



1. POLICY STATEMENT

Universal Philippine School (UPS) is committed to providing safe, well-organized, and meaningful educational trips and visits that extend learning beyond the classroom. All trips and educational visits are conducted in alignment with ADEK regulations, UAE laws, and school safeguarding, health, and safety standards.

2. PURPOSE

This policy aims to:

- Ensure all trips and educational visits are safe, purposeful, and educationally valuable
- Promote experiential learning and student engagement
- Safeguard the wellbeing of all students and staff
- Establish clear procedures for planning, approval, and implementation

3. SCOPE

This policy applies to all off-campus activities organized by Universal Philippine School, including:

- Educational field trips
- Museum and cultural visits
- Competitions and external events
- Sports events and tournaments
- Local and international school trips

4. UPS COMMITMENT TO STUDENT SAFETY AND WELLBEING

UPS ensures that all trips and visits:

- Prioritize student safety and wellbeing at all times
- Are inclusive and accessible to all learners where appropriate
- Are supervised by qualified and approved staff
- Comply with ADEK safeguarding and risk management requirements

5. TRIP PLANNING AND APPROVAL PROCEDURES

5.1 Trip Proposal

All trips must be planned in advance and include:

- Educational objectives
- Destination and itinerary
- Date, time, and duration
- Number of students and staff involved
- Transportation arrangements



5.2 Approval Process

1. Submission of Trip Proposal Form
2. Review by School Administration
3. Risk assessment completion
4. Final approval prior to implementation

6. RISK ASSESSMENT AND SAFETY MEASURES

- A full risk assessment must be conducted for every trip
- Hazards and risks must be identified and controlled
- Emergency procedures must be clearly established
- First aid support must be available during all trips

7. SUPERVISION REQUIREMENTS

- Adequate staff must be assigned based on student numbers and risk level
- A designated Trip Leader must be appointed
- Clear roles and responsibilities must be assigned to all staff
- Students must remain under supervision at all times

8. PARENTAL CONSENT AND COMMUNICATION

- Written parental consent is mandatory for all trips
- Parents must be informed of all trip details in advance
- Medical information and emergency contacts must be collected
- Communication must be conducted through official school channels

9. TRANSPORTATION AND LOGISTICS

- Only approved transport providers shall be used
- Seatbelts must be worn at all times during travel
- Attendance must be checked before departure and return
- Travel arrangements must comply with safety regulations

10. STUDENT BEHAVIOR AND CONDUCT

- Students must follow the school's behavior expectations at all times
- Any misconduct may result in disciplinary action or removal from the trip
- Students must respect UAE laws, culture, and public rules

11. DOCUMENTATION AND RECORD KEEPING

The following documents must be maintained for each trip:

- Approved trip proposal
- Risk assessment form
- Parental consent forms
- Attendance list
- Transportation details
- Incident reports (if any)
- Post-trip evaluation report



12. INTERNATIONAL TRIPS (IF APPLICABLE)

For international educational visits:

- Additional approvals from ADEK and relevant authorities may be required
- Travel documents (passports, visas) must be secured
- Higher-level risk assessments must be completed
- Emergency communication plans must be in place

13. MONITORING AND EVALUATION

- All trips shall be evaluated upon completion
- Feedback from staff and students shall be collected
- Reports shall be submitted to school administration
- Improvements shall be implemented for future trips

14. POLICY ALIGNMENT

This policy aligns with:

- ADEK School Trips and Activities Guidelines
- UPS Health and Safety Policy
- UPS Safeguarding and Child Protection Policy
- UPS Risk Assessment Policy
- UPS ECA Policy

15. REVIEW OF POLICY

This policy shall be reviewed annually or as required by ADEK to ensure compliance and continuous improvement.

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