

Newton International Academy

Educational Trips & Visits Policy

An International Community of Learners, Striving for Excellence and Celebrating Success

Approved by: Senoir Management Team
Date Approved: September 2026
Next Review Date: September 2027
Review Cycle: Annual

NEWTON INTERNATIONAL ACADEMY | BARWA

Our Vision
An international community of learners striving for excellence and celebrating success.

Our Mission
We aim to provide the highest quality of education possible for our students of all abilities. In doing so, we aim to positively encourage each student to achieve academic excellence, enjoy creative diversity, develop critical thinking skills and become lifelong learners and responsible citizens.

To achieve this, we will provide a diverse education in a safe, supportive environment that promotes self-discipline and motivation. We will provide and maintain a calm, trusting and caring atmosphere where teaching and learning are meaningful and developed. We will work in partnership with our staff, students, parents and wider community to achieve our vision.

Aim of Policy
School trips are an essential part of our holistic education approach. They provide meaningful opportunities for students to:
Enhance and apply learning from the classroom in real-world settings.
Develop social, emotional, and interpersonal skills through teamwork and shared experiences.
Build awareness of environmental and sustainability issues through direct engagement.
Celebrate achievement and encourage positive behaviour through reward-based experiences.

Newton Group Values

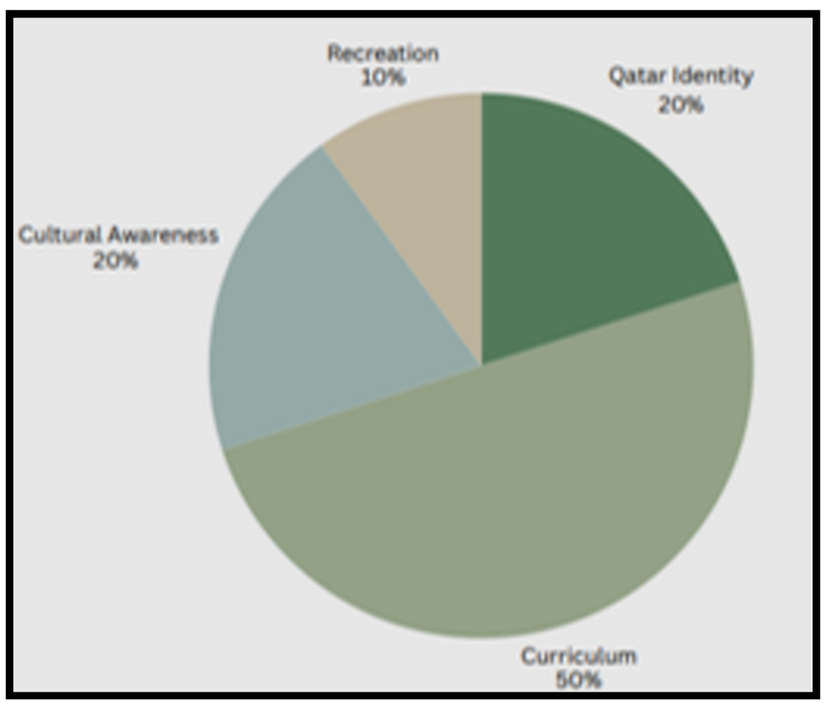


At Newton International Academy Barwa, we believe that learning extends far beyond the classroom walls. Our educational visits and trips policy is designed to enrich the curriculum, promote holistic development, and foster personal, cultural, and academic growth for every student. We are committed to providing students with engaging, real-world experiences that:

- Bring curriculum content to life.
- Cultivate independence, resilience, and social-emotional skills.
- Deepen cultural awareness and celebrate Qatar's heritage.
- Promote positive wellbeing and teamwork.
- Reflect our school's vision of developing confident, creative, and critical thinkers.

We view every trip as a purposeful extension of the classroom and an opportunity to showcase our school positively in the wider community.

Trip allocation guidelines:



Trip organisation guidelines:

1 Month Before

Documents

All required documents, including the trip letter, risk assessment and RECCI must be submitted to the line manager.

1 Week Before

Preparation

Collect the funds from Genelie and confirm the arrangements with the venue

1 Day After

Photographs

After the trip add photos and a blurb to a document and send it to Ansonet for Social Media

Ministry Approval

Ministry approval must be secured at least one month prior to the trip

2 Weeks Before

Organisation

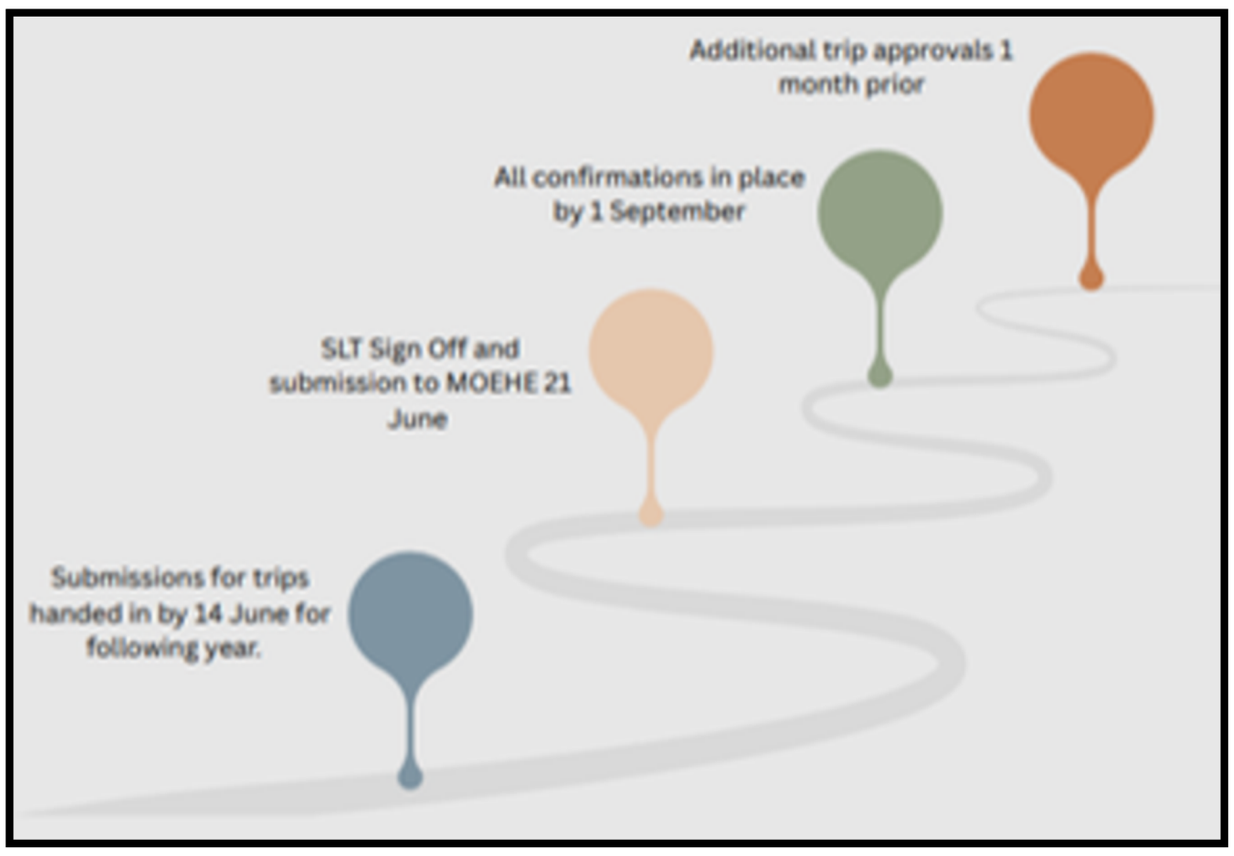
Arrange transportation, submit all funds to Genelie, and complete the trip approval form

1 Day Before

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Educational Trips and Visits Timeline:



Educational trips are planned with clear learning objectives, risk assessments, and inclusive practices in place. The following procedures ensure consistency, safety, and high standards:

Planning and Approval

- Teachers propose trips at least two weeks in advance through their Team Leader for SLT approval.
- Ministry of Education (MOEHE) trip approvals must be submitted at least one month in advance.
- A detailed parent letter is sent a minimum of one week before the trip, outlining costs, purpose, and logistics.
- All permission slips are securely filed in the School Trip Folder.

Trip Preparation:
Risk Assessments are completed and signed by all relevant staff.
Social stories or pre-teaching materials are prepared for EYFS and AESN students.

Appropriate staff-to-student ratios are maintained:
EYFS: 1:6 (for students 4 years and younger)
Y1-3: 1:10
Y4-6: 1:10
KS3: 1:13
KS4-5: 1:13
Overseas and camping trips: 1:6 for Year 5 - Year 13 (Students from F1 - Year 4 are not permitted to participate on overseas and camping trips.)

All trips include a designated First Aider and bring a First Aid Kit.
Staff carry school emergency contacts and mobile phones at all times.
Students with medical conditions are supported through collaboration with the school nurse or an accompanying guardian, if necessary.

Conduct and Expectations

All students wear full school uniform; staff follow the professional dress code. Behaviour expectations are high, and students whose behaviour may pose a risk may be excluded from trips following consultation with SLT. On the bus, seat belts are mandatory, and noise must be kept to a minimum for safety.

During the Trip
Teachers carry the Risk Assessment, class list, emergency contact details, and school numbers. Attendance is recorded on SIMS and on a fire register. Any safeguarding concerns or incidents must be immediately reported in line with school policy. Serious incidents are managed with first aid, SLT notification, and parental contact as needed.

Post-Trip Requirements
Incident/Accident forms are completed where necessary.
A short trip write-up and photos are sent to Ms Ansonet for social media.
A team reflection or debrief is encouraged to evaluate the trip.
Trip documentation is submitted to Admin or the Deputy Head, including:

Signed Risk Assessment
Parent Permission Slips
Incident Reports
Post-Trip Evaluation

Effective implementation of this policy ensures:

1. Curriculum Enhancement
    - Every trip is clearly linked to learning outcomes and curriculum objectives, reinforcing content through hands-on experiences and deeper engagement.
2. Character and Personal Development
    - Students gain critical life skills including resilience, teamwork, empathy, and independence—skills essential for success in a globalised world.
3. Cultural Awareness and National Identity
    - Trips are designed to foster pride in Qatari heritage while also exploring wider global contexts.
4. Wellbeing and Engagement
    - Recreational and reward-based trips celebrate student efforts, improve motivation, and promote mental health through joy, inclusion, and shared experiences.

5. Monitoring and Evaluation
    - Impact is measured through:
        - Annual tracking of the number and type of trips per year group.
        - Review of risk assessments, trip evaluations, and incident logs.
        - Feedback from staff and students on the educational and social value of the trip.

Documentation and Approvals Responsibilities are divided as follows:

Risk Assessment & Social Story – Deputy Head of Primary Trip
Costing & Transport – Trip Coordinator
Trip Suitability, Curriculum Links & Parent Letter – Head of Primary
Final Approval of All Documents – Principal

All documentation must be approved before communicating with parents.

Filing and Records
All trip-related documents must be submitted to the Trip Coordinator before the trip and stored in Trip Files(admin area), including:

- Risk Assessment (signed)
- Social Story Trip Overview Sheet (signed by all relevant staff)
- Parent Letter Company and Bus Quotations Receipts (entry, food, transport) Objectives with Category (Curricular/National Identity/Pastoral)
- MOEHE Approval Medical Information & First Aider Details
- Incident/Accident Forms
- Trip Evaluation Forms

Documentation and Approvals Responsibilities are divided as follows:
Day of the Trip
a. Pre-Departure Procedures First Aid Kits (1 per bus) to be collected. All staff must: Sign off on the final Risk Assessment. Wear Hi-Vis vests for visibility and safety. The Trip Lead is responsible for: Bus headcount and seatbelt checks. Briefing all staff on: The itinerary Identified risks Emergency procedures and contacts.

b. During the Trip All MOEHE ratio and supervision requirements must be upheld. Ensure continuous monitoring and implementation of the risk control measures. Any accidents or incidents must be recorded and reported immediately.

c. Post-Trip Procedures Submit all receipts to the Trip Coordinator for record keeping. Upload photos to the shared drive under Photos > Trips. Complete and file in main Trip File: Trip Evaluation Forms Accident Register updates Incident Forms (copies to nurse and Trip File)

Abroad Trips

For international school trips, additional protocols are in place to ensure student safety and wellbeing across unfamiliar environments and jurisdictions. These trips require:

- A bespoke code of conduct, outlining behavioural expectations, curfews, technology use, and cultural sensitivity, to be signed by students and parents prior to departure.
- A comprehensive overseas-specific risk assessment (RAMS), covering international travel, language and cultural differences, medical support, legal considerations, and activities undertaken abroad.
- Students are supervised according to enhanced ratio guidelines and are subject to stricter curfew and supervision measures, including no unsupervised hotel access, mobile phone collection during night hours, and the use of buddy systems.
- Trip leaders are required to conduct thorough pre-trip briefings with students and parents, ensure suitable insurance coverage, manage travel documents and pocket money as needed, and maintain active communication channels (e.g. designated WhatsApp groups).
- In the event of serious misconduct, students may be returned home at the parents' expense, as stated in the signed agreement.

These trips offer unique cultural, academic, and social learning experiences while demanding a heightened level of planning, responsibility, and adherence to safeguarding protocols.

Appendix List

All templates can be found in the School Trip File located on GDrive.

1: Risk Assessment
2. Social Story Template
3. Trip Overview Sheet
4. Parent Letter Template
5. Bus Request Form
6. MOEHE Approval Request
7. Medical Information and First Aid Details (As part of Risk Assessment)
8. Accident/Incident Forms
9. Trip Evaluation Spreadsheet
10. Overseas Trip Code of Conduct
11. Overseas Trip Risk Assessment

Appendix One - Risk assessment

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Risk assessment form

This form accompanies planning submitted for authorisation of visit. A copy of this form must be given to **all** staff taking part in the Educational visit/trip.

Risk assessment is a legal requirement for all activities involving pupils, which take place off the school site. A preliminary planning visit (PPV) is an essential part of the process.
PPVs must be made by the Trip Organiser (a teacher).

VISIT TO:	**VISIT LEADER:**
DATE OF VISIT:	**CLASSES & NUMBER OF PUPILS:**
DATE OF PRELIMINARY PLANNING VISIT:	**NAME OF TEACHER WHO MADE PPV:**
WHAT ARE THE HAZARDS?	
ROUTE:	

RECORD SPECIFIC TRIP SAFETY

- **Supervision ratio(1:10 Primary and 1:6 EYFS): _____**
- Emergency first aid kit is stocked and carried by _____
- Mobile phones numbers are given to office staff _____
- Children with SEN to be accompanied by TAs and community links staff:
- Children to be reminded of behaviour expectation whilst on trip:
- Children all on their own seats on the bus and buckled.
- First aid kit on the bus.
- Class teachers to take parent contact details with.
- Class teachers to update fire registers.
- Children walking in pairs in teams adults to be located at regular intervals along the line. Children are encouraged to be mindful of pedestrians they meet on the way. _____leading and _____at the back.
- Adults to watch for cars entering and leaving the school premises.
- _____ and _____ to supervise crossing of all roads. Children cross in one go-no break.
- At pedestrian crossing supervising adults to stop traffic make sure it is safe to cross and ensure all children and adults have crossed before signalling adults to drive on
- Adults to supervise-_____ am/pm children gather in class groups to be counted prior to return to school.
- Parents can take their children home once they arrive back at school and not before!
- Approx _____am children return to school.

Appendix Two - Social Story Template

On **11/12/23** we will go on a school trip to Oxygen Park. We will leave school and park at this bus stop (in front of the mosque).





Car Park

There are different areas to visit. Your adult tour guide will tell you when it is time to visit each one.











1. - Tram

2. - Garden Tour

3. & 4. - Race Games

5. - Volleyball

6. -Football

These are the different areas of the Park.

Appendix Three - Trip Overview Sheet

T1	Date(s) confirmed with venue	Venue	Bus Agreement Form Completed	Social story submitted	Risk Assessment Checked by HOP/DHOP	Letter Checked - checked by HOP/DHOP	MOE Approval	Incident report to Genelie
T2								
T3								
Y1-2 Attendance award	7 April	Y1 and Y2 pizza and movie day	☑	☑	☑	☑	☑	☑
Y3-4 Attendance award	8 April	Y3 and Y4 pizza and movie day	☑	☑	☑	☑	☑	☑
Y5-6 Attendance award	9 April	Y5 and Y6 pizza and movie day	☑	☑	☑	☑	☑	☑
Year 4	14 April	Quest	☑	☑	☑	☑	☑	☑
Year 4	15 April	Quest	☑	☑	☑	☑	☑	☑
Year 3	21 April	Quest	☑	☑	☑	☑	☑	☑
Year 3	22 April	Quest	☑	☑	☑	☑	☑	☑
G&T	22 April	NBA	☑	☑	☑	☑	☑	☐
Year 2	24 April	Oli Oli	☑	☑	☑	☑	☑	☑
Year 5	28 April	Quest	☑	☑	☑	☑	☑	☐
Year 5	29 April	Quest	☑	☑	☑	☑	☑	☐
F1 & F2 & Y1	5 May	HOST: Jungle Book s4kteatre	☑	☑	☑	☑	☑	☐

2024/2025 Educational Visits Plan and Links to Topics	Term One		Term Two		Term Three	
	Trip	Topic Link	Trip	Topic Link	Trip	Topic Link
F1						
F2						
Y1						
Y2						
Y3						
Y4						
Y5						
Y6						
Attendance Award 100%						

Trip Purposes	Total
Cultural	
Educational	
Values & Identity	
Reward Trips	

Appendix Four - Parent Letter Template

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13th February 2025

Dear Parents and Guardians,

We are excited to share an amazing opportunity for our Year 6 students to visit the Purple Island Mangroves for a kayaking adventure.

This exciting trip is scheduled for:

- **Monday, 17 February (Purple, Yellow and Green)**
- **Tuesday, 18 February (Blue, Indigo and Magenta).**

This trip is designed to provide students with a unique outdoor learning experience, allowing them to explore the natural beauty of the mangroves, develop their kayaking skills, and gain a deeper understanding of the local ecosystem. As part of the trip, students will also take part in a mangrove tree planting activity, reinforcing the importance of environmental conservation.

Transport:

We will travel via bus to the Al Thakira Mangroves at 7:30 and return to school by 13:15.

Attire:

Children must wear water appropriate clothing that is modest. Boys must wear a t-shirt or rash guard that covers their shoulders and shorts that are knee-length. Girls must wear clothing that covers their elbows and knees.

We will be outdoors for the heat so sun protection including a sun hat, sun cream and protective clothing is required.

Itinerary:

• ~~Arrival~~ & Briefing: Introduction to the mangrove ecosystem, safety briefing, and kayak instructions.

• Kayaking: Paddle through calm, shallow waters, observing local wildlife, including birds, crabs, and fish.

• Mangrove Planting: Learn the importance of mangroves and participate in planting seedlings to support restoration efforts.

• Wrap-up: Short debrief on environmental impact and eco-conservation tips.

The trip includes:

- A professional kayaking instructor and tour guide
- An introductory kayaking session with safety instructions
- Life jackets, kayaks, and paddles
- Approximately 90 minutes of kayaking
- Learning about the mangrove ecosystem
- A mangrove tree planting activity
- Refreshments (bottled water and juices)
- Insurance
- The bus trip to the mangroves.

The cost for this trip will be 225 QAR per student Please attach payment along with the permission slip below.

We highly encourage your child to attend this enriching experience, as it not only broadens their knowledge but also fosters team-building and social skills in a real-world context. Should you have any questions or require further information, please feel free to contact the class teacher directly on Dojo.

Thank you for your continued support and cooperation.

Yours sincerely,

The Year 6 Team

I would/would not like my child _____ in Year _____ to attend the trip as per the above letter.

Parent Signature: _____

Parent Contact Number: _____

Appendix Five - Bus Request Form

STACK DRIVE TRANSIT EXCELLENCE	Bus Requisition Form	SD-FM-001 Rev. : 0 Date: 26.08.2023 Page 1of 1

Name of the School: Newton International Academy

Date: _____

Contact Person: _____

Mobile: _____

Trip Details: _____

Trip Date: _____

	Number of Students / Teachers	Number of Buses	Pickup Time	From	To	Drop-Off Time	Remarks
Going							
Returning							

Requisition Submitter Signature

Approved by:

Note:- 1. Kindly request you to submit the request atleast three working days prior to the trip. **2.** The trip cost will be submitted after the submission of the form. **3.** If you want to cancel the request, please do it 24 hours before the scheduled trip. **4.** All forms to be approved by the Authorized person. **5.** Please maintain timings, if the duration of the trip exceeds more than 1 hour,then QR 50 will be charged. **6.** Please call Jaweed Khan at 66273435 for any clarification/assistance.

For Stack Drive use:-

Date Received: ___ Received From School: _____

Trip Amount per bus _____

Approved by: ____
School Transport Manager

Appendix Six - MOEHE Approval Request

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MOE Permission for Trip

Trip Location	
Date	
Cost (per child)	
Cost of lunch (per child)	
Number of boys/girls on the trip	
Cost of transport (per child)	
Number of adults attending	
Time of the trip	
Type of trip	
Purpose of the Trip	

Appendix Seven - Medical Information and First Aid Details

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Risk assessment form

This form accompanies planning submitted for authorisation of visit. A copy of this form must be given to **all** staff taking part in the Educational visit/trip.

Risk assessment is a legal requirement for all activities involving pupils, which take place off the school site. A preliminary planning visit (PPV) is an essential part of the process.
PPVs must be made by the Trip Organiser (a teacher).

VISIT TO:	**VISIT LEADER:**
DATE OF VISIT:	**CLASSES & NUMBER OF PUPILS:**
DATE OF PRELIMINARY PLANNING VISIT:	**NAME OF TEACHER WHO MADE PPV:**
WHAT ARE THE HAZARDS?	
ROUTE:	

RECORD SPECIFIC TRIP SAFETY

- **Supervision ratio(1:10 Primary and 1:6 EYFS): _____**
- Emergency first aid kit is stocked and carried by _____
- Mobile phones numbers are given to office staff _____
- Children with SEN to be accompanied by TAs and community links staff:
- Children to be reminded of behaviour expectation whilst on trip:
- Children all on their own seats on the bus and buckled.
- First aid kit on the bus.
- Class teachers to take parent contact details with.
- Class teachers to update fire registers.
- Children walking in pairs in teams adults to be located at regular intervals along the line. Children are encouraged to be mindful of pedestrians they meet on the way. _____leading and _____at the back.
- Adults to watch for cars entering and leaving the school premises.
- _____ and _____ to supervise crossing of all roads. Children cross in one go-no break.
- At pedestrian crossing supervising adults to stop traffic make sure it is safe to cross and ensure all children and adults have crossed before signalling adults to drive on
- Adults to supervise-_____ am/pm children gather in class groups to be counted prior to return to school.
- Parents can take their children home once they arrive back at school and not before!
- Approx _____am children return to school.

Appendix Eight - Incident forms

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Trip Incident/Accident Report Form

CHILD'S NAME _____ *CLASS:* _____

DATE: _____ *TRIP LOCATION:* _____

Name of teacher in Charge

Site where incident/accident took place

Date of incident/accident

Name of injured person

Address of injured person

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Nature of incident/injury and extent of injury

Give details of how and precisely where the incident took place.
Describe what activity was taking place, for example in class/game/getting changed.

Give full details of action taken during any first aid treatment and the name(s) of first-aider(s).

Were any of the following contacted? (please tick)

Parents/carers	Yes ☐	No ☐
School Doctor/nurse	Yes ☐	No ☐
Ambulance	Yes ☐	No ☐

What happened to the injured person following the incident/accident?
E.g., carried on with session, went home, went to hospital etc.

All of the above facts are a true record of the accident/incident

Signed: **Date:**

Name:

Appendix nine - Trip Evaluation Spreadsheet

Year group	Term	Date of trip	Location of Trip	WWW	EBI
F1	1				
F1	2				
F1	3				
F2	1				
F2	2				
F2	3				
1	1				
1	2				
1	3				
2	1				
2	2				
2	3				
3	1				
3	2				
3	3				
4	1				
4	2				
4	3				
5	1				

Appendix ten - Overseas Trip code of conduct

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NIA Secondary JAPAN TRIP 2025

CODE OF CONDUCT

The aim of the trip is to learn new skills, improve physical fitness, explore and enjoy different countries and cultures. A great deal of planning and preparation has gone into the trip. The trip can only be successful if everyone in the party accepts and adheres to a few basic rules.

1. All students must accept that the **staff are in charge** and follow their instructions at all times.
2. All students must understand that they **represent NIA** and therefore they must conduct themselves in a manner expected by NIA.
3. To **respect other people**, their possessions, culture **and the environment**, including the hotel. No bullying, being polite.
4. To **follow all instructions** of the staff from the organisation that organised the trip for our school.
5. To **stick rigidly to meeting times** and places as directed by staff.
6. Strictly **no smoking and no alcohol**!
7. Strictly **no drugs** and adults magazines, websites or films.
8. Internet can only be used under the supervision of staff – students may be requested to show the content they accessed on their phones to staff. School is not responsible if the student loses or breaks any electronic device. We do not recommend students bringing anything other than their phones.
9. Students will be not allowed to leave our hotel during the day without permission of the staff (students will be accompanied by the staff during scheduled activities and whilst shopping in the evening).
10. Nobody is allowed to leave the room or the premises of the hotel between 9pm and 6.30am, unless supervised by staff.
11. No students are allowed to invite anyone outside of the NIA party into their hotel room. Students are also not to go into the hotel room of anyone other than a member of the NIA party.
12. NIA staff will collect mobile phones after 9.00pm and return them to the students at 7am - in case of emergency, between these times please contact the staff on: 00974 33857242. All students should go to sleep between 10-11pm. They will be waking up at 7am.
13. NIA staff may collect passports and pocket money from students and look after them during the trip if the parents give us permission to do so.

If any student misbehaves and breaks any of the above rules, the consequence of this action can be an immediate transfer of such student back to Doha at the parents' expenses.

I do/do not wish my child to keep his/her pocket money and/or passport (please circle) with NIA staff.

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I accept the code of conduct for the Japan trip and I agree my son/daughter will abide by its rules.

I understand that the Internet in Japan is not restricted and NIA staff are not responsible for information accessed by students on their mobile devices which have access to the Internet. Students will not be allowed to use their phones and any other mobile devices which have an access to the Internet from 9pm to 7am. Any communication between the parents and the students during this time can be only via NIA staff.

I give permission to my child to join the NIA student Japan 2025 WhatsApp group. His/her number is: _____.

I give permission to my child to be photographed and filmed by NIA staff during the trip and these to be posted on school social media: YES/NO.

I read the Risk assessment and insurance provided for this trip which was emailed to me by NIA staff.

STUDENT'S FULL NAME

Signed (PARENT)..... Date.....

Signed (Pupil).....Date.....

Kind regards

Dr. Tereza Woolgar, MA, PhD
Deputy Principal
Newton International Academy, Barwa

Appendix eleven - Overseas Trip risk assessment

PEOPLE	RESOURCES & EQUIPMENT	ENVIRONMENT
• Provider: GULF TRAVEL AGENCY (Qatar) • Participants: 17 Students as listed in excel spreadsheet and 3 staff members – Dr T. Woolgar (trip leader), Mr John Wookey, Mr Dean Mundy Trip leader experienced with leading overseas and skiing trips and has been in Saas-Fee/Switzerland five times before. (Also some parents may accompany however they will not be involved with activities organised for students and stay with the group). • Effective supervision structure (ratio) 6 children per adult (NIA staff) and 12 children per adult during skiing lessons – as per the Italian law (Skiing instructor). Cultural considerations: Qatari/Islamic culture Halal food – carbohydrate based Modest dress • Students will be wearing skiing and winter clothes at all times • All students and teachers have disclosed medical conditions if any. • Discussion and email communication with parents. Whatsapp group. Passport pack for communication with home. Staff will look after students' travel documents and pocket money • Students keen and motivated. • Place to pray provided Student needs: **Skiing lessons** – students will be supervised by their Skiing teacher – licences and fully insured (1:12 child teacher ratio). NIA staff will be supervising students before and after the skiing lessons and during the nights. Students will not be allowed to use their phones during the nights – see Code of conduct signed by the parents. Students cannot speak Italian, however most people in the resort can speak English. Behaviour – see Code of conduct. Physical disability – no one Social and psychological factors: Get home sick Risk shift Dropping your guard Unsafe acts by people Several meetings with students advising them about the details of the trip to maximise students being well prepared.	Information is: Parents or via email, Whatsapp meetings and letters • Plans and systems discussed • This risk assessment will be shared with parents • All students are insured for skiing and winter sports • Clothing – Winter and skiing clothes – all explained to the students and parents. Some students are renting ski suits and accessory packs from the agency. • Footwear – winter boots and skiing boots • Food and drink provided in the hotel Mirella • Transport: flights arranged and tickets provided (Doha – Milan). Transfer to and from Saas-Fee/Switzerland and Ponte di Legno/Italy and Venice. • Hotel is on the slope – ski in and out – also walking distance from shops and other attractions in the village (no transport except for ski lifts during the week needed). • Toilets • Safe drinking water • First aid kit and knowledge of first aid – YES – all staff are trained First aiders (basic antihistamine, diarrhoea and fever tablets) • The trip leaver knows the hotel owner who can provide further support if needed. • Special equipment: Rental skis, boots and poles. • Sleeping arrangements girls and boys separate • Staff will collect and copy travel documents at Doha airport and keep them for the duration of the trip • Local SIM card can be purchased by all participants to communicate with each other in case of emergency	• Weather: -10 – 3 Celsius. Possibility of snowing, fog and frosty weather • Terrain: 1600 - 3100m, steep ski slopes, icy • Accessibility to help: Telephone - Yes Doctor - Yes Emergency Services - Yes • Security provided • Other: • There will be other schools staying with us in the hotel; then all – students will not be allowed to use their phones and mobile devices during the nights. • Students will be given a card with hotel name and contact details in case they get lost. Students will be also briefed about dos and don'ts in high altitude and frosty weather. Staff will check the provincial danger in the hotel, in the village and on the ski slopes and brief the students after arrival. When students are allowed to ski or go shopping without a direct supervision of staff, NIA staff will ensure pupils are sufficiently briefed and competent (any individual pupils for whom indirect supervision not suitable must be directly supervised). Students will be explained how to handle skis and other equipment safely and how to walk on ice. Clear guidelines and emergency procedures set and understood. Pupils remain in pairs or groups (buddy system – each responsible for named other). Rendezvous points and times set. Pupils know how to contact staff. Parents signed code of conduct. Students understand the behavioural requirements set out in the code of conduct and the consequences if it is breached. Students will be supervised during meals to make sure they all eat sufficient amount of nutritious food so they can sustain the exercise.

RAMS: Hazard Assessment & Control

School: NEWTON INTERNATIONAL ACADEMY and NBS Mawlah
Year 7-13

Activity: SKIING TRIP to Passo Tonale – February 2025

Location: Passo Tonale, Ponte di Legno, Venice, Milan, Italy
Date; 22 February – 1 March 2025

Risks What could go wrong?	**Hazards** Why would this happen?	**Significant?** Yes / No	**Controls** How can we prevent it?
Getting Left Behind/Getting lost	Not arriving at airport or meeting place on time/ Not listening and following instructions	Yes	Be on time to all events – staff follow up, What's app group to check up on where people are. Always let an adult know where you are. Keep phone charged and having the overseas package. Bring adapter so you can charge your phone. Always listen carefully to NIA and your skiing instructor and follow instructions! At the airport – stay together, keep belongings on you safe. Briefing before trip to go over expectations. Regular meetings to discuss schedule and expectations. Be aware of timings and where to go – have boarding passes at the ready and move quickly as a team. If a student misses a flight – staff notify the school SMT and parents and airport staff and alternative solution is agreed.
Car crash on way there or back to/from airport Plane mechanical issues/ Airplane accident	Driver error, student is distracting the driver, mechanical issues, another driver issues. Beyond our control	YES	Students briefed on in vehicle behaviour. Each vehicle to have an adult other than driver. All students to wear seatbelts. Follow instructions of adult/teachers. Staff to administer first aid Contact emergency services as required. Follow instructions of flight crew
Stranger danger	There will be many people at the venue.	YES	Stay in our groups. Not allowed to speak to strangers. Students to notify adult if need to go anywhere and report back when returned – always go in pairs. Be aware of where you are going for the day and your surroundings. Have mobile phone with you and charged. Passport pack for mobile data and whatsapp group.
Disagreements/ squabbles between children or possible adults.	Not being considerate of others, tiredness, stress, homesickness.	YES	Treat others as you would like to be treated. Talk to an adult if you are having an issue – do not phone or contact your parents – they cannot help it being so far away – it will only upset them, let the adults here help you – you can tell your parents later how well you worked things out. Cell phones with the adult in charge of them after bed time.

RAMS Review Process:

Created by:	Dr. T. Woolgar	Date:	10/11/2025	Email to Parents also in T1 and printed off in T2
Reviewed by:	Nadia Jansary	Date:	11/11/2025	