Al-Manar Private School Policy and Procedures

Academic Year 2026–2027 | In alignment with applicable laws and regulatory guidance in the Kingdom of Bahrain

Document Owner	School Administration
Applies To	Students, parents/guardians, employees, visitors, contractors, and service providers
Review Cycle	Annual review, or earlier where required by law, Ministry of Education direction, or school governance decision
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Al-Manar Private School is pleased to share with you this updated Policy and Procedures document for the Academic Year 2026–2027. This document has been prepared to explain, in clear and simple language, the main school rules, procedures, and expectations that support your child's learning, safety, wellbeing, and daily school experience.

The school is committed to operating in accordance with the laws and regulations of the Kingdom of Bahrain, including Law No. (4) of 2026 on Private Educational Institutions, Law No. (27) of 2005 regarding Education where applicable, Bahrain's Personal Data Protection Law, Ministry of Education requirements, and any official circulars or decisions issued from time to time.

As part of this commitment, the schoolwork under the licensing, supervision, inspection, and regulatory oversight of the Private Education. We regularly review our policies and procedures and will update them whenever new executive regulations, Ministry decisions, or legal requirements are issued.

This parent-friendly version is intended to help you understand how the school manages important areas such as student conduct, attendance, communication, privacy and data protection, safeguarding, safety, emergencies, school trips, and approved digital learning platforms. It will be published on the school's official website for easy parent reference.

All school services, activities, digital programmes, facility use, third-party services, and school trips will remain within the school's licensed scope and any approvals required by Private Education or other competent authorities. The school will also maintain the necessary academic, administrative, safety, financial, and operational records as required by law.

We kindly ask all parents and guardians to read this policy carefully and to support the school in applying it. Our shared goal is to provide every student with a safe, respectful, well-organised, and positive learning environment.

Section One: The School's Vision, Mission, and Values

1.1 School Vision

Al-Manar private School aspires to empower every student to realise their full intellectual, social, and emotional potential. The school aims to graduate, confident, reflective, and lifelong learners who are proud of their Arab and Islamic identity, open to global perspectives, and prepared to contribute positively to their community and the wider world.

1.2 School Mission

The mission of Al-Manar Private School is to provide a stimulating, safe, inclusive, and student-centred learning environment in which authentic values are nurtured and academic, personal, and life skills are developed. The school is committed to delivering a balanced and high-quality education that promotes inquiry, creativity, critical thinking, resilience, and ethical responsibility, while preserving students 'cultural and religious heritage.

1.3 Core Values

The educational philosophy of Al-Manar Private School is grounded in a set of core values that guide teaching, learning, leadership, relationships, and daily school life:

Academic Excellence: We strive to achieve high academic standards through a rigorous, engaging, and well-balanced curriculum that challenges students to reach their potential.

Integrity and Ethics: We foster honesty, responsibility, respect, and ethical conduct in all aspects of school life, reflecting Islamic principles and universal human values.

Responsible Citizenship: We develop students' sense of belonging, social responsibility, and commitment to serving both the local and global community.

Respect and Tolerance: We promote a safe, respectful, and inclusive school environment that values diversity, embraces differences, and encourages mutual understanding among all members of the school community.

Creativity and Innovation: We encourage curiosity, imagination, problem-solving, and the exploration of new ideas, enabling students to think critically and creatively in their learning.

Teamwork and Leadership: We value collaboration and support the development of effective communication, leadership, shared responsibility, and teamwork among students and staff.

Section Two: Personal Data Protection and Privacy Governance

Al-Manar Private School is committed to protecting the personal, academic, medical, financial, and safeguarding-related information of students, parents/guardians, employees, visitors, and service providers. The school processes personal data fairly, transparently, securely, and only for legitimate educational, administrative, safety, safeguarding, legal, and operational purposes, in line with Bahrain's Personal Data Protection Law and applicable regulatory guidance.

Key privacy principles: the school will collect only necessary data, keep it accurate and up to date, limit access to authorised personnel, use appropriate technical and organisational security measures, retain records only for required periods, and dispose of information securely when it is no longer needed or legally required.

Data incidents and complaints: any suspected loss, unauthorised access, disclosure, alteration, or misuse of personal data must be reported immediately to the school administration and Data Protection Officer. The school will assess the incident, take containment action, document the response, communicate with affected parties where appropriate, and comply with any applicable reporting obligations to the competent authority.

2.1 Scope of the Policy:

This policy applies to all personal data collected through the following channels:

- Registration and admission forms (paper and electronic), school information system (SMS), parent portal, mobile application (SDM), email and phone communication.
- Health records in nursing rooms.
- Surveillance cameras (security and safety systems)
- Any other channel directly related to the educational and administrative process of the school.

2.2 Types of Data Collected

The school collects data that is strictly necessary for educational, administrative and safety purposes, including but not limited to:

Personal data: full name, nationality, date and place of birth, residential address, ID number of passport, personal photos.

Academic data: Academic records, grades, evaluation reports, attendance and absence, student work.
Health data: medical history, immunization history, allergies, chronic diseases, medical examination reports, any emergency medical procedures.
Financial Statements: Tuition payment records are treated as strictly confidential and are accessible only by the competent financial department.
Other data: Security and safety surveillance camera footage, and recordings of school events and activities with prior approval.

2.3 Purpose of Data Collection and Use:

The school uses the data collected for the following purposes only:
student registration and academic and health record. Provision: A safe learning environment such as the use
of health data in an emergency. Communicating with parents about the student's academic and behavioural progress through the events. Improving the quality of educational services and programs provided.
Meet the legal and regulatory requirements imposed on educational institutions by the Ministry of Education and other official authorities in Bahrain. Security and safety purposes such as video surveillance on the school campus.

2.4 Data and Disclosure:

Confidentiality Principle: The school maintains the confidentiality of the data and will not disclose it to any
external third party except in the following cases:
- Explicit consent from the parent.
- For emergency reasons: In medical emergencies that require sharing information with the competent medical authorities to save the student's life.

According to the law, upon receipt of an official request from a judicial or governmental entity legally authorized to do so in the Kingdom of Bahrain, such as the Public Prosecution or the Ministry of Education within its jurisdiction, the school may share data with third-party companies that provide services for the benefit of the school, such as receiving data systems, telecommunications services, under strict contracts
that oblige them to protect the data, not use it for any other purpose, and prevent them from disclosing it. Under any circumstances.

2.5 Data Storage and Security:

The school keeps records and data for the specified period by Bahrain Law and the regulations of the Ministry
of Education, the data that is needed is disposed of in a secure manner that ensures that its privacy is not violated by destroying papers and erasing the data electronically.
- Use encrypted systems to store electronic data.
- Restrict access to data for employees authorized to this information to perform their duties.
- Regular training of employees on privacy and information security policies.
- Securing paper documents in locked lockers.

2.6 Rights of the parent and the student

The parent and the student (if they are an adult and can do so) have the right to their personal data:
- The right to access to the personal data held by the school.
- The right to rectification: Request correction of any inaccurate or incomplete data. .
- The right to object: Object to the processing of data in certain cases provided for by law.
- The right to withdraw consent: the consent to use data can be withdrawn at any time, knowing that such withdrawal may affect the school's ability to provide certain services.
- The right to deletion: In some special cases, data deletion may be requested, subject to legal obligations that prevent the school from deleting certain records (such as academic records) to claim any of these rights, please submit a formal written request

2.7 Photography and video during the events

The school may take photos and videos of students during school events and activities for documentation and awareness purposes (e.g. school brochure, website, official social media pages of the school).

2.8 Data:

Protection officer: the school has appointed a data protection officer to oversee the school’s compliance with this policy and relevant laws. Parents can be contacted with any questions or concerns via emails or phone.

2.9 Updates to the Policy: The School reserves the right to update this Policy periodically to reflect any changes in our practices or to adapt to new legal requirements. Parents will be informed of any material changes via the school's official channels (phone app, email)

2.10 Communication and Complaints:

Any queries or concerns regarding privacy or data protection should first be directed to the Data Protection Officer. If the problem is not resolved satisfactorily. The parent has the right to lodge a complaint with the competent authority in the Kingdom of Bahrain (Information and eGovernment Authority).

Section Three: Parent Partnership, Communication, and Governance

Al-Manar Private School recognises parents and guardians as essential partners in student learning, wellbeing, safeguarding, and school improvement. Parents are expected to support school policies, maintain respectful communication, attend scheduled meetings, provide accurate information, and cooperate with the school in academic, behavioural, health, safety, and administrative matters.

3.1 Parent engagement:

the school will maintain appropriate mechanisms for parent consultation and feedback, including meetings, official communication channels, and any parent council or equivalent structure required by applicable Ministry of Education or Private Education requirements.

3.2 Parent Council and feedback:

where required by the Ministry of Education or applicable law, the school will support a Parent Council or equivalent parent engagement structure. The purpose is to encourage constructive communication, listen to parent feedback, and support student learning, safety, and wellbeing.

- Review school reports and grades via the Parent Portal from the (SDM app)
- Regular communication with teachers and administration through official channels (email).
- Ensure that the student completes homework and projects.
- Providing a supportive home environment for learning and studying.
- Behaviour: Parents have a responsibility to support and promote the code of conduct and school discipline with their children at home.

3.3 Communication and its mechanisms:

Official channels: The School has activated the (SDM) phone application and email as the primary communication channels for important announcements and reports.

Parent meetings: Individual and group parent meetings are expected to be attended as announced in the school calendar.

Communication Procedures: Communication with teachers and management should be respectful and constructive, so that any disagreements or complaints can be resolved directly and amicably by the administration.

3.4 LMS Digital Class Program and Parent Access:

The LMS Digital Class Program is a new addition introduced by the school as part of its ongoing efforts to upgrade and improve the teaching and learning process. The platform supports classroom learning by helping teachers share learning materials, homework, assignments, quizzes, feedback, grades, and academic follow-up in an organised digital format. LMS access is limited to the school administration, teachers, and students only. Parents and guardians may check the progress of their children through the students' accounts, including assigned work, teacher feedback, grades, and learning updates. Students must keep their login details confidential, use the platform responsibly and respectfully, and report any technical, privacy, or access concerns to the school administration. Information shared through the LMS supports communication and learning, but formal school decisions, official notices, complaints, and approvals must continue to follow the school's approved communication channels.

3.5 Visits and Cooperation:

Advance Visits: Any visit to the school, whether from a parent or any visitor, must be scheduled in advance, with the ID card presented at the gate.

Non-interference: Parents are not allowed to enter any classroom and approach other students without prior invitation or permission from the administration.

Private Lessons: it is strictly forbidden to arrange private lessons with the school's teachers, and any additional support will be coordinated by the administration.

3.6 Health and Administrative Responsibilities:

Continuous Update: Parents should update the student's contact information and medical records as soon as they change.
Reporting of absences: the student absence or tardiness must be reported to the school immediately, with a formal excuse provided if necessary.
Leave: follow the official early leave procedure (via email or phone call) and do not escort the student without notice for admission.

Section Four: Student Conduct, Attendance, Safeguarding, and Digital Responsibility

Students are expected to behave responsibly, respectfully, and safely at all times, in accordance with our morals, the values of Al-Manar Private School, and the laws and regulations of the Kingdom of Bahrain. Students must show respect to teachers, staff, classmates, visitors, school property, and the wider community. The school will promote positive behaviour, protect students from harm, respond promptly to bullying or safeguarding concerns, and apply disciplinary procedures fairly, proportionately, and consistently with school rules and applicable Bahraini requirements.
Digital responsibility: students must use school technology, online platforms, and digital communication tools only for approved educational purposes. Cyberbullying, unauthorised recording, image sharing, misuse of personal data, accessing inappropriate content, or using devices in a way that affects safety, privacy, or learning is prohibited.

4.1 Respectful Behaviour, and Compliance with School Rules:

Students are expected to follow morals in their words, actions, dress, relationships, and daily behaviour. This includes honesty, modesty, kindness, respect for parents and teachers, respect for elders, care for younger students, cooperation, self-discipline, and avoidance of offensive language, disrespect, aggression, mockery, or behaviour that harms others. Students must comply with school instructions, classroom expectations, safety rules, and the lawful directions of teachers, supervisors, and administration.

4.2 Attendance and Time Discipline:

Morning assembly: commitment to be at the designated place of the assembly on time, and to participate respectfully in the national anthem and the recitation of the holy Quran.
Regularity: Commitment to attend school and classes on time. Repeated tardiness without an acceptable excuse is considered a behavioural offense.

4.3 Behaviour in the Classroom and Corridors:

Respect: Treat all teachers, colleagues, and staff with politeness and respect.
Listening and Participation: Actively participate in classes and not hinder them.
Cleanliness: keeping classrooms, corridors, and school facilities clean.
Adherence to teacher instructions: Positively implement the instructions and directives issued by any teacher or supervisor.

4.4 Behaviour During Breaks and Common Areas:

Permitted Places: Staying in the courtyards and spaces designated for space only.
Safe Behaviour: Students must avoid violent or dangerous games, running in hallways, or disturbing others.
Prevention of bullying: Bullying in any form, including verbal, physical, psychological, social, or electronic bullying, is prohibited. Any concern will be taken seriously, reviewed fairly, documented where appropriate, and addressed through proportionate safeguarding and disciplinary procedures in line with school rules and Ministry of Education requirements.

4.5 General Appearance and School Uniform:

Dress adherence: wear a clean and tidy school uniform or P.E uniform as specified in the schedule.
Personal Hygiene: Commitment to a high level of personal hygiene and decent appearance that reflects the student's discipline and respect for the school community.

4.6 Use of Technology and Electronic Devices:

Block Phones: it is prohibited to use mobile phones or any personal electronic devices during the school day. In cases of necessity, the approval of the administration must be obtained first, and it must be delivered at the reception upon entry and retrieved upon departure.
Responsible Use: When using school or internet devices, they should be used for educational purposes only and adhere to the Acceptable Use Policy.
Photography Prohibition: It is prohibited to take photos or videos of anyone on campus without explicit permission.

4.7 Academic Integrity:
Cheating, plagiarism, impersonation, copying work, misuse of artificial intelligence, or helping another student to cheat in assignments, quizzes, projects, or examinations is considered a serious academic offence and may result in disciplinary action.
Honesty: the student is committed to honesty in all his dealings and statements within the school. Students must demonstrate honesty in all school dealings, statements, submissions, and assessments.
4.8 Health and Safety:
Adherence to procedures: Strictly follow all safety instructions (e.g. during emergency drills and evacuation plans).
Reporting: Promptly report any accident, injury, emergency, or any potential danger to the teacher or administration.
4.9 Classification of Misconduct:
Student misconduct may be classified according to its seriousness and impact on safety, learning, wellbeing, school discipline, and compliance with applicable Bahraini requirements. Minor misconduct may include lateness, uniform violations, classroom disruption, littering, or failure to follow routine instructions. Serious misconduct may include bullying, fighting, repeated defiance, vandalism, cheating, harassment, or unsafe behaviour. Major misconduct may include threats, possession of prohibited items, serious aggression, conduct that endangers others, or any matter that may require referral to the parent, competent authority, or relevant official body.
4.10 Progressive Disciplinary Procedure:
The school may apply progressive and proportionate disciplinary measures depending on the nature, repetition, and seriousness of the behaviour. These measures may include a verbal reminder, written warning, parent notification, behaviour meeting, behaviour improvement plan, behaviour contract, temporary removal from an activity, suspension where justified, or referral to competent authorities where required by law or Ministry of Education direction. All disciplinary decisions will be documented and communicated through appropriate school channels.
4.11 Bullying, Harassment, and Discrimination:
Bullying, harassment, intimidation, exclusion, threats, offensive language, mockery, cyberbullying, or any form of discrimination or disrespect toward others is strictly prohibited. This applies in classrooms, corridors, break areas, buses, school events, digital platforms, and school-supervised activities. Any concern will be taken seriously, reviewed fairly, documented where appropriate, and addressed through safeguarding and disciplinary procedures in line with school rules and Ministry of Education requirements.
4.12 Violence, Threats, and Prohibited Items:
Physical aggression, threats, fighting, dangerous behaviour, possession or use of weapons, sharp objects, fireworks, tobacco, vaping products, alcohol, drugs, or any unsafe or prohibited item is not allowed on school premises, buses, school trips, or during any school activity. The school may take immediate safety action, inform parents, document the incident, and refer the matter to the competent authority where required.
4.13 Conduct During School Trips and School Activities:
Students must follow all school conduct rules during school trips, external visits, events, competitions, camps, transport, and any activity organised or supervised by the school. Students must remain with their assigned group, follow supervisor instructions, respect the host venue and public property, avoid unsafe behaviour, use respectful language, and comply with all safety, privacy, cultural, and Islamic moral expectations. Misconduct during a school trip or activity may result in removal from the activity, parent notification, disciplinary action, and exclusion from future trips where appropriate.
4.14 Respect for Property and School Facilities:
Students must respect school buildings, classrooms, laboratories, libraries, buses, equipment, books, technology, displays, furniture, and the property of others. Damage, vandalism, misuse, graffiti, tampering, or careless handling of property is prohibited. Where damage is intentional or caused by misuse, the school may investigate the matter, notify parents, apply disciplinary measures, and request repair or replacement costs where appropriate.

4.15 Student Reporting Duties:
Students must promptly report bullying, harassment, safety risks, accidents, injuries, prohibited items, threats, damage, cyberbullying, suspected harm, or any behaviour that may affect the safety or wellbeing of themselves or others to a teacher, supervisor, counsellor, nurse, or school administration. Reports will be handled respectfully and confidentially as far as possible, while allowing the school to take necessary safeguarding or safety action.
4.16 Searches and Investigations:
Where there is a reasonable concern about safety, prohibited items, bullying, damage, academic dishonesty, or serious misconduct, the school may investigate the matter in a respectful, proportionate, confidential, and documented manner. Any search or safety action will be carried out by authorised staff, with due regard to student dignity, privacy, safeguarding, and applicable laws and Private Education requirements in the Kingdom of Bahrain.

Section Five: Security, Health, Safety, Emergency Preparedness, and Safeguarding
Al-Manar Private School places student and staff safety, wellbeing, and safeguarding at the centre of its operations. The school maintains procedures for emergency preparedness, incident reporting, visitor management, supervision, health support, facility safety, and child protection, consistent with Ministry of Education guidance and applicable Bahraini laws and regulations.
Safeguarding commitment: all staff must remain alert to signs of harm, neglect, bullying, abuse, unsafe behaviour, or wellbeing concerns. Concerns must be reported promptly through the school's designated safeguarding route, documented appropriately, and handled confidentially and sensitively.
5.1 General Safety Procedures
Outreach and Training: The school organizes regular training sessions for students, faculty, and staff on public safety procedures, including emergency evacuation plans, online safety, and proper accident management.
Equipment: The school is equipped with all the necessary safety equipment that is maintained periodically, including fire extinguishers, first aid kits, fire alarm systems, and clear and distinctive emergency exits.
Prompt Reporting: all individuals are required to report to management any situation that poses a potential safety hazard such as water leaks, exposed wires, or malfunctioning tools.
5.2 Contingency and Evacuation Plans
Advance Planning: The school has a detailed and written plan to deal with various emergencies such as fires, earthquakes, bad weather conditions, and security threats.
Training and Applications: regular drills are conducted (at least once each semester) on evacuation plans for students and staff to ensure everyone is aware of escape routes and safe assembly points.
Gathering points: Safe and clear gathering points are established outside the school premises, and all classes must adhere to them when the alarm bell is heard and stay with the classroom teacher until further notice.
Responsibilities: specific roles are assigned to faculty and administrators during evictions such as ensuring rooms are cleared, keeping attendance records, assisting people with special needs.
5.3 Security and Surveillance
Securing the entrances: The main gate of the school is guarded throughout the school day. No person is allowed to enter or exit unless they have been identified and their identity and the purpose of the visit have been ascertained.
Visitation System: All visitors including parents must register at the reception gate upon arrival, present their ID, and wear a visible "visitor" card for the duration of their stay on campus.
Surveillance cameras: Video surveillance may be used for safety, security, and incident review in approved areas of the school campus. Cameras will not be used in private areas such as restrooms or changing areas. Any monitoring will be limited to lawful and necessary purposes, handled confidentially, and managed in accordance with school procedures, Ministry of Education requirements, and Bahrain personal data protection obligations.
Searches and prohibited items: For health, safety, and safeguarding reasons, smoking, e-cigarettes, and prohibited items are not allowed on school premises. Where there is a reasonable safety concern, the school may take appropriate action in a respectful, proportionate, and documented manner, consistent with applicable law, Ministry guidance, and student wellbeing.

5.4 Health and Medical:
safety Vaccinations: All students must comply with the mandatory vaccination schedule set by the Ministry of Health of the Kingdom of Bahrain as a condition for enrolment and continuation in school
Measures in case of illness: it is strongly advised not to send the student to school if he or she has symptoms such as fever, vomiting, or skin rash. To protect children health and others.
First Aid: Registered nurses or trained staff provide immediate first aid when needed. In critical cases, emergency services (999) and a parent are immediately contacted simultaneously.
Chronic Medical Conditions: Parents must inform the school in writing of any chronic medical condition or allergy that the student is experiencing (e.g. asthma, diabetes, anaphylaxis) and provide the necessary treatment plan and medications to be kept in the nursing room.

Section Six: School Trips Safety and Security Policy
The school is committed to applying high standards of safety, supervision, risk assessment, safeguarding, communication, and incident management during all school trips and educational activities outside the campus. No trip may proceed without prior planning, documented risk assessment, required approvals, parent/guardian consent, student briefing, and appropriate supervision arrangements.
Core trip requirements: each trip must have a named chief supervisor, a complete student list, emergency contacts, relevant health information, first-aid arrangements, transport and venue checks, communication procedures, headcount points, and a post-trip review. Any incident, injury, missing-student concern, safeguarding matter, or transport issue must be reported and documented immediately.
Parent information: parents will receive clear information about the purpose, date, location, transport arrangements, cost if applicable, supervision, consent requirements, and safety instructions before any school trip is confirmed. Trips will only proceed after the required internal and official approvals are completed.

6.1 Pre-trip Planning and Risk Assessment
- A detailed trip plan must be prepared well in advance by the appointed supervisor.
- A risk assessment will be conducted to identify potential hazards (e.g., water bodies, heights, overcrowding) and devise plans to mitigate them.
- The trip file must include:
- Complete student data.
- Emergency contact numbers (e.g., nearest hospital, ambulance).
- Information about chronic illnesses or allergies, with parental consent for necessary treatment.

6.2 Official Approvals
Before informing parents or sending consent forms, the school must obtain all necessary official approvals for organizing the trip, including:
Approval from the host organization or location.
Clearance from the Ministry of Education according to applicable regulations.
- The trip should only be announced to parents after final approvals are secured.

6.3 Training and Awareness
- Supervisors should provide a complete briefing before the trip, including the detailed plan, emergency numbers, and health information.
- The school will conduct a short briefing session for students before the trip to remind them of general safety rules and expected behaviour.

6.4 Transportation and Traffic Safety
- Safe and licensed transportation must be used.
- The vehicle capacity should not be exceeded.
- Each bus must have a clear visibility check and safety resources.
- Compliance with safety instructions and seat belt usage is mandatory.
- Qualified drivers with experience in transporting school students should be contracted.

6.5 Food Safety
- All meals should come from approved establishments by the Ministry of Health.
- Proper hygiene standards must be maintained during the transport and storage of food.
- Students' dietary restrictions (e.g., allergies, special diets) must be accommodated.

6.6 Operational Procedures During the Trip
- A regular headcount will be conducted, especially during:
- Boarding and disembarking transportation.
- Transitions from one location to another.
- Returning to school.

- Each student must stay with their assigned group.
- No student should leave the designated trip area without supervision.
- Clear assembly points should be established at each location visited.

6.7 Emergency Procedures

First Aid

First aid will be provided immediately by the nurse or trained supervisor.

- In cases requiring advanced medical attention, immediate contact will be made with the nearest healthcare centre or hospital.

6.8 Communication

Supervisors must maintain immediate contact with:

School administration.

- Emergency medical services (in cases of injury or illness).

6.9 Documentation

Any incidents or injuries must be documented in detail, including:

Time and location of the incident.

Description of the situation.

First aid provided.

- Actions taken and parties contacted.

6.10 Post-trip Follow-up and Evaluation

After the trip, a detailed report must include:

A general assessment of the trip.

Any incidents or injuries reported.

Challenges faced by the team.

- Recommendations for future trips.

6.11 Approval and Review

This policy is approved by the administration of Al-Manar Private School.

It is subject to annual review and may be updated based on local regulations or lessons learned from previous trips.

Website publication note: this policy may be published on the official school website for parent reference. If there is any difference between this parent-friendly version and a mandatory Ministry of Education requirement or applicable law, the legal or Ministry requirement will apply.

Appendix A: Role Distribution and Responsibilities

Main Task	Responsible Person / Entity
Official approvals and required permissions	Activities Department / School Administration
Risk assessment and safety planning	Chief Supervisor
Overall trip leadership and decision-making	Chief Supervisor
Continuous student monitoring and group supervision	Assigned Supervisors
Health, first aid, and medical support	School Nurse
Logistical support, materials, transport coordination, and supplies	Support Staff
Emergency communication with parents, school leadership, and authorities where required	School Administration / Chief Supervisor

Appendix B: Trip Preparation Checklist

Official approvals from the relevant school departments and external authorities, where required.
Final student list, group allocations, and supervisor assignments.
Updated student health files, allergy information, medication instructions, and emergency medical notes.
Parent/guardian consent forms and emergency contact numbers.
Comprehensive first-aid kit and any trip-specific health or safety supplies.
Official school letter of introduction, if required by the host venue or authority.
Student identification cards showing the school's name and contact number.
Approved trip itinerary, transport details, meeting points, return time, and budget information where applicable.
Emergency contingency plan, including communication steps, nearest healthcare facility, and procedures for delays, injuries, missing-student concerns, or unexpected changes.
Pre-trip briefing for students and supervisors covering behaviour expectations, safety rules, headcount points, and emergency instructions.
This appendix is designed to support the trip team before, during, and after each school trip. Student safety, safeguarding, clear communication, and proper documentation remain the school's highest priorities throughout all stages of planning and implementation.
Approved by: School Administration