACT INTERNATIONAL SOS FIRST			
ISOS 24Hr Alarm Centre +65 6338 7800			
Member Number no: 02AECM000015			
ISOS can advise best course of action, local services contact phone numbers			
Have details from PATIENT MONITORING FORM ready if required			
ISOS to alert and activate emergency services			
Transport patient to assistance if appropriate			
6. CONTACT TTS DUTY MANAGER			
In an emergency call your nominated duty manager on +65 82188 661 / +65 82188664 / +6582188665			
Discuss details of your actions and discuss your proposed plan and nature of required help if known			
Set up next call time to keep college up to date			
7. STOP – CONSOLIDATE WHAT YOU KNOW			
Inform and Advise Accompanying Staff			
Manage Group Safety If Required			
8. KEEP IN TOUCH WITH DUTY MANAGER AT AGREED TIMES – Update Your Log			
Follow Up Requests For Help To Services & Personnel			
9. STAND DOWN, MONITOR or HANDOVER			
If problem is resolved stand down, finish log and inform Duty Manager			
Monitor situation+B21:E49 OR Handover to Emergency Services			

Prepared By Head of OE Sports and Activities Director	Approved By ESC – Feb 2017; BOG – Mar 2018	Reviewed & Revised Jan 2017 (New Policy); Mar 2018 (Revised)	Reviewed By MT	Next Review Jan 2019
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Appendix 3 – Head of Outdoor Education Checklist for Educational Visits

Item	Checked
I have attended training and keep updated every 3 years (or in accordance with my employer's requirements).	
My establishment has a policy for educational visits/Outdoor Education (approved by the Governing Body or equivalent)	
I have read and understood the school's policy on Outdoor Education	
Staff induction and training needs are identified and addressed.	
Visits are formally notified and approved in line with my TTS policy.	
Procedure and responsibility for determining the competence of visit leaders is clear in my establishment.	
All adults, including volunteers, are vetted and those judged to be engaging in regular activity are subject to enhanced Disclosure and Barring Service (DBS) checks with barred list (if available)	
There is appropriate risk management for all visits.	
I am kept informed of the planning of school visits.	
Where appropriate, all staff and young people are involved in visit planning, including the risk-benefit assessment.	
There is a plan B.	
Preliminary (Reccie) visits take place if required.	
Where a provider is used, appropriate checks are undertaken, and there is a clear contract/agreement in place about what they are responsible for (supervision/activities)	
The number of competent leaders on the trip ensures effective supervision.	
Medical, first aid and inclusion issues are addressed.	
There is an establishment emergency response procedure, appropriate to the nature of visits undertaken, which is periodically tested.	
Where necessary, there is a designated 24/7 emergency contact (the Duty Manager), with access to all information and documentation relating to the visit.	
All staff and group members are aware of their roles and responsibilities.	
Parents are appropriately briefed regarding the itinerary, accommodation, activities, transport and emergency telephone numbers.	
The Trip Leader has sufficient funds and an effective means of communication in case of emergency.	
Visits are reviewed and evaluated.	
Visits are sample monitored.	
Accidents and incidents are reported, learning is shared and RIDDOR (Reporting of Injuries, Diseases, Dangerous Occurrences Regulations) requirements are met.	
Staff consult me before making financial commitments or entering into contracts for major visits	

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Head of OE Sports and Activities Director	ESC – Feb 2017; BOG – Mar 2018	Jan 2017 (New Policy); Mar 2018 (Revised)	MT	Jan 2019

Appendix 4 – Staff Student ratios

The precise level of staffing for a school trip is difficult to determine specifically and depends very much on the activities; the environment; the climate, the staff qualifications and experience; the individual students involved; the location (e.g. remote from help) and a range of other considerations relating to each individual programme.

- For each residential programme there must be a nominated Trip Leader and a Deputy Trip Leader (who is capable of leading the trip in the absence of the Trip Leader)
- No teacher may lead an overseas or residential trip on their own – there must always be at least two members of staff.
- For adventurous or complex activities a TTS staff to student ratio of 1: 10 or 1: 12 is usually appropriate. For more complex activities where the students are working in small groups eg an NYAA jungle trek then **each group** of students will need a TTS adult.
- Where a third party provider is being used for special activities, unless there are exceptional circumstances the provider staff should not be used as part of the TTS staff ratio.
- For off-site classroom type activities such as a lecture, movie or theatre visit, a ratio of 1 teacher to 24 students (normal class size) is appropriate. However there should always be an additional adult available to help supervise the group (s).
- Teachers supervising any group of students on a trip or excursion should be vigilant and able to stay in contact with the group at all times.

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Appendix 5 – Example Risk Assessment

All risk assessments should be checked and updated by the Trip Leader before the activity takes place. For new adventurous activities or off-site locations the assistance of the Head of OE should be sought. Even if the activity or visit has been run previously for many years, the Risk Assessment should still be edited to show that the Trip Leader has checked it before the trip – i.e. by putting a date and signature / initials on the Header of the document. Ultimate responsibility for the safety of the children on a school excursion lies with the Head of School. It is therefore important that the Head of School acknowledges that he / she approves of the level of Risk Management that has been achieved in setting up the trip.

[Header here showing Date of Update and initials of Trip Leader and Head of School]

Risk Assessment for Hiking Day Trip in Singapore - eg Pulau Ubin, National Parks, Nature Parks and Gardens

Standard Operating Procedures

Risk Assessment For Adventurous Activity / Trip

INSTRUCTOR IN CHARGE ABILITY 1-4	INSTRUCTOR FAMILIARITY 1-4	CLIENT 1-4	ENVIRONMENT 1-8	WEATHER 1-8	ACTIVITY CHOICE 2-20
EXPERT: An instructor who has extensive knowledge of the activity with long term experience of the associated risks. The instructor is also likely to have practical experience of emergency procedures. Score= 1	CURRENT: The instructor has detailed knowledge of the area and is current. They are aware of the potential hazards involved in respect of the activity being undertaken. Score= 1	VERY COMPETENT: A student who is at the appropriate level of fitness and experience to enable them to cope adequately with the activity. Must be mature and self sufficient to deal with potential problems (even without an instructor) Score= 1	FRIENDLY: Environmental conditions that do not hinder the activity in any way. The environment should not be the concern of the student either physically or psychologically. Hazards that are predictable. First Aid & Emergency Care easily available & staff adequately qualified and skill ready. Score= 1	GOOD/FAIR: Calm weather conditions, which do not impede the activity. Score= 1	CONTROLLED: Instructor is expected to be in full control of the activity. Occasionally students may need to perform tasks unaided such as belaying. Instructor must always be in a position to assist or stop activity. Score= 2
VERY EXPERIENCED: An instructor who is likely to similarly experienced as above though may be lesser qualified albeit with extensive experience. The instructor should have abroad knowledge of associated problems and procedures. Score= 2	FAMILIAR: The instructor is familiar with the area though not extensively. Knowledge of potential hazards, appropriate to the activity is well known. Score= 2	COMPETENT: A student who is both capable and proficient enough to cope with the diversities of the activity (weather, duration etc.) Score= 2	AWKWARD: Environmental conditions that may impede activity progress in some way. Students may feel some psychological concern when learning new skills. Hazards that can change quickly. Emergency Care easily available & staff have some first aid knowledge. Score= 2	POOR: Conditions such as rain, increased winds or other changes that may minimal affect the activity safety. Score= 2	COMPLEX: The activity has areas of safety that are reliant on the student performing previously learnt safety skills which if performed wrong may lead to an accident. Activities that rely on a student performing safety tasks without instructor presence. Score= 5
SKILLED: An instructor who is lesser qualified to the above such as a recently qualified. May not have thorough personal practical experience. Score = 3	UNFAMILIAR: The instructor has recent transitional knowledge of similar activity areas and potential hazards but is unfamiliar with the specific site. Score= 3	INEXPERIENCED: A student who has undertaken the activity before but lacks the proficiency to work unobserved. Score= 3	UNSTABLE: Conditions that may inhibit activity performance. Students are likely to demonstrate unease which impairs instructors ability to safeguard clients. Individual anxiety may also hinder activity performance. Close proximity to cliffs, water or other dangerous features. First Aid easily available & staff have some first aid knowledge. Score= 4	INCLEMENT: Conditions that are likely to affect the activity such as constant rain, sleet, snow, sun, temp changes etc. Could have serious effects if the group have not reached a level of competency or are not adequately equipped. Score= 4	DIFFICULT: The activity requires student to perform previously learnt safety skills in conditions that are more hazardous. Risk to life and limb becomes greater and in some cases real. Changes in weather, environmental objectivity are potential client problems. Score= 10
NEWLY TRAINED: Recently qualified instructor or leader at any level within the activity. Caution required in adverse conditions or with inexperienced students or clients. Score= 4	UNKNOWN: Instructors who are unfamiliar with the activity area and without any up to date information. Score= 4	NOVICE: A complete novice to the activity or is unknown to the instructor. One day students fall into this activity. Score= 4	HOSTILE: Conditions that are likely to inhibit activity performance. Students are likely to demonstrate increased anxiety, apprehension or even fear. There may be a risk of objective dangers being uncontrollable. Travel abroad, wilderness areas. No First Aid & Emergency Care readily available. Score= 8	STORMY: Extremely poor weather conditions which will certainly affect the activity and therefore the clients performance. The overall activity risk is very likely to increase from that initially identified. Score= 8	HAZARDOUS: The activity has a real risk to life and limb which the instructor must carefully control. Students reliant on advice and support. Normally this level of activity should not be actioned. Score= 20

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Standard Operating Procedures

Instructor/ Leader Ability	Score	Assessment Score
Expert	1	
Very Experienced	2	
Skilled	3	
Newly Trained	4	

Instructor Familiarity	Score	Assessment Score
Current	1	
Familiar	2	
Unfamiliar	3	
Unknown	4	

Student Ability	Score	Assessment Score
Very Competent	1	
Competent	2	
Inexperienced	3	
Novice	4	

Environmental Conditions	Score	Assessment Score
Friendly	1	
Awkward	2	
Unstable	4	
Hostile	8	

Weather Conditions	Score	Assessment Score
Good/Fair	1	
Poor	2	
Inclement	4	
Stormy	8	

Activity Choice	Score	Assessment Score
Controlled	2	
Complex	5	
Difficult	10	
Hazardous	20	

Score	Risk Grade	Total Score	Comments
7-13	Low		Basic Safety Precautions Should Manage All Risks
14-19	Medium		Outside Group's Experience Safe Practice Can Minimise Risks
20-39	High		Notify Activity Director As Repercussions Of Incident Are Serious
40-48	Very High		Unacceptable Risk - Stop Activity

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	Teachers Ability	Teachers Familiarity	Student Ability	Environment	Weather	Activity Choice	RAR
	1-4	1-4	1-4	1-8	1-8	2-20	
Boat Crossing to and from Pulau Ubin	2	2	3-4	4	1-8	2	14-19(M)
Comments: Check the weather! Cancel in case of severe weather or storms. Wait if it is just a bit of rain..... Appropriate PPE (life jacket) to be worn at all times by students. Nurse/First Aid available during the programme Minimum supervision ratio's 1 adult to 8 students. One adult (nurse) on quay, one on boat to aid transfer – watch out Students to be briefed on the dangers of embarking/disembarking from boat- slippery when wet. Children to remain seated when craft is moving Child to be escorted onto boat one by one. Day-bag to be taken off before boarding boat. Bags to be passed to boat after children have boarded At least one adult on each boat with children Nurse to supervise last group of select children. Bags not to be worn until on dry land. Please sit down – DO NOT STAND UP OR GO OUT ON TO DECK until disembarking Care on slippery steps and moving boat at Pulau Ubin All gather on the pier before moving on.							
Chek Jawa or other Boardwalks eg MacRitchie / Pasir Ris	2	2	3	1	1-8	2	11-19(M)
Comments: Teachers / Guide at front of group and at back, appropriate briefing before you start walking check phone contact and network coverage on the walk Point out to children that there are no pavements, emphasize caution - do not step off boardwalk Children to wear enclosed trainers, not sandals, suitable clothing including sun protection / hats Plenty of drinking water, teacher carry spare. Check for rotten woodwork or missing boards! Also overhead branches Slow steady pace – make use of shade, monitor students especially if full sun. No running please. Avoid walking/standing directly under coconut trees. .Nurse or First Aider with first aid kit. Adult to child ratio small to closely observe the children in their group. Know of any health concerns. Encourage students to look where they are walking at all times. Wildlife: LOOK BUT DON'T TOUCH Monkeys – do not feed, keep bags with you and securely zipped up, avoid contact On boardwalks make use of shade huts and really watch out for heat -especially if in full sun. Know quickest and easiest evacuation route to transport / car park.							
Look out Towers or Bridges / Promenades	2	2	3	3	1-8	2	12-20(M)

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Comments:

Brief children about behaviour expectations – no spitting or dropping items!
Anyone who is unsure about how they feel about heights should not climb – this is fine
Teachers to take children in groups of 8.
One teacher at the front and one at the back of the group.
The remaining students should remain on ground level (supervised)
At the top there is no climbing on the sides to peer over. Must stand with feet on the platform.
Go down stairs slowly with one adult at the front of the group and one at the back.
No spitting or dropping things
If thundering or raining MUST not go up.

Updated by MRF – November 2016

IAP and EMP should be in the phone – Trip Leader should know protocols.
Trip Leader should have contact details for all students and adults on the trip plus
SSLT contacts
DM phone number and contact details of senior staff / Lead Nurse.
Know the emergency numbers in Singapore:
Fire / ambulance is 995, Police is 999

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Appendix 6 – Table of Airline Safety Ratings and Categories

Safety Rating *	Category	Notes	Examples
5.00 to 10.00 <i>Used for all whole year group trips</i>	A	Use without restriction for student travel.	Full service national carriers such as SQ, BA, Thai, Qantas, Swissair etc. Budget airlines operating from Changi such as AirAsia, Jetstar
2.5 to 4.99 <i>Occasionally used, following close scrutiny</i>	B	Use when category A is not available. Check with OE Dept and seek technical advice on specific flight analytics for this route and type of aircraft. Remote locations Small aircraft	Domestic travel within China or Indonesia, short hop excursions e.g. Yunnan, Y12, Glacier flight in New Zealand.
Less than 2.49 <i>Never used</i>	C	Do not use for student travel.	Single propeller aircraft, single pilot, poorly maintained or very old fleet. Airport with a history of accidents or poorly developed national infrastructure.

* The safety rating ranges from 1 – 10

Source: <http://www.flight-safe.com/index.html>)

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