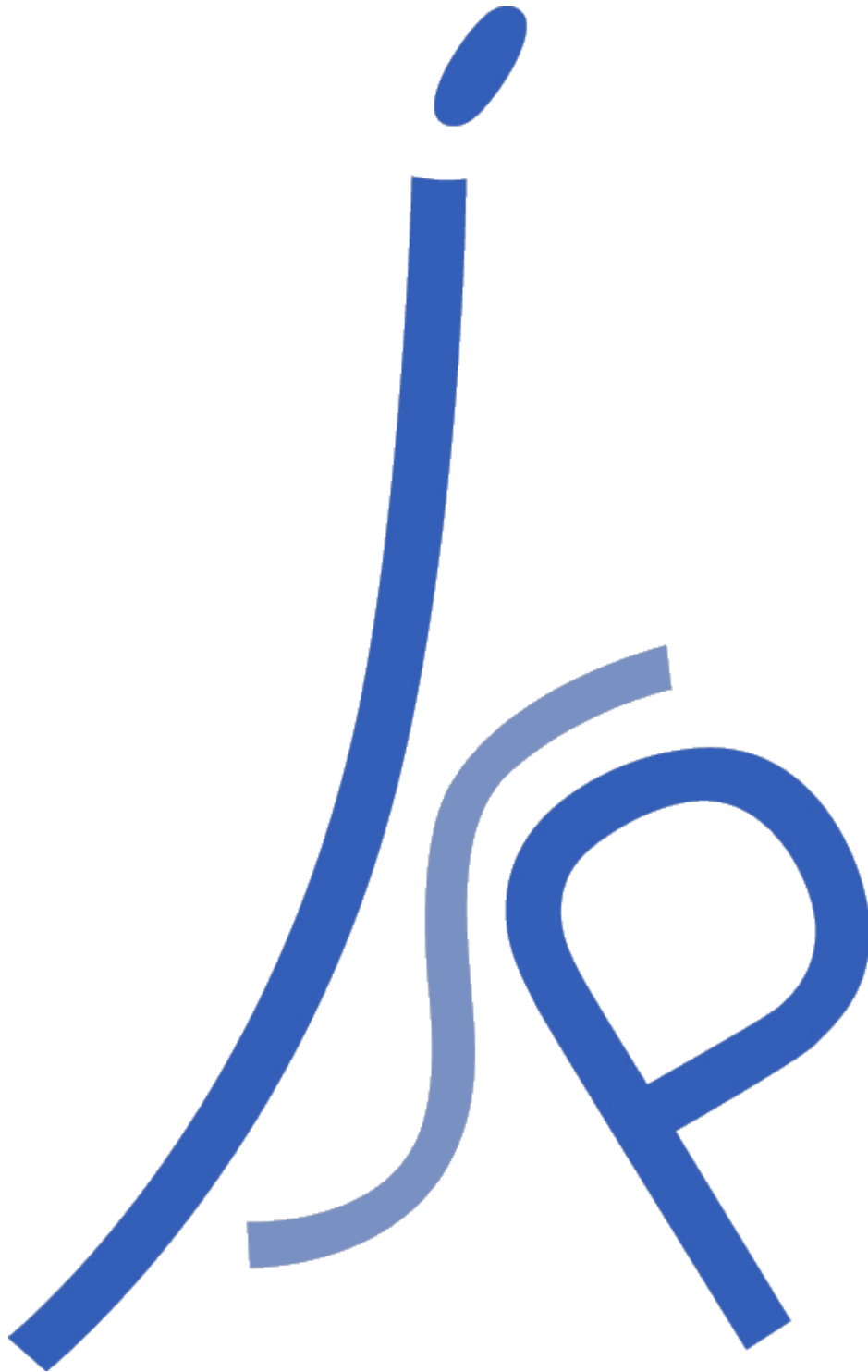


International School of Paris Field Trip Policy



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Introduction

In order to give students a wide and rich education, it is beneficial to take them out of the school setting for an extended period so as to allow them to come into contact with different environments and to encounter new experiences. Field trips may take place for curricular, well-being, sporting or other extra-curricular reasons. By their nature, these trips involve a variety of risks and, therefore, require careful and stringent organisation for which staff must adequately prepare students and materials. ISP needs to balance the possible benefits of a field trip with an assessment of risks and plan accordingly. Teachers must always be aware of the legal and moral responsibilities involved before agreeing to organise, lead or accompany any trip. The relevant Principal must approve any field trip in advance.

There are four categories of field trip:

- 1) Lesson Trip, or within the allocated classroom time of the teacher.
- 2) Day Trip during school hours.
- 3) Day Trip leaving and/or returning outside of school hours.
- 4) Overnight Stay.

The following chart summarises what the Field Trip Leader needs to do to ensure a successful trip. This is an *aide-memoire* and is NOT exhaustive: in all cases, **the Field Trip Leader must ensure that he/she has read the Field Trip Policy, and ensure that any accompanying teachers are fully aware of the Policy.**

In planning a field trip then please ensure, before submitting any request, that you have the relevant approval and support to lead the trip. This will usually include seeking the permission of your curriculum leader (for example, Secondary HoD), but may also involve consultation with Well-being Team members, and ensuring that colleagues are willing to release students from their classes.

In the Secondary School, please ensure that you have the approval of the relevant budget holder (most usually the Head of Department) before submitting the Field Trip Form.

Child Protection Policy

ISP is committed to maintaining the highest standards in the area of child protection and has a very clear [Child Protection Policy](#) addressing the school's and individuals' responsibilities to protecting the children in our care. If any member of the community has any questions or concerns about child protection or our policy regarding it, they should contact either of the Vice Principals for Student Wellbeing or the relevant Principal.



Planning an ISP **Secondary School** Field Trip: Overview

	Lesson Trip	Day Trip (school hours)	Day Trip (outside school hours)	Overnight Stay
Field Trip Form?	No	Yes	Yes	Yes
Informing parents?	N.B. The Communications Department will send home email communications as drafted by the Field Trip Leader			
Parental Notification (times, dates, details)	Yes	Yes	Yes	Yes
Parental permission*	No	No	Yes	Yes
Authorisation for student collection other than by parent/guardian	n/a	n/a	Yes	Yes
	<i>*You do not normally need to ask parental permission for trips within school hours. However, if you plan any unusual or risky activities, especially those not covered by the school's insurance, you will need parental permission</i>			
Risk assessment?	Yes	Yes	Yes	Yes
Student : teacher/adult ratio	10:1			
Booking the trip	The Administrative Assistants will book transport (buses, trains, etc.), purchase tickets (e.g. admission to museums et.c), book accommodation, and inform parents. The budget holder must approve all expenses.			
Student 'Code of Conduct'?	At your discretion (all normal school rules apply)	At your discretion (all normal school rules apply)	Advisable (all normal school rules apply)	Yes (all normal school rules apply)
Medical Please review this section IN FULL in the policy below.	Always take a first aid kit , available from the School Nurse. Contact the School Nurse and ask for advice concerning 'at risk' students. Take any necessary medicines, (e.g. hypo-allergenic pens) with		Always take a first aid kit , available from the School Nurse. Ask the Nurse to provide you with copies of student medical records, review these with her and the field trip team, and have these available throughout the trip. Take any necessary medicines (e.g.	



	prescription. Review and retain the Accident and Emergency Policy.		hypo-allergenic pens) with prescription. Review and retain the Accident and Emergency Policy.	
	Lesson Trip	Day Trip (school hours)	Day Trip (outside school hours)	Overnight Stay
Communication	Always take a school mobile phone, available from the Administrative Assistant (Beethoven 13).			
Student details	Before leaving ISP, leave a class list, with attendance recorded, to one of our Administrative Assistants. Take work, home and emergency contact details for any students deemed medically ‘at risk’.		Ask the Administrative Assistant (Beethoven 13) to provide photographs of all students on the trip, and both parental <i>and</i> emergency phone and email contacts for all students. Before leaving ISP, ensure that an attendance record of all those on the trip has been given to the Administrative Assistant in Beethoven 13.	
Training	The Field Trip Leader should ensure that sufficient members of the Field trip team have the necessary expertise/training/qualifications to lead activities safely and within the law. If this is not the case, then he/she should review the choice of team staffing, and/or request training from the school, and/or engage qualified external instructors.			
Expectations for staff	Staff should conduct themselves as if they were teaching on the school campus. Any foreseeable activities/situations that might compromise this standard of conduct should be highlighted with school leadership before the trip is approved.			Please consult the Field Trip Policy below.
Don’t forget...	The Field Trip Leader should request, at least a week ahead of time, sufficient petty cash to meet day-to-day costs. Check travel visas and passport expiry dates for overseas trips at least three working weeks before the trip.			

Planning an ISP **Primary School** Field Trip: Overview

	Lesson Trip	Day Trip (school hours)	Day Trip (outside school hours)	Overnight Stay
Field Trip Form?	Inform VP Organisation	Yes	Yes	N/A
Informing parents?	Inform parents via monthly newsletters or email through External Affairs office			
Parental Notification (times, dates, details)	Yes	Yes	Yes	Yes
Parental permission*	No	No	Yes	Yes
Authorisation for student collection other than by parent/guardian	n/a	n/a	Yes	Yes
	<i>*You do not normally need to ask parental permission for trips within school hours. However, if you plan any unusual or risky activities, you will need parental permission</i>			
Risk assessment?	Yes	Yes	Yes	Yes
Student : adult ratio	<i>For every trip at least one adult per class must be an ISP teacher with a minimum of 2 adults per trip.</i>			<i>ISP staff or adults vetted by the Head of School</i>
Pre-Primary	1:8	1:6	1:6	N/A
Primary	1:15	1:10	1:10	1:8
Booking the trip	The Administrative Assistant will book transport (buses, trains, etc.) and will purchase tickets (e.g. admission to museums etc.). The Principal must approve all expenses.			As day trips with venue/dates booked in liaison with VP Organisation and the Administrative Assistants
Student 'Code of Conduct'?	At your discretion (all normal school rules apply)	At your discretion (all normal school rules apply)	Advisable (all normal school rules apply)	Yes (all normal school rules apply)



Medical Please review this section IN FULL in the policy below.	Always take a first aid kit , available from the nurse. Contact the School Nurse and ask for advice concerning 'at risk' students. Take any necessary medicines (e.g. hypo-allergenic pens) with prescription. Review and retain the Accident and Emergency Policy.	Always take a first aid kit , available from the nurse. Review student medical records with the School Nurse and field trip team, and have these available throughout the trip. Take any necessary medicines (e.g. hypo-allergenic pens) with prescription. Review and retain the Accident and Emergency Policy.
Communication	Always take a school mobile phone , available from the Administrative Assistant and communicate the number to VP org and Administrative Assistants.	
	Communicate your trip at least two weeks in advance to the class PTA Rep (to request accompanying parents if needed)	Set up a daily communication plan via wiki, voyagetel or daily email.
Student details	Before leaving ISP, leave a class list, with attendance recorded, with the Administrative Assistant. Take work, home and emergency contact details for any students deemed medically 'at risk'.	Ask the Administrative Assistant to provide photographs of all students on the trip, and both parental <i>and</i> emergency phone and email contacts for all students. Before leaving ISP, ensure that an attendance record of all those on the trip has been given to the Administrative Assistant.
Training	The Field Trip Leader should ensure that sufficient members of the Field trip team have the necessary expertise/training/qualifications to meet the requirements of the policy in regards to French speakers, first aid etc.	
Expectations for staff	Staff should conduct themselves as if they were teaching on the school campus. Any foreseeable activities/situations that might compromise this standard of conduct should be highlighted to the school leadership before the trip is approved.	Please consult the Field Trip Policy below.
Don't forget...	The Field Trip Leader should request, at least a week ahead of time, sufficient petty cash to meet day-to-day costs.	

ISP staff must respect the following guidelines when organising field trips. Failure to carry out these guidelines may result in the trip being cancelled.

A. Responsibilities of the Field Trip Leader

For all field trips, the Field Trip Leader (FTL)

1. must be an employee of ISP, preferably a suitably qualified teacher;
2. must submit a Field Trip Proposal Form to the relevant Principal, and this must be approved before any commitments are made with students, parents, teachers, or outside agencies;
3. must share and discuss all details of the trip, from planning to implementation, with a relevant senior manager. For lesson or day trips, this will most usually be a curriculum manager (HoD, IBC); for overnight trips, this will always be the relevant Principal;
4. must ensure all activities conform to legal regulations and are covered by the school's insurance;
5. must draw up a budget with the aid of the Head of Department (Secondary subject-specific curricular trips) or the relevant Principal (grade-level field trips). The budget will show projected expenses and revenues (where appropriate) and will be submitted to the relevant Principal. The FTL will ensure that receipts are handed in to the administration;
6. must have relevant first aid qualifications;
7. shall draw up a risk assessment for the trip (see below). Where limitations apply, or advance risk assessment is not possible, these issues must be discussed with the relevant Principal with the aim of developing an agreed strategy for adequate risk assessment;
8. must accompany the trip. If the FTL resigns from ISP before the trip or is unable to go on the trip for any reason, a new FTL must be named in good time to manage the trip successfully;
9. has overall responsibility during the trip and is therefore expected to assume leadership throughout the trip. The FTL may delegate responsibilities to accompanying staff as necessary;
10. must nominate accompanying staff and secure their agreement for participation, with the agreement of the relevant senior manager. This process should also account for the needs of students left at the school;
11. must organise at least one meeting with the Field Trip team, before the trip takes place, to communicate and agree the proposed responsibilities, duties, contact and non-contact time, and other professional expectations of each member of the team;
12. will ensure that the minimum student-teacher/adult ratio is eight students to one adult (Grades 4-5) and ten students to one adult (Grades 6-12);
13. will ensure, in consultation with a relevant senior manager, that an agreed number of accompanying staff should be fluent in French for trips within France;
14. should instruct the administrative staff for all bookings, verification of papers, etc.
15. is responsible for all communication with parents;
16. must provide the Business office with all the pertinent details (list of accompanying staff, date and time of departure, date and time of arrival) to prepare per diem payments;

17. will contact the relevant Principal or the Head of School immediately in the event of any serious accident or breach of the rules;
18. will have a school telephone and, for overnight trips, must contact ISP on an agreed and regular basis;
19. is responsible for the cash float to be used for emergencies;
20. shall ensure that in the case of accident, theft or other emergency, all accident reports or police statements are made by the appropriate staff member;
21. must keep administrative assistants up-to-date with all planning for the trip, so that they may respond to parent/student enquiries;
22. will endeavour to include in the Field Trip Team at least one staff able to speak the host language for trips outside France. Should no staff member speak the language, it is necessary to take a letter, in the host country language, explaining the purpose and details of the trip;
23. Once the trip is finished, will provide the due information (date and time of departure and return and list of the participant staff members) to the HR Department so that salary can be processed.

In addition, for overnight trips, the Field Trip Leader (FTL)

1. is responsible for overseeing the organization of the trip, which includes the choice of accommodation, transport, activities, excursions, etc. He/she is also responsible for putting together a trip handbook for students and accompanying staff, writing information letters and permission slips, organising pre-trip meetings for parents and accompanying staff, the day-to-day management of the trip, and debriefing with the field trip team and relevant Principal as necessary;
2. should plan appropriate back-up activities in the case of that activity being cancelled (booking problem, poor weather, etc.);
3. should ensure the availability of a healthy, balanced, diet for students;
4. will be paid 300 Euros for the organisation, preparation and report of the trip. He/she will also receive a responsibility allowance during the trip equal to double the per diem for a teacher on a field trip;
5. will ensure, in consultation with a relevant senior manager, that
 - i. an agreed majority of accompanying adults will be qualified ISP teachers, of whom the majority must be trained in basic first aid;
 - ii. due consideration is given to the need for a homeroom teacher/Head of Grade/class teacher accompanying the trip;
 - iii. each team member is provided with an equitable provision of non-contact time. Non-contact time means that, with the exception of an emergency situation, there would be no reasonable expectation of a team member being required to be responsible for students or carry out any other professional duties associated with the trip.;
 - iv. a list of accompanying adults with their status (teacher, administrative assistant, parent, etc.) must be available to parents before the trip takes place.

B. Responsibilities of accompanying staff

For all field trips, the accompanying staff

1. must be fully conversant with the ISP Field Trip Policy and any specific trip policies and procedures;
2. must have access to information sessions or professional training outlining ISP safety standards, expectations and procedures for trips;
3. should have the opportunity to receive first aid training;
4. must be given a field trip handbook (hard copy or e-document) before the trip, which contains a student list, parent contact numbers, trip schedule, accommodation and visit details, staff phone numbers, insurance documentation;

In addition, for overnight trips, the accompanying staff

1. will be paid the daily supplement (40 Euros per night for each Monday through Thursday night and 70 Euros for each Friday through Sunday night). A night is counted in case of departure before 6:00 and in case of arrival after 18:00;
2. at least two members of the accompanying staff should be fluent in French for trips within France;
3. must give emergency contact details to the FTL.

C. Non-teaching accompanying staff

All accompanying staff who are not ISP employees, must be vetted by the Head of School. Non-teaching accompanying staff must read and sign the appropriate job description that outlines expectations and responsibilities prior to the trip.

D. Accompanying staff guidelines

For all field trips, all staff members and non-teaching accompanying staff

1. must model and maintain appropriate professional conduct, consistent with expectations in the workplace;
2. must not drink alcohol or smoke in front of students;
3. must not be under the influence of alcohol while responsible for students (or with the reasonable expectation of being responsible for students) or while carrying out any other professional duties associated with the trip;
4. must not be in possession of or consume recreational drugs;
5. are responsible for the conduct and safe return of all students to the school or the rendezvous site, and must remain with the students until they have been picked up by the authorised person unless a permission slip has been signed by parents for the student to leave unaccompanied.

In addition, for overnight trips, staff

1. must knock before entering a student's room;
2. must be aware of emergency procedures in the case of fire in the accommodation;

3. should always carry a full list of student participants, photos and emergency contact details;
4. should take measures to ensure a full night's sleep.

E. Student behaviour/expectations

1. Current school rules and expectations apply to students on all ISP trips;
2. Any serious breach of behaviour (smoking, alcohol, recreational drugs, violence, aggressive language, breaking curfew, etc.) shall be punished appropriately by the FTL in liaison with ISP management and the accompanying teachers. Any action will also be followed up with appropriate sanctions upon return to ISP. A student action that endangers the safety and/or welfare of him/her self, or of others, is likely to result in that student being returned to School at the parents' expense;
3. Should a student consume alcohol and/or drugs, then the school reserves the right to send that students back to Paris at the parents' expense;
4. Specific rules concerning the use of music playing devices, handheld electronic games, portable computers/tablets, and mobile telephones will apply on field trips. Before the trip, the FTL will inform students and parents in writing if and when these electronic devices may be used. Students must switch off any electronic device when requested to do so by staff or other designated responsible adults (e.g. field centre staff);
5. Where deemed appropriate, and in prior consultation with the relevant Principal, students and parents may be asked to sign a behaviour contract, specific to the field trip, outlining the rules and expectations. The consequences of breaking this contract must be clearly stated.

F. Accommodation for overnight trips

1. Where possible, the FTL should visit proposed accommodation, and provide a risk assessment (below), prior to any field trip. In this process of selecting and reviewing accommodation, the FTL should ensure that accommodation
 - i. must be adapted to ISP student groups with distinctly separated rooms/toilets/bathrooms for boys and girls;
 - ii. must allow for easy and effective supervision by staff to ensure the safety and good conduct of all students;
 - iii. must conform to a minimum of French law for school accommodation, and respect all fire and hygiene regulations.
2. Where it is not possible to visit proposed accommodation, and provide a risk assessment (below), prior to a field trip, the FTL should meet with the relevant Principal to agree procedures that will support the implementation of points E. 1 i-iii (above);
3. After each stay in a centre, the FTL should report back to the relevant Principal outlining the positive and negative aspects of the accommodation, information which will be used in making decisions for future bookings.

G. Transport and travel arrangements

1. Transport will be booked by ISP administration under the direction of the FTL. Any changes to dates, departure times, mode of transport, etc. must be made in agreement with the FTL;
2. When travelling by train, bookings must be made sufficiently in advance to allow all ISP students to travel in groups to facilitate correct staff supervision;
3. A copy of a student passport must be given to the administration when the trip is outside of France;
4. The FTL should liaise with the relevant Administrative Assistant to ensure that all students have the appropriate travel documentation for trips out of France. This must be organised at least three working weeks before the departure date;
5. The FTL should ensure with the relevant Principal that grade- and age-appropriate decisions are made regarding the departure and return times of the all trips. It is not advisable to leave before 7:30 and return after 19:30;
6. The FTL and accompanying staff are responsible for the safe return of all students to the rendezvous site. The FTL and accompanying staff must remain with the students until they have been picked up by an authorised person, unless written permission has been given by parents/guardians for the student to leave unaccompanied.

H. Medical, accidents and illness

1. Students and parents/guardians are required to complete the ISP medical form, provide emergency information details, and ensure the school is aware of any special health conditions and medical needs. The FTL should speak with the school nurse and be conversant with student medical information prior to the trip. The FTL should also ensure that medical information is shared with accompanying staff, and is available for consultation throughout the field trip;
2. The FTL should confirm with the school that all students have appropriate medical insurance;
3. In case of accident or illness of any kind, the Head of School or the relevant Principal or the VP (Wellbeing), must be notified as soon as possible and, after consultation, parents should be contacted. In the case that neither the Head of School nor the relevant Principal nor the VP (Wellbeing) is available, the teacher should contact the parents immediately;
4. It is of utmost importance that any injury or illness, however slight, is attended to immediately;
5. Any accident must be fully recorded;
6. Medicines and first aid shall be administered according to the relevant provisions of school policy;
7. The person immediately responsible for first aid at the scene should decide if the student requires a doctor, or if hospital treatment is necessary. This person, or the FTL, should ensure that a staff member—preferably one who speaks the language—accompanies the student;

8. The person immediately responsible for first aid at the scene should only relinquish responsibility for the student to a qualified health professional (i.e., pompier, doctor) or qualified support staff at the field trip centre;
9. The FTL will pay for any initial doctor's expenses using the cash float.

I. Communication with parents

For all field trips within the school hours

1. A letter must be sent to parents, in good time, notifying them of the details and expectations of the trip. This letter should be approved by the relevant senior manager;
2. Should activities on the trip require parental permission, please refer to points 4 and 5 below;
3. Details of the trip should be added to the internal school calendar as soon as it has been confirmed.

For all field trips outside of school hours

1. Students will need permission from their parents/guardians to participate. Notification of permission must be given in writing to the FTL, at least one working week before the departure date, and kept securely at school. Parents must be clearly informed of the deadline for providing their permission;
2. Parents must be clear of their responsibilities when giving their permission for their child(ren)'s participation. This would include:
 - i. responsibility for field trip costs;
 - ii. agreement to the financial implications of non-participation due to illness, poor academic results, or poor school behaviour;
 - iii. liability for cancelation costs (by parent, school or third-parties);
 - iv. the costs of any additional insurance;
 - v. expectations of student behaviour, and the consequences of any breach of school policies, including any specific behaviour contract;
 - vi. the consequences of not meeting deadlines.
3. A general information letter must be sent to parents at least two weeks prior to the trip, providing dates, times, meeting points, and other essential details including the purpose of the trip;
4. Details of the trip should be added to the school calendar as soon as it has been confirmed.

In addition, for all overnight trips

1. An information letter and the necessary permission request (see above) must be sent at least one month prior to departure.
2. Parents should provide a written undertaking to be available to receive their child(ren) at home should their child(ren) become ill or be otherwise considered unfit to participate in the trip and must be on time to pick them up from the agreed meeting point.
3. The FTL should organise a meeting for parents at least two weeks prior to departure, to inform parents of the procedures, rules and expectations.

4. A final, confirmation, letter including dates, times, itinerary, address(es) of accommodation, and emergency contact numbers is communicated to the parents.
5. All student medical forms must be completed prior to the start of each trip.

J. Risk assessment

1. A risk liability grade must be given using the standard form for all trips. The level of risk will range from 5, low risk (academic conferences, arts activities, etc.), to 1, high risk with potentially dangerous activities (mountaineering, water sports, parachuting, etc.).
2. A risk assessment for the accommodation centre must be drawn up on the standard form giving a score from 5, low risk (used only by ISP students, easy to police, etc.), to 1, high risk possibly due to potential dangers (hotplates/kettles in student room, centre used by other adults, room layout difficult to police by staff, etc.).
3. Risk assessment levels must be communicated to accompanying staff when asked to join the trip.
4. Any student with potentially high-risk problems (for example, a medical or behavioural concern) should have their participation reviewed by the Wellbeing Team. The Wellbeing Team should make a recommendation for action, and this must be discussed with relevant Principal and the FTL. The relevant Principal should ensure the support of the Head of School before any decisions are made.
5. Student records should be available to the FTL prior to the trip, and details of unacceptable student behaviour should be considered in the risk assessment.
6. All serious breaches of discipline by students on the trip must be recorded
7. The FTL has the right to refuse to take a student if he/she believes that that student's participation would compromise their ability to lead the trip.

K. Expectations of the school

1. A member of Senior Management will be contactable during the period of any trip to support the field trip team.
2. The school will react promptly and effectively if the FTL or other staff member seeks assistance regarding legal, behavioural and medical issues. The initial call should be to the relevant Principal.
3. The school will work to support any student who needs to return promptly to Paris.

L. Other considerations

1. All documents for a trip (permission slips, medical forms, etc.) should be collected by one person (the FTL or another teacher) but collated, processed, and filed by the administrative staff.
2. Current student teaching groups and grades will be available for use by FTL and other teachers.
3. A first aid kit and a portable telephone must be taken on all field trips. At least two first aid kits and two telephones shall be taken on trips with more than 40 students.

4. The school nurse must check and restock first aid kits after each trip.
5. Insurance must be organised for each field trip to cover medical risks and loss of possessions by students and staff. The school's coverage will only be effective if a full police report is made for theft. Staff should check the school's coverage before taking expensive individual items.
6. This ISP field trip policy must be available for consultation by the school community and published on the Parent Portal of the ISP web site.
7. The school will make all pro-forma letters, contracts, permission slips, risk assessment forms, check-lists, handbooks, etc. available on the school intranet.
8. The FTL and Principal will agree the requirements for third-parties (e.g. activity centres) to provide the school with evidence of appropriate operating licences or other professional qualifications.
9. Exceptions to any of the above guidelines (for example, for trips to developing countries, trips using accommodation with host families or specialized activity trips) must be organised with customised regulations specific to that trip (accommodation verification, safety, curfew procedures, staffing, etc.) to be agreed in writing by the relevant Principal before bookings are made.

M. Exemplar Student Code of Conduct Statement (to be modified as appropriate for each trip)

The International School of Paris expects all students to abide by the ISP rules and regulations and conduct themselves on field trips with maturity and respect for others as well as for the environment around them. Failure to do so jeopardizes future field trips for themselves and other students. In addition, there are specific expectations on a number of important issues:

1. Field trip participants must follow all safety rules and regulations indicated by the Field Trip Leader (FTL). A student who wilfully endangers the safety and welfare of him/herself or another will be required to leave the field trip and return home at the student's own expense.
2. Alcohol is not permitted on field trips. Students who violate this rule will be required to leave the field trip and return home at the student's own expense.
3. Tobacco use of any kind is prohibited.
4. The FTL has the authority to require students to observe an evening curfew and to respect time-limits on recreation offered during the day. The FTL will set-out these time limits clearly for students, and students must adhere to these.
5. Students are allowed to bring music playing devices, handheld electronic games, portable computers/tablets, and mobile telephones. Please note that these items are carried entirely at the students' own risk and they may only be used at times designated by the FTL.
6. Students are not allowed to leave the field trip group while unaccompanied or without the permission of the FTL.

N.B. The FTL, with prior arrangement from the relevant Principal, may amend or add regulations that are specific to a particular Field Trip; for example, should the trip be near a natural hazard (such as water), there may be additional guidelines for behaviour in this area.

The FTL should ensure that all expectations for student behaviour are communicated clearly to students and parents. In addition, the FTL should ensure that parents are aware that in the event of an accident, ISP staff will provide remedial first aid measures. Anything beyond this will be referred immediately to the local medical services (in France: the SAMU, Sapeurs-Pompiers, a “médecin généraliste” (general practitioner)) or hospital, and parents will be notified immediately by the school. Any immediate medical expenses will be covered either by the French social security (if the student has a social security number) or by the student’s own medical insurance policy. This information should be on the medical form which has been returned to the school.