



## **Safety for Outdoor Education and Field Trips**

### **Purpose:**

The Aflah Academy recognizes the educational and developmental benefits of outdoor education and field trips for students. This policy aims to ensure the safety and well-being of all participants during such activities by establishing clear guidelines and procedures.

### **Scope:**

This policy applies to all students, staff, volunteers, and chaperones participating in outdoor education programs and field trips organized or sponsored by the Aflah Academy.

### **Risk Assessment:**

Prior to conducting any outdoor education activity or field trip, the Academy shall conduct a thorough risk assessment to identify potential hazards and risks associated with the activity. Risk assessments should take into account factors such as location, transportation, weather conditions, and participant capabilities.

### **Supervision:**



Adequate supervision shall be provided at all times during outdoor education activities and field trips. The ratio of supervisors to students shall adhere to established safety standards and guidelines. Qualified staff members or trained volunteers shall be assigned to supervise and monitor students throughout the duration of the activity.

### **Emergency Preparedness:**

The Academy shall develop and maintain emergency response plans specific to each outdoor education activity and field trip. These plans shall outline procedures for responding to medical emergencies, natural disasters, inclement weather, and other unforeseen events. All staff, volunteers, and chaperones shall be trained in emergency protocols and procedures.

### **Communication:**

Effective communication channels shall be established and maintained between supervisors, participants, parents/guardians, and emergency services personnel. Participants and their parents/guardians shall be provided with detailed information regarding the itinerary, emergency contact numbers, and any special requirements or instructions prior to the commencement of the activity.

### **Transportation:**

Transportation arrangements for outdoor education activities and field trips



shall comply with applicable laws, regulations, and safety standards. Vehicles used to transport participants shall be properly maintained, inspected, and equipped with safety features such as seat belts and first aid kits.

### **Health and Medical Considerations:**

Participants with pre-existing medical conditions, allergies, or special needs shall be identified prior to the activity, and appropriate accommodations shall be made to ensure their safety and well-being. All staff members and chaperones shall be informed of any relevant medical information and trained in basic first aid and CPR.

### **Documentation and Records:**

The Academy shall maintain accurate records of all outdoor education activities and field trips, including risk assessments, emergency response plans, participant consent forms, and incident reports. These records shall be kept on file and made available for review by relevant stakeholders as needed.

### **Review and Revision:**

This policy shall be reviewed periodically to ensure its effectiveness and relevance. Any necessary revisions or updates shall be made in consultation with stakeholders, including students, parents/guardians, staff,



and community members.

**Compliance:**

All participants, staff, volunteers, and chaperones are expected to comply with the provisions outlined in this policy. Non-compliance may result in disciplinary action or exclusion from future outdoor education activities and field trips.

Adherence to this policy will help ensure the safety, security, and overall success of outdoor education activities and field trips organized by the Aflah Academy.

Effective Date: 02/05/2024

Review Date: 02/05/2027