: Learners Today.. Leaders Tomorrow :

The Gulf English School

Emergency Action Plan
for Extra Curricular Activities & Out of School Activities

Author: Leadership Team

Adoption / Review	Committee	Lead Personnel	Review Date:
October 2026	LT	LT	October 2027

This policy applies across all campuses:
GES Gharafa (Infants, Juniors and Secondary) and GES Bin Omran

COUNCIL OF INTERNATIONAL SCHOOLS

Our Vision

We aim to develop a responsible, respectful, resilient school community, supporting the highest level of personal achievement in a changing modern intercultural world.

V1	We aim to develop a responsible, respectful, resilient school community,
V2	supporting the highest level of personal achievement
V3	in a changing modern intercultural world.

Mission Statements

M1	We provide a high-quality education, focusing on skills, knowledge and application, enabling our community to strive and achieve excellence
M2	We aim to develop a culture of life-long learning, independence, ambition, which is continuously demonstrated by our community.
M3	Our community promotes diversity and global citizenship where individual differences are understood and celebrated.
M4	To drive the development of creative skills and critical awareness in our students.
M5	Our school community provides a safe, supportive, and stimulating learning environment that focusses on the well-being of all
M6	We aim to integrate the use of technology on a day-to-day basis to enhance our teaching and learning.

Our Core Values: The 3 R's

- ✓ **Responsible:** Driven, Ambitious, Achiever
- ✓ **Respectful:** Empathy, supportive, caring, diversity
- ✓ **Resilient:** Risk takers, empowered, committed

Policy Aims

The Gulf English School (GES) is committed to providing a safe, supportive and well-managed environment for all students, staff and visitors. This Emergency Action Plan sets out clear and practical steps to follow if an emergency occurs during an educational visit, extra-curricular activity (ECA), sporting event, school journey, residential visit or other school-organised activity.
The aims of this plan are to:

- protect the safety, welfare and safeguarding of students and adults;
- ensure emergencies are managed calmly, quickly and consistently;
- make sure roles and responsibilities are clear before an activity begins;
- ensure accurate registers, emergency contacts and medical information are available;
- provide clear arrangements for contacting emergency services, school leadership and parents;
- ensure incidents are recorded, reviewed and used to improve future practice;
- support the GES core values of being Responsible, Respectful and Resilient in all school activities.

Rationale

Related GES procedures also include the Behaviour and Anti-Bullying Policies, Attendance and Punctuality Policy, Admissions Policy, SEND/Inclusion and EAL arrangements, Online Safety Policy, Data Protection arrangements, Home–School Agreement and Complaints Policy. Where procedures overlap, the Safeguarding and Child Protection Policy governs the response to child protection concerns.

Educational visits, ECAs, competitions, sports and other activities are an important part of life at GES. They give students opportunities to develop confidence, independence, teamwork, cultural awareness and wider learning beyond the classroom. These experiences should be encouraged, but they must be carefully planned and appropriately supervised.

GES recognises that emergencies cannot always be prevented. Good planning, sensible risk assessment, clear communication and trained staff can reduce risk and help the school respond effectively when something unexpected happens. This plan is therefore designed to be practical and easy for staff to use.
This plan should be read alongside the GES Health and Safety Policy, Safeguarding and Child Protection Policy, First Aid Policy, Clinic and Medical Policy, Critical Incident arrangements, Transport/Bus procedures and relevant educational visits procedures.

Scope

This plan applies across GES Gharafa (Infants, Juniors and Secondary) and GES Bin Omran. It applies to all school-organised activities on or away from the school site where an emergency response may be required, including:

- educational visits and local trips;
- ECAs and after-school activities;
- sports fixtures, competitions and tournaments;
- cross-campus activities;
- outdoor and adventurous activities;
- residential and international visits;
- school transport connected with an organised activity;

- events involving external providers or venues;
- clubs or activities delivered on GES premises by approved external coaches, tutors, instructors or organisations;
- parents/carers and accompanying family members who remain on GES premises while waiting for or supporting children attending ECAs, clubs, fixtures or school events.

This plan applies to GES staff, students, volunteers, approved external providers, coaches, tutors and instructors involved in these activities. Relevant emergency and site-safety expectations also apply to parents/carers and other authorised visitors who are on school premises during ECAs, after-school clubs, fixtures or events.

GES Principles for Safe Activities

Parental consent must be obtained and recorded in accordance with the GES Educational Visits procedures before an off-site activity, including confirmation of the specific activity, travel arrangements, medical requirements and emergency contact details. Routine ECA enrolment must not be treated as blanket consent for a materially different off-site visit. Any exceptions must be authorised through the applicable school process.

At GES, safety and safeguarding are shared responsibilities. The following principles apply to all activities:

- All school-organised activities and trips require prior Ministry of Education and Higher Education (MOEHE) approval. The necessary application and supporting paperwork must be submitted to the Ministry and approval obtained before the activity proceeds.
- A suitable risk assessment must be completed before the activity.
- Students must be appropriately supervised at all times.
- Accurate registers and head counts must be maintained at key points.
- Relevant medical, allergy, safeguarding and additional-needs information must be considered during planning.
- First-aid provision and emergency medication must be appropriate to the activity and students attending.
- Transport, collection and handover arrangements must be clear and safe.
- Staff must know who is leading the activity and who to contact at school in an emergency.
- If conditions become unsafe, the activity must be paused, changed or stopped.
- Emergency exits, evacuation routes and assembly points must be known to staff and students and kept clear of obstructions.
- Staff and students should know the location of relevant safety equipment, and staff expected to use it must have appropriate training.
- Students should receive age-appropriate safety guidance, so they understand how to respond calmly and follow staff instructions in an emergency.

Roles and Responsibilities

School Leadership

- ensure suitable emergency, safeguarding and health and safety arrangements are in place;
- ensure all activities receive school approval and that all required paperwork is submitted to MOEHE and Ministry approval is obtained before the activity proceeds;
- ensure competent staff are appointed to lead activities;

- support the school response to a serious or critical incident;
- coordinate communication with parents, the Board/General Management and relevant authorities where required;
- ensure serious incidents are reviewed and actions followed up.

Activity / Trip Leader

Before departure, confirm a named school-based emergency contact who is available for the full duration of the activity, including return and delayed collection. Staff must have a reliable means of communication and an alternative if the primary device or network fails.

- have overall operational responsibility for the group during the activity;
- ensure all accompanying adults understand their roles;
- carry or have secure access to registers, emergency contacts, medical information and the emergency plan;
- complete head counts at agreed transition points;
- brief students on behaviour, boundaries, meeting points and what to do if separated;
- contact emergency services and GES when required;
- keep a factual written record of a serious incident;
- stop or change the activity if safety or safeguarding cannot be maintained.

Accompanying Staff and Volunteers

- follow the instructions of the Activity/Trip Leader;
- maintain active supervision and appropriate professional boundaries;
- report medical, safeguarding, behaviour or safety concerns immediately;
- know which students they are responsible for;
- support head counts, safe movement and student handover;
- maintain confidentiality and never post incident information or student details on personal social media.

School Nurse / First Aid Provision

GES has qualified nursing provision on its campuses. All medical and first-aid arrangements, including medication, medical information, treatment, recording and escalation, must follow the GES First Aid Policy and Clinic and Medical Policy. Before a trip or activity, the leader must liaise with the school nurse where required and confirm appropriate first-aid cover. In a medical emergency, call 999 when necessary and follow the relevant GES procedures.

External Providers, Coaches and Club Leaders

Before the activity, GES must confirm appropriate safer recruitment or vetting checks, provider competence, insurance where applicable, safeguarding reporting arrangements, supervision boundaries, emergency contact details and a written allocation of responsibilities. External providers must not independently authorise pupil release or communicate sensitive incident details to families without GES coordination.

Approved external staff using GES premises for ECAs, clubs or activities must follow GES safeguarding, emergency, evacuation, first-aid and site-safety arrangements while on site. They must know how to summon help, the relevant assembly point, who the GES duty contact is and how students will be

accounted for and handed over. External providers must not assume that normal school staffing arrangements remain in place after school hours. GES must make clear who is responsible for first aid, emergency communication, access/egress and student collection for each activity.
External providers must immediately report any accident, medical concern, safeguarding concern, missing student, unsafe condition or emergency to the designated GES contact and cooperate with school incident-reporting and follow-up procedures.

Parents, Carers and Visitors During ECAs and Events

Parents/carers who remain on school premises while children attend an ECA, club, fixture or event are expected to follow GES security, safeguarding and emergency instructions. They must remain within permitted areas, keep emergency routes and access points clear, supervise any children who are in their direct care and follow staff/security instructions during an evacuation, lockdown or other emergency.

In an emergency, parents/carers must not remove a student from the site or assembly point without the agreed GES handover process. This is essential so that registers and head counts remain accurate. Parents/carers should not enter restricted areas, treatment areas or incident scenes unless directed by GES staff or emergency services.

Planning Before an Activity

Planning must include written parental consent where required, a named school emergency contact, an identified deputy leader or contingency for leader incapacity, arrangements for lost communication, and submission of all required MOEHE paperwork and confirmation of Ministry approval before the activity takes place. Staff must be told how to access essential pupil information securely without distributing unnecessary sensitive data.

Before an activity takes place, the Activity/Trip Leader must make sure that the planning is proportionate to the age of the students, location, duration and level of risk. The following should be considered:

- purpose and itinerary;
- school approval and prior MOEHE approval for every activity, with the required Ministry paperwork submitted;
- risk assessment;
- staffing and supervision;
- student register and emergency contacts;
- medical conditions, allergies, medication and first-aid needs;
- SEND, mobility, behavioural and safeguarding needs;
- transport and safe boarding/alighting;
- venue or provider checks;
- weather, heat, sun exposure and hydration;
- food and allergy arrangements;
- toileting, changing and prayer arrangements where relevant;
- communication arrangements and staff mobile numbers;
- collection and handover arrangements;

- contingency arrangements if the activity is delayed, changed or cancelled.
- emergency exits, evacuation routes and assembly points at the venue;
- how the group will receive and respond to official emergency alerts or instructions;

International trips must not proceed without prior MOEHE approval. The school must submit all necessary applications and supporting paperwork to the Ministry in advance and retain confirmation of approval. Before departure, the Trip Leader must also verify appropriate travel and medical insurance, emergency assistance arrangements, accommodation, passports and visas, consular/repatriation arrangements and contingency plans.

Risk Assessment and Supervision

Supervision arrangements must be documented and approved by the relevant Head of School before the activity. Ratios are risk-based and must take account of pupils' ages, SEND, medical and behavioural needs, venue layout, water or adventurous activities, transport and provider staffing. Any provider or venue ratio is a minimum consideration, not an automatic substitute for the school's own assessment.

Risk assessment at GES should be practical and useful. It should identify significant hazards, who may be affected, the controls already in place and any further action required. Staff should also use dynamic risk assessment during the activity. If circumstances change and the agreed controls are no longer sufficient, the Activity/Trip Leader should pause, adapt or stop the activity.
The correct student-to-staff ratio must be used for every activity. The ratio should reflect the age and needs of students, the nature of the activity, the venue, travel arrangements and any specific medical or safeguarding needs.

GES-approved minimum supervision ratios are one responsible accompanying adult to ten pupils (1:10) for local trips and one responsible accompanying adult to eight pupils (1:8) for international trips. These are maximum pupil-to-adult ratios, not automatic assurances of adequate supervision. The relevant Head of School must require additional adults where risk assessment identifies younger pupils, SEND, medical or behavioural needs, transport arrangements or higher-risk activities. A staff member with current, appropriate first-aid training must accompany every outdoor excursion; the first-aider must be identified in the trip documentation.

Registers, Head Counts and Student Handover

At collection, the authorised adult must be verified against school records and any agreed collection instructions. For a changed collection arrangement, the school must confirm the request directly with the parent/carer using an established contact route, verify the collector's identity and vehicle details where relevant, and record the authorisation. This includes private taxi and ride-hailing collections; no pupil is to be handed over on the basis of a driver's verbal claim alone.

Accurate accountability is essential. A register must be available throughout the activity. Head counts should take place at appropriate transition points, including before departure, on arrival, before and after movement between locations, before boarding transport and on return to school.

Students must only be released through the agreed GES collection or handover arrangements. Staff should never release a student to an unverified adult or change the agreed arrangement without appropriate school confirmation.

Medical Emergency and First Aid

For pupils with individual healthcare plans or emergency medication, the Activity/Trip Leader must confirm the plan, medication availability, trained personnel and an emergency response before departure. Where an ambulance is called, one adult must remain responsible for the wider group while an appropriate member of staff accompanies the pupil if required. Parents should be informed promptly, but emergency treatment must not be delayed while attempting to reach them.

All medical and first-aid arrangements for ECAs, trips, excursions and school events must follow the GES First Aid Policy and Clinic and Medical Policy. These policies govern medical conditions, allergies, medication, emergency care, consent, records and communication with parents. This Emergency Action Plan sets out the additional activity-specific response and supervision arrangements and does not replace either policy.

- A suitably stocked first-aid kit must accompany every off-site trip/activity and be readily available for on-site ECAs and events where normal clinic access may be limited.
- A member of staff with current, appropriate first-aid training must accompany all outdoor excursions and off-site school trips. The trip leader must confirm the first-aider, first-aid kit, and any emergency medication before departure. For on-site ECAs and events, suitable first-aid or nurse cover must be available for the activity duration.
- The Activity/Trip Leader must identify students with medical conditions, allergies or emergency medication needs before the activity and liaise with the school nurse where necessary.
- Prescribed and emergency medication must be managed, carried, administered and documented in accordance with the GES First Aid Policy and Clinic and Medical Policy, including relevant parental authorisation and individual medical arrangements.
- Where an external provider delivers an activity, responsibility for first-aid access and emergency escalation must be agreed with GES before the activity begins.

If a student or adult becomes seriously ill or injured, staff should:

- make the immediate area safe;
- provide first aid within the limits of their training;
- call 999 where emergency medical assistance is required;
- ensure the rest of the group remains safely supervised;
- contact the GES emergency contact/school leadership as soon as possible;
- provide emergency services with clear information about the casualty and location;
- contact parents/carers through the agreed school process;
- where necessary, arrange for an appropriate GES staff member to accompany a student to hospital;
- record the incident and complete the required school documentation.

GES Health & Safety arrangements state that where the school cannot contact a parent or nominated emergency contact, a member of GES staff will accompany the student to hospital when required.

Safeguarding and Child Protection

GES safeguarding reporting arrangements apply without exception during ECAs and off-site activities. The campus Heads of School are the designated safeguarding leads: Pamela Abbas (Infants), Gary Shaw (Juniors), Daniel Langfield (Secondary) and Mohammed Sidat (Bin Omran). Afshah Deen is the cross-campus Deputy DSL. Contact details and an out-of-hours duty route must be verified and included in each trip pack; staff must not rely on this policy alone for live telephone numbers.

Staff must secure immediate safety, listen without investigating, record the pupil's words and relevant facts, preserve evidence, report without delay to the DSL or agreed deputy, and follow the DSL's directions on risk assessment, family contact and referral to relevant authorities. A safeguarding concern must not be managed solely through the Behaviour or Anti-Bullying Policy.

Safeguarding procedures remain fully in force during all trips, ECAs, transport, residential activities and off-site events. Safeguarding is everyone's responsibility.

If a student makes a disclosure or a safeguarding concern arises, staff should listen calmly, avoid leading questions, never promise confidentiality, make a factual record as soon as possible and report the concern immediately through the GES safeguarding procedure. If a child is at immediate risk, emergency services should be contacted.

Staff must maintain professional boundaries at all times. Arrangements for changing, toileting, accommodation, photography, online communication and one-to-one situations must protect student dignity and safety.

Out-of-hours safeguarding arrangements: pupils must remain appropriately supervised by responsible adults at all times, including during delays, incidents and collection. A staff member who becomes aware of a safeguarding concern must contact the DSL for the responsible campus immediately; if that DSL is unavailable, they must contact any available GES DSL. Where immediate danger exists, staff must contact emergency services on 999 without delaying protective action. The concern must be recorded and reported through GES safeguarding procedures as soon as practicable. The trip leader must confirm working DSL contact details before departure.

Missing or Unaccounted-for Student

There is no mandatory waiting period before escalating a missing pupil where risk is identified. The leader must allocate one adult to coordinate a safe local search and another to supervise the remaining group, immediately inform the school emergency contact, and call 999 without delay where the child is at risk or cannot be located promptly. The school will coordinate parent communication and safeguarding escalation.

A missing or unaccounted-for student must be treated seriously and acted on immediately. The Activity/Trip Leader should:

- stop movement and confirm the register/head count;
- check the last known location and immediate safe area without leaving other students unsupervised;

- alert venue/security staff where appropriate;
- contact GES leadership and parents in line with the seriousness of the situation;
- contact Police on 999 where there is immediate danger, significant concern or the student cannot be located promptly;
- maintain a written record of actions and times;
- once resolved, complete an incident report and review what happened.

Transport and School Bus Safety

For a private taxi or ride-hailing vehicle authorised as part of a collection arrangement, the school must verify the driver's identity, vehicle registration and parent authorisation before handover, following the GES collection procedure. School-organised group travel must continue to use approved providers and approved replacement transport arrangements.
Where school buses or an approved transport provider are used for an ECA, trip, fixture or out-of-school activity, transport arrangements must form part of the activity risk assessment and supervision plan.

- Only GES-approved transport arrangements should be used for school-organised activities.
- A register/head count must be completed before departure, on arrival, before the return journey and after any stop where students leave or board the vehicle.
- Staff must supervise boarding and disembarking and ensure students are not left unattended at vehicles or collection points.
- Students must remain seated and use seat belts where fitted, and behaviour must not distract the driver or compromise safety.
- The Activity/Trip Leader must have the driver/transport contact details, school emergency contact and a contingency plan for delays, breakdowns or road traffic incidents.
- At the end of a journey, staff must check that all students have left the vehicle safely and that essential medication or welfare items have not been left behind.

In the event of a vehicle breakdown, collision or transport-related emergency, the priority is to keep students safe, supervised and accounted for. Staff should move students only when it is safer to do so, call 999 if emergency assistance is required, contact GES, follow the instructions of emergency services and arrange alternative transport only through approved school arrangements.

Students must not be released directly from an incident location unless this has been authorised and verified through the school.

For trips using school-arranged buses, the staff member leading the trip must obtain and retain the assigned bus driver's mobile number before departure. Mr Ayman (HR), who coordinates bus bookings, also holds the booking and driver details and may be contacted to obtain or reconfirm these. Any replacement transport must be coordinated through the authorised GES booking/leadership arrangements. If a pupil is collected directly from an activity location by a parent, authorised adult, taxi or Uber/other ride-hailing service, the same GES collection verification and handover procedures apply as at school, including confirmation of parental authorisation, driver identity, vehicle details and registration plate where relevant. No pupil is released until checks are completed and the handover is recorded.

Emergency Procedures at GES and External Venues

This plan does not replace the school's general evacuation, lockdown or Health & Safety procedures. During an ECA, trip or event, staff, external providers, parents/carers and visitors must follow the emergency procedure for the GES campus or external venue they are using. The Activity/Trip Leader must keep the activity group together, complete a register/head count and report anyone missing immediately.

For each GES campus, staff, pupils and visitors must use the designated external assembly point(s) and any alternative evacuation location specified in the current GES Health and Safety Policy and campus emergency procedures. Trip and ECA leaders must familiarise themselves with the applicable campus arrangements before activities begin. At external venues, the venue-specific evacuation arrangements must be confirmed during planning and briefing.

The Health and Safety Policy and the applicable campus evacuation plan are the authoritative sources for each campus's external assembly points. Any changes to these locations must be communicated to activity leaders, staff and external providers.

GES will use the response that is safest for the type of emergency. An internal danger, such as a fire, will normally require evacuation. An external danger may require students and staff to remain in a safe area and shelter in place until further instructions are received.

When an emergency alert is issued, activities should stop and everyone should remain calm and follow instructions from GES leadership, site safety staff, emergency services and, where applicable, Qatar's National Warning System.

During an evacuation, staff and students should:

- use stairs and not lifts/elevators;
- leave personal belongings behind;
- move calmly without pushing or crowding;
- go directly to the designated assembly point;
- remain at the assembly point until the all-clear or further official instructions are given;
- complete an immediate register/head count and report any missing student, staff member or visitor without delay.

Younger children and students who need additional support should receive close adult supervision, reassurance and assistance appropriate to their age and needs.

Severe Weather, Heat and Environmental Conditions

Qatar weather conditions must be considered when planning activities. Staff should take account of extreme heat, sun exposure, dehydration, sandstorms, poor visibility and any official warnings. Activities should be adapted, moved indoors, delayed or cancelled where conditions create an unacceptable risk. Students should have suitable access to drinking water, shade/rest and appropriate clothing or sun protection for the activity.

Serious or Critical Incident Off Site

For a major incident, the Activity/Trip Leader must first protect life, call 999 where required, account for all pupils and adults, provide first aid within training and maintain safe supervision. As soon as practicable, staff must contact the relevant Head of School (or any other available GES Head of School if the

responsible Head cannot be reached), a GES Designated Safeguarding Lead (DSL) and the General Manager (GM). Parents or carers of affected pupils must be informed promptly, with communication coordinated by the Head of School or delegated incident lead to ensure accurate information and allow staff at the scene to focus on safety. Staff must record key decisions, actions and contact times.

A factual incident log should be started and maintained. It should record what happened, where and when it happened, who was involved, injuries or known concerns, actions taken, contact with emergency services and communication with the school.

Where possible, one adult should remain available to liaise with emergency services while another maintains supervision of the group. The Activity/Trip Leader should consider whether the activity needs to be abandoned and work with GES to arrange safe return, alternative transport or accommodation.

School Response to a Major Incident

The responsible Head of School, or another available GES Head of School if necessary, in coordination with the General Manager, will identify the school incident lead and allocate responsibility for emergency-service liaison, pupil accountability, safeguarding, parent communication, transport and logistics, and the incident log. The Head of School or General Manager will determine any required escalation to the Board or relevant authorities.

When GES is informed of a serious incident, school leadership should confirm the facts, establish a single school incident lead and activate the school's critical incident arrangements where required. The school should maintain a central incident log, confirm student and staff information, coordinate communication with families and arrange practical support for the group. The responsible Head of School (or any other available GES Head of School), DSL and GM must be informed without delay. School leadership will coordinate timely contact with affected parents/carers, confirm who is responsible for each communication and document when notifications were made.

Only an authorised GES spokesperson should communicate with the media. Staff and students must not speculate, assign blame or share confidential information or images on social media.

Communication with Parents and Carers

Parents and carers should receive clear, accurate and timely information through authorised GES channels. Information should be factual and should protect the privacy of students, staff and families. Where information is still being confirmed, the school should say this rather than speculate. In a major incident, the Head of School or delegated leader must ensure affected parents/carers are contacted promptly, in coordination with the DSL and GM; emergency services must be contacted first where immediate assistance is required.

In a serious incident, the school should normally coordinate parent communication so that staff at the scene can focus on student safety and emergency response.

Recording, Reporting and Review

Safeguarding records must be entered into the authorised GES safeguarding reporting route and made available to the relevant DSL; medical and accident records must be recorded through the appropriate school procedures. Access is limited on a need-to-know basis, and records must be handled in line with GES data protection and retention requirements.

All significant accidents, safeguarding concerns, serious incidents and near misses must be recorded using the appropriate GES system or form. Records should be factual, completed as soon as practicable and stored securely.

Following a serious incident, school leadership should review what happened, identify any lessons learned and update risk assessments, procedures, training or provider arrangements where necessary. The purpose of review is to improve future practice and student safety.

Emergency Contact Information

For Police, Ambulance or Fire emergency assistance in Qatar, call 999.
Campus emergency and out-of-hours contact numbers must be checked against the current GES emergency contact directory before each activity. Trip leaders must carry or have secure offline access to the relevant contact list.

EMERGENCY TELEPHONE NUMBER
999

School Addresses

Main Campus (Secondary and Juniors)	
Area Name	Main Campus
Building Number	41
Zone	51
Street Name	Al Gharrafa Street
Street No.	785

Infants Campus	
Area Name	Infants
Building Number	6
Zone	51
Street Name	Habes Bin Saeed Street
Street No.	768

Bin Omran Campus	
Area Name	Bin Omran
Building Number	13
Area No.	37
Street Name	Jaalian Street
Street No.	901
Additional Information	Near to Castle Garden Compound.

School Telephone Numbers

Main Line	+974 44578777	
Head of School	+974 44293500	(Head of School)
School Reception	+974 44293555	(School Reception)
Bin Omran Campus	+974 44423900	(Bin Omran Reception)

Training and Awareness

Prior to leading a visit, staff should receive a proportionate briefing on safeguarding, emergency escalation, missing-pupil procedures, medical plans, parent communication, safe collection and the relevant site-specific emergency response. External providers must receive a documented induction covering their responsibilities and the school's duty contact.

Staff leading trips and activities should understand this plan and the relevant GES procedures before taking responsibility for a group. Appropriate safeguarding and first-aid training should be current. Students should receive an age-appropriate safety briefing before activities and should understand the GES expectations for behaviour and emergency instructions.

GES should regularly remind students and staff of emergency exits, assembly points and basic age-appropriate safety expectations. Evacuation drills and staff briefings should reinforce calm movement, accurate head counts and the requirement to follow official instructions.

Monitoring and Review

The plan must be reviewed following a significant incident, material change to emergency arrangements, or relevant regulatory change, even where the scheduled two-year review date has not been reached. The leadership team must confirm that campus-specific contact lists, assembly points and trip approval arrangements remain current before operational use.

School Leadership will monitor the implementation of this plan through review of trip documentation, risk assessments, incidents and near misses. The plan should be reviewed at least every two years, or sooner following a serious incident, significant change to school arrangements, or new Ministry or regulatory requirements.

Appendix A - Trip Leader Emergency Quick Guide

- STOP and make the situation as safe as possible.
- CALL 999 if emergency assistance is required.
- ACCOUNT for every student and adult.
- FIRST AID - provide appropriate help and emergency medication.
- SUPERVISE - keep the group together and safe where possible.
- CONTACT GES through the agreed emergency route.
- RECORD key facts, decisions, calls and times.
- SAFEGUARD - report safeguarding concerns immediately.
- COMMUNICATE only confirmed information; do not post on social media.
- HANDOVER students only through verified GES arrangements.
- EVACUATE OR SHELTER - follow the safest response for the type of danger and official instructions.
- ASSEMBLY - go directly to the designated point, complete a head count and report anyone missing immediately.

Appendix B - Minimum Pre-Departure Check

Check	Confirmed
Activity and itinerary approved	☐
Risk assessment completed and reviewed	☐
MOEHE application and required supporting paperwork submitted; Ministry approval received	☐
Staffing and supervision confirmed	☐
Student register and emergency contacts available	☐
Medical/allergy/SEND/safeguarding needs considered	☐
First-aid kit and medication prepared	☐
Transport arrangements confirmed	☐
Venue/provider checks completed	☐
Staff emergency contacts shared	☐
Student safety briefing completed	☐
Collection/return arrangements confirmed	☐
Emergency exits, evacuation routes and assembly point identified	☐
Students/staff briefed on age-appropriate emergency and evacuation expectations	☐
Official emergency alert / communication arrangements understood	☐

Appendix C - Emergency Incident Log

Date / Time	Action / Information	Person Responsible

Appendix D - Related GES Policies and Procedures

- GES Health & Safety Policy
- GES Safeguarding and Child Protection Policy
- GES First Aid Policy and Clinic and Medical Policy
- GES Health & Safety Manual
- GES Transport / Bus procedures
- GES Behaviour and Anti-Bullying procedures

Appendix B - Minimum Pre-Departure Check

Check	Confirmed
Activity and itinerary approved	☐
Risk assessment completed and reviewed	☐
MOEHE application and required supporting paperwork submitted; Ministry approval received	☐
Staffing and supervision confirmed	☐
Student register and emergency contacts available	☐
Medical/allergy/SEND/safeguarding needs considered	☐
First-aid kit and medication prepared	☐
Transport arrangements confirmed	☐
Venue/provider checks completed	☐
Staff emergency contacts shared	☐
Student safety briefing completed	☐
Collection/return arrangements confirmed	☐
Emergency exits, evacuation routes and assembly point identified	☐
Students/staff briefed on age-appropriate emergency and evacuation expectations	☐
Official emergency alert / communication arrangements understood	☐