



المدرسة الهندية الجديدة
NEW INDIAN SCHOOL

School Trip & Activity Policy

Signed

Principal

:

Date : 02/03/2026

Health and Safety Officer

:

Date : 02/03/2026

Next Review Due By

Date : 02/03/2027



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1. INTRODUCTION

New Indian School Ras Al Khaimah (NISRAK) acknowledges that school trips and extra-curricular activities are essential components of a balanced and holistic educational experience. Such activities provide students with opportunities to apply classroom learning to real-world contexts, develop social and leadership skills, strengthen teamwork, and cultivate environmental and cultural awareness. The school is committed to ensuring that all trips and activities are planned, implemented, and monitored in accordance with the regulatory requirements of the Ras Al Khaimah Department of Knowledge (RAK DOK), UAE federal laws, and the cultural and Islamic values of the United Arab Emirates. The school further recognises that safety, inclusivity, and educational relevance are the fundamental pillars governing all off-campus and co-curricular engagements.

2. PURPOSE

The purpose of this policy is to establish a comprehensive framework for the safe planning, approval, supervision, financial management, and evaluation of school trips and activities. It ensures that all activities are educationally justified, risk-assessed, properly supervised, and conducted in a manner that protects the physical and emotional well-being of students and staff. This policy also provides clarity regarding roles, responsibilities, accountability, and regulatory compliance to ensure consistency and transparency in all school-organised activities.

3. SCOPE OF APPLICATION

This policy applies to all school-organised activities including, but not limited to, after-school programmes, in-school extra-curricular activities, local educational visits, museum visits, environmental excursions, recreational outings, camping programmes, foreign educational trips, virtual activities conducted by external providers, graduation ceremonies, competitions, exhibitions, and any event organised outside regular classroom instruction. It applies to all students from





Kindergarten to Grade 12, all teaching and non-teaching staff, and any third-party providers engaged by the school.

4. POLICY STATEMENT

NISRAK shall ensure that all school trips and activities are aligned with the curriculum and contribute meaningfully to students' educational, social, cultural, environmental, technological, or national development. Activities shall not conflict with Islamic values, UAE cultural traditions, or national regulations. Participation in any activity shall remain optional, and written parental consent shall be obtained prior to student involvement. No activity shall be conducted without proper internal approval, and where required, prior approval from RAK DOK must be secured before implementation or collection of fees. The school shall maintain transparency, accountability, and adherence to safety standards in all matters relating to student activities.

5. PLANNING AND APPROVAL PROCEDURES

All activities must undergo a structured planning process. The designated Activity Coordinator shall prepare a detailed proposal outlining the nature and objective of the activity, its relevance to the curriculum or student development, the proposed date and schedule, the destination if applicable, supervision arrangements, estimated number of participants, transportation details, financial implications, and emergency preparedness measures. The proposal shall be submitted to the Health and Safety Officer for risk assessment review. The Health and Safety Officer shall ensure that all foreseeable hazards have been identified and appropriate control measures implemented. Following safety clearance, the proposal shall be forwarded to the Principal for institutional approval. Where mandated by regulatory requirements, the school shall submit the necessary documentation to





RAK DOK within the prescribed submission window and shall not proceed until formal approval is granted.

6. SUPERVISION AND STUDENT WELFARE

The school shall ensure that appropriate adult-to-student supervision ratios are maintained at all times. For Kindergarten through Grade 4, a minimum ratio of one adult for every ten students shall be maintained. For Grades 5 through 12, a minimum ratio of one adult for every fifteen students shall apply. During camping programmes for Grades 5 and above, a minimum of three supervisors shall be assigned for every fifteen students. From Grade 5 onwards, gender separation shall be strictly observed during activities, transport, accommodation, and supervision arrangements. Where activities involve both male and female students, supervisors of both genders shall be present. Supervisors must be experienced in student management, and at least one accompanying staff member must hold valid First Aid certification. Student welfare shall remain the primary responsibility of all supervising staff throughout the duration of the activity.

7. RISK ASSESSMENT AND SAFETY MANAGEMENT

A formal risk assessment shall be completed for every activity prior to approval. The assessment shall identify potential hazards related to transportation, environment, health conditions, crowd management, weather, and emergency scenarios. Control measures must be clearly defined and communicated to supervising staff. Emergency contact lists, medical information of participating





students, and access to first aid supplies shall be mandatory. Headcounts shall be conducted before departure, upon arrival, during transitions, and before returning to school. In the event of an incident or emergency, supervisors shall immediately secure students, inform school leadership, contact emergency services if necessary, and follow established reporting procedures. All incidents must be documented in writing within twenty-four hours.

8. EDUCATIONAL TRIPS AND LOCAL EXCURSIONS

Local school trips shall serve clear educational or developmental objectives and must not interfere significantly with instructional time. Trips shall be scheduled in a manner that minimises disruption to academic programmes. Parents shall receive written communication detailing the purpose of the trip, destination, supervision arrangements, financial requirements, transportation details, and safety precautions. Participation shall remain voluntary. The school shall ensure that destinations meet appropriate safety standards and comply with regulatory and cultural expectations. Trips shall not be organised for the purpose of endorsing or promoting external commercial entities.

9. CAMPING PROGRAMMES

Camping programmes shall be organised only for students from Grade 5 onwards and shall not exceed five nights in duration. The total number of students participating in a single camp shall not exceed eighty. Camps must be conducted during appropriate seasons, preferably winter or spring breaks, and must not interfere with academic days. Strict gender separation shall be observed in





accommodation, supervision, and facilities. Adequate transportation must remain available at all times for emergency evacuation if required. Camps shall not be organised in locations lacking proper safety infrastructure or situated near hazardous environments such as highways, valleys, or restricted zones.

10. FOREIGN EDUCATIONAL TRIPS

Foreign trips shall be limited to students from Grade 7 and above and must take place exclusively during official school holidays. These trips must not disrupt academic schedules. A comprehensive travel plan, including itinerary, accommodation details, supervision structure, emergency contacts, and safety assurances, must be submitted for approval. Written consent from parents shall include full disclosure of travel arrangements and associated costs. Supervisors of both genders shall accompany mixed groups. The school shall provide a formal pledge ensuring the safety and security of students throughout the trip and shall ensure compliance with UAE cultural standards and international travel regulations.

11. AFTER-SCHOOL AND EXTRA-CURRICULAR ACTIVITIES

After-school programmes and ECAs shall be optional and shall not extend beyond 5:00 p.m., unless exceptional approval is granted. Activities must not conflict with Islamic principles or UAE traditions. Supervision ratios and safety measures applicable to regular school hours shall also apply to after-school programmes. Where fees are charged, they shall be reasonable and transparent, and no fees





shall be collected before obtaining necessary approvals. All activities shall promote inclusivity and equal opportunity for student participation.

12. TRANSPORTATION AND LOGISTICS

All transportation arrangements shall be made through licensed and approved service providers. Vehicles must comply with safety regulations, and supervisors shall accompany students on buses in accordance with required supervision ratios. Attendance records shall be maintained during travel, and students must wear school identification at all times. Safety briefings shall be conducted prior to departure to ensure students understand behavioural expectations and emergency procedures.

13. FINANCIAL MANAGEMENT AND RECORD KEEPING

The school shall maintain accurate and transparent financial records for all trips and activities. Income and expenditure shall be documented and reflected in official financial statements. Records including risk assessments, parental consent forms, approval letters, supervisor lists, student lists, incident reports, and financial documentation shall be securely maintained and made available for inspection by regulatory authorities when required.





14. COMPLIANCE AND MONITORING

NISRAK shall ensure full compliance with regulatory requirements and internal safety standards. The Health and Safety Officer shall periodically review activities to ensure adherence to this policy. Non-compliance may result in cancellation of activities or disciplinary action. The school acknowledges that regulatory authorities may conduct audits to verify compliance, and all documentation shall be maintained accordingly.

15. POLICY REVIEW

This policy shall be reviewed annually or earlier if required due to updates in regulatory directives issued by the Ras Al Khaimah Department of Knowledge or other relevant UAE authorities. Amendments shall be communicated to staff and stakeholders promptly.





16. CONTACT INFORMATION

For clarification regarding this policy, stakeholders may contact:

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1..Principal: Ms.Beenarani Rajmohan

2.Vice Principal: Ms.Rajyasree Sanjeev

2.Health & Safety Officer: Ms.Firdouse, Ms.Devu

3.Child Protection Officer: Ms.Githu(Counsellor), Ms.Shabna

Email Id: Studentsvoice_nis@nweindianscool.com

16. CONCLUSION

New Indian School Ras Al Khaimah remains committed to providing enriching, well-structured, and safe educational experiences beyond the classroom. Through systematic planning, rigorous safety standards, clear accountability structures, and adherence to cultural and regulatory expectations, the school ensures that all trips and activities contribute positively to student growth while safeguarding their well-being. This policy serves as a formal institutional commitment to excellence, safety, and responsible educational practice.





16. REVISION HISTORY

Policy reference no:	NISRAK SCHOOL TRIP POLICY 25-26
Document name:	NISRAK SCHOOL TRIP POLICY 25-26
Version:	05
Issue date:	02.03.2026
Updated on:	-02-03-26
Updated by:	-SAFETY OFFICER
Approved by:	- Principal

