**HQIS Policy:**

**Field Trips and Expeditions**

**Students can derive great benefit from experiences beyond the campus and, while different risks need to be recognised, the School will seek to approve these excusrions where there is demonstrable benefit to the academic, social, and health dividend from the activity.**

The following list is not exhaustive, but presents the minimum steps that should be taken in preparation for Field Trips. If your Faculty/Department has an official risk management manual, this list should be used only as a supplement to it. (For more detailed information please contact the Director of Operations or appropriate Dean)

1. To ensure coverage by the School’s liability insurance, every proposed Field Trip must first receive official approval from the Faculty responsible.
2. A Field Trip Coordinator (“FTC”) must be put in charge of the Field Trip, from start to finish, to ensure that: a) The objectives of the Field Trip are met; b) All significant risks associated with the Field Trip are identified, evaluated, and prepared for; c) All participants adhere to basic rules of safety; d) All participants adhere to the rules of the Field Trip venue; e) All participants can be accounted for throughout the Field Trip; f) Assistance and/or contact of emergency services are known and shared with staff and students in the event of an accident.
3. Prior to the Field Trip the FTC should conduct a risk analysis with the following components (if a factor that could aggravate a risk, e.g. harsh environmental conditions or bad weather, is a real possibility it should be identified and analyzed as a separate risk): a) Identification of each risk in the Field Trip; b) Likelihood of the risk materializing; c) Gravity of the risk materializing; d) Calculation of the risk’s Severity = Likelihood x Gravity (the more likely or grave the risk, the higher the risk Severity); e) Response(s) to each risk: i. Risks with low Severity can be accepted with little or no mitigation; ii. Risks assessed to have moderate Severity should be mitigated to the point where the risks
are acceptable – or they should be avoided; and iii. Risks that have high Severity should be avoided. The FTC should briefly identify the proposed appropriate response(s) to each risk.
4. When the risk analysis has been completed, it should be reviewed and approved both by the Faculty/Department and gh Head of School before further action is taken.
5. If a Field Trip activity with significant risk Severity is involved, or the Field Trip will take place outside Shanghai: a) an informed consent, waiver or liability disclaimer should be sought from participants; b) participants must use/wear appropriate safety equipment (e.g. life jackets) – including, if required by the Faculty/Department authorizing the Field Trip, specified Personal Protective Equipment; c) someone with CPR/First Aid certification must be present for the Field Trip activity; and d) the FTC should ensure that a first aid kit or will be easily accessible at the Field Trip venue(s) and on the journeys to and from.

**(6)** The Field Trip will be alcohol free - or the School’s insurance coverage will be jeopardized in the event of an accident.

**(7)** The FTC must know how to contact emergency services immediately in the event of an accident, illness or other serious mishap.

**(8)** Emergency contact information of all participants should be confirmed before the Field Trip and this will be stored in the School. A campus-based senior leader will be available during the trip to field any emergency calls and take approriate action from the School site.

**(9)** Medical Concerns: a) Before the Field Trip each participant should confirm to the FTC that they are in satisfactory health and condition to participate in the Field Trip; b) Participants should be required confidentially to disclose to the FTC any medical conditions or allergies they may have that could be affected by any of the Field Trip’s circumstances – and that should be made known to medical responders in the event of an injury or other emergency; c) Participants should be advised that, if they wish to be considered for accommodations for disabilities, they must make those needs known to the FTC well in advance of the Field Trip – on the understanding that, due to limited resources, not every requested accommodation can be made. d) Participants should be formally reminded that they are responsible for ensuring that they have a sufficient supply of their own prescribed medications and that they are responsible for administering their own medications in the correct manner and dosage.

**(10)** Participants should travel to the Field Trip venue by either a) Commercial transportation with professional drivers; b) School fleet vehicles authorized for this purpose and driven by individuals authorized by the School.

**(11)** Staffing ratios should include female colleagues and a high ratio of staff to students (1:8) is advised. Older students can be escorted with a 1:12 ratio.

**(12) HQIS will be kept aware of any changes to the agree plan and any deviations necessary. The safety of students and staff is of the utmost priority,**