

HM's Directive on School Trips & Events Held Outside School 2024-25

Introduction

This directive is designed to ensure the safety and health of pupils on school trips and out-of-school events. The Directive is based in particular on the Methodological Instruction for Ensuring the Safety and Health Protection of Children, Pupils and Students in Schools Ref. 37014 / 2005-25 issued in Prague on 22.12.2005 and the School Code.

School trips and events are activities that are not common. There is an increased risk of injury and damage during such activities. Every trip and out of school event requires increased caution, greater discipline, and safety instruction.

Basic obligations

Duties of the school

The school will:

- ensure the health and safety of pupils in during the out-of-school events
- identify, assess and evaluate risks associated with activities and the environment and to take measures that prevent those risks
- create conditions for the provision of first aid and medical treatment in the event of injuries and sudden illnesses
- inform the legal representatives about the aim and organisational arrangement of the trip or event and the schedule of the trip or event held outside the school
- inform pupils about the purpose of the trip or event and about the daily schedule
- check the medical fitness of pupils
- inform pupils and other participants about safety and health protection, fire protection, principles of safe and decent behaviour, etc.
- monitor the health of the pupils during the event

Pupils' duties

In particular, pupils are obliged to:

- comply with the School Code and other guidelines, instructions and rules they were informed about in order to protect everyone's health and safety
- follow the instructions of the trip leader, school staff, instructors, or other supervisors
- protect their health and the health of others,
- follow the daily plan and the instructions issued for the siesta and night lights-out
- follow the instructions of the operators of the facilities they use
- to act decently and considerately, to represent the school by their behaviour
- immediately report any injury or illness

Adult pupils are also obliged to:

- inform the school about changes in medical fitness, health problems or other serious facts that could affect the trip or event
- to explain the reasons of their absence at the trip or event in accordance with the conditions set out in the School Code

Duties of legal representatives

Legal representatives of pupils are obliged to:

- discuss serious issues related to a trip or out-of-school event; when invited to the school by headmaster or trip leader, they are obliged to attend the meeting
- inform the school about changes in pupil's medical fitness, health problems or other serious facts that could affect the trip or out-of-school event
- to explain the reasons of pupil's absence at the trip or out-of-school event in accordance with the rules set out in the School Code
- **Safety and health protection**

Pupils

On the first day of the trip or before the start of the trip, pupils are instructed about the following rules and are obliged to follow them:

- on possible health risks and principles of ensuring safety and health protection in all activities in which they participate
- about the principles of safe and decent behaviour
- about all prohibited activities
- about the School Code regulations, regulations of sports and accommodation facilities, etc.
- about the rules of fire protection or other emergencies
- how to proceed in case of accident or illness
- with other measures that may be of safety precaution
- about other possible risks

Supervision

The Headmaster ensures proper supervision of pupils outside the school. It is based on specific conditions of each event and in particular the planned activities, the age of the pupils, their intellectual development and other risks.

In addition to pedagogical staff, supervision may also be performed by other persons who are of legal age, fully competent to perform legal acts and are in an employment relationship with the school.

For events held outside the school, where the meeting place for the pupils is not the school, supervision begins 15 minutes before the meeting time at the designated place. After the event, the supervision ends at a predetermined place and at a predetermined time. The place and time of the pupil assembly and the end of the event will be announced by the school either to the pupils' legal representatives or directly to the adult pupils.

Medical prerequisites for participation in the trip

To participate in some of the school's events, the school may require a certificate of medical fitness, which is assessed and issued by a general practitioner for children and adolescents.

To participate in two or more day events, a Declaration form (no infectious disease) signed by legal representatives or an adult pupil must be submitted on the day of departure.

The pupil must also have health insurance valid in the Czech Republic and must have their health insurance card or a copy of it with them.

Residential trips rules and regulations

Before the start of each trip or out-of-school event, participants will be instructed by the school on the appropriate equipment. Pupils cannot be admitted to the course without the necessary equipment.

The event is always organised by the trip leader, who manages other staff and qualified instructors. All staff regularly check the compliance with regulations to ensure safety and health.

Code of conduct

- pupils are obliged to comply with the School Code and other guidelines, instructions and rules they were informed about in order to protect everyone's health and safety,
- pupils are obliged to follow the instructions of the trip leader, school staff, instructors, or other supervisors,
- pupils must respect and follow the rules of the accommodation facility,

- it is the duty of each pupil to maintain cleanliness and order in the room, common rooms and sanitary facilities; use of electrical appliances, operation of heating, etc. must follow the instructions of the accommodation facility,
- pupils are obliged to follow the daily schedule, especially the time of the alarm clock, planned activities, siesta and the time of lights-out,
- if pupils are divided into teams, they are not allowed to leave the team without the permission of the trip leader, school staff, instructors, or other supervisors,
- pupils report any illnesses and injuries to the trip leader, school staff, instructors, or other supervisors,
- pupils may not leave the accommodation facility without the permission of the trip leader, school staff, instructors, or other supervisors,
- pupils meet in common rooms designated for this purpose,
- pupils must dress and behave sensibly, responsibly and appropriately,
- smoking and consumption of alcoholic beverages or addictive substances is strictly prohibited,
- all lost and found must be reported immediately to the instructors, teachers and trip leader,
- damage to the accommodation equipment must be reported immediately and paid for by the person who caused it,
- pupils communicate their wishes and complaints to the trip leader,
- pupils are obliged to act politely and decently with the accommodation staff,
- violation of the trip rules is punishable according to the degree of offense by expulsion from further stay in ski training, without the right to a refund of paid expenses (after prior consultation with the Headmaster),
- if the pupil is expelled from further stay in the ski trip, the school management will negotiate with the legal representatives the method of transporting them back to school or home; preferably the pupil will be picked up by a legal representative directly from the accommodation.

In addition to the general principles of residential trips, other special rules must be observed for certain activities. This is especially the case for the following activities:

- **Ski trip**

In addition to the Parents declaration (no infectious disease), and if necessary, a certificate of medical fitness, each pupil must submit a certificate of adjustment of ski safety binding. The certificate could be issued by certified ski service, or legal guardians can submit a solemn declaration (adult pupils sign the declaration themselves). Pupils must also have a ski helmet.

Pupils are required to comply with regulations and instructions to ensure safety and health, including the rules of safe movement on downhill and cross-country trails.

Pupils are divided into teams according to their performance and health; pupils may not leave the team without the permission of the instructor. The team follows the instructions of a pedagogical worker or a qualified instructor. A suitable terrain will be chosen for the

training, which corresponds to the ski maturity of the team, sick pupils will be excluded from the training.

Cable cars and lifts are used only after proper instruction on all rules and safety regulations on riding lifts and cable cars. During the stay in the mountains, it is necessary to follow the instructions of the Mountain Service and respect the warning signs. Under unfavourable conditions (thick fog, snowstorm, temperature below -12°C , etc.) training and mountain trips are limited or not held.

During the ski trip and ski training:

- safe storage of participants' belongings and skis will be ensured,
- ski training will be started by providing pupils with the necessary information, in particular: the organisation of ski training, the rules of ski training, the rules of the accommodation facility, etc.
- care will be provided for the health of the pupils, and in the event of accidents, information for parents and the school will be provided

■ **Ski trip - Code of Conduct**

- pupils are obliged to comply with the School Code and other guidelines, instructions and rules they were informed about in order to protect everyone's health and safety,
- pupils are obliged to follow the instructions of the trip leader, school staff, instructors, or other supervisors,
- pupils must respect and follow the rules of the accommodation facility,
- it is the duty of each pupil to maintain cleanliness and order in the room, common rooms and sanitary facilities; use of electrical appliances, operation of heating, etc. must follow the instructions of the accommodation facility,
- pupils are obliged to follow the daily schedule, especially the time of the alarm clock, planned activities, siesta and the time of lights-out,
- if pupils are divided into teams, they are not allowed to leave the team without the permission of the trip leader, school staff, instructors, or other supervisors,
- pupils report any illnesses and injuries to the trip leader, school staff, instructors, or other supervisors,
- pupils may not leave the accommodation facility without the permission of the trip leader, school staff, instructors, or other supervisors,
- pupils meet in common rooms designated for this purpose,
- pupils must dress and behave sensibly, responsibly and appropriately,
- smoking and consumption of alcoholic beverages or addictive substances is strictly prohibited,
- all lost and found must be reported immediately to the instructors, teachers and trip leader,
- damage to the accommodation equipment must be reported immediately and paid for by the person who caused it,
- pupils communicate their wishes and complaints to the trip leader,
- pupils are obliged to act politely and decently with the accommodation staff,

- during the ski training, pupils are divided into teams, which they are not allowed to leave without the permission of an instructor; this also applies to trips and other transfers,
- pupils are obliged to follow the instructions for riding on the cable car and ski lift, not overestimate their abilities and adjust their speed to their abilities, health, piste and weather,
- pupils who are excused from training may not leave the cottage without the permission of the trip leader, teacher or an instructor,
- ski equipment and gear are kept by pupils in order and clean, skis can be stored, repaired and maintained only in a place designated for that purpose,
- ski equipment must be stored in the designated area, otherwise the school does not bear responsibility for the equipment,
- violation of the ski trip rules is punishable according to the degree of offense by expulsion from further stay in ski training, without the right to a refund of paid expenses (after prior consultation with the Headmaster),
- if the pupil is expelled from further stay in the ski trip, the school management will negotiate with the legal representatives how the pupil will be transported back to school or home; preferably the pupil will be picked up by a legal representative directly from the accommodation.

- **Water sports, canoeing, water tourism**

Only swimmers can take part in the water tourism course.

Pupils are equipped with a life jacket and helmet. If conditions worsen or the risk increases while riding on white water, the course leader will interrupt the ride or stop the descent.

- **Cycling**

Before the start of the course, the mandatory equipment, technical condition of bicycles, including the obligation to wear a safety helmet, will be checked. Before each individual ride, the condition of the bike is checked by its user. The provisions of Sections 57 and 58 of Act No. 361/2000 Coll., On Traffic on Roads, as amended, apply to cycling.

- **Conclusion**

School trips and events held outside the school require increased attention, special instruction of participants and following the instructions of teachers and instructors in all circumstances.

This Directive shall enter into force on the date of signature by the Headmaster. The directive is established for an indefinite period and is binding on all pupils, their legal representatives and staff.