



## **INTRODUCTION**

The purpose of this policy is to ensure the safety, well-being and educational value of school tours hosted at Express House. We at Caribbean Communication Network strive to continue inspiring our future generations through our social impact initiative.

This policy outlines the guidelines and procedures for planning, coordinating, and executing school tours at the Caribbean Communications Network (CCN). It ensures that all departments collaborate effectively to deliver an engaging, educational and safe experience for visiting schools.

## **OBJECTIVES**

- Provide students with educational experiences that complement classroom learning.
- Ensure the safety and well-being of students at all times.
- Promote responsible behavior and discipline throughout the tour.

## GENERAL GUIDELINES

- **Approval Process:** All request for tours must be submitted with an official letter signed and stamped from the school via email to [kerissa.carter@ccngroup.com](mailto:kerissa.carter@ccngroup.com). This request must be submitted at least two weeks before your proposed date. After submitting the letter, a copy of our registration form and guidelines will be forwarded to the School Teacher/Principal. With regard to Primary School Tours, the minimum age should be 10 years (Standard 5).
- **Educational Value:** The tour must be directly related to the curriculum and support educational goals.
- **Safety and Risk Management:** An HSSE briefing must be conducted prior to the tour to inform all visitors of our HSSE rules and regulations while on site.
- **Attendees:** 25 persons (including Teachers/Tutors).
- **Documentation required:** Names of Attendees (2 copies, in block letters)
- **Frequency:** Held on the 1st and/or 3rd Wednesday of each month.
- **Time / Duration:** 2 hours 10:00 AM – 12:00 (Noon).
- **Arrival Area:** Charlotte St. Entrance.
- Students and Teachers must adhere to the rules and regulations of CCN while on tour.
- Smoking is strictly prohibited on the facility.
- No food or drink is allowed in the corridors.
- In case of Fire or any Emergency, the alarm will sound, please proceed to the nearest Emergency Exit and proceed to the muster / assembly point (i.e., SOUTH QUAY CAR PARK).

## **SCHOOL TOUR REGISTRATION FORM**

*Please fill out the following information to register for the school tour.*

### **School Information**

- 1) **Name of School:** \_\_\_\_\_
- 2) **Type of School (Primary/Secondary/Private):**  
\_\_\_\_\_
- 3) **Class:** \_\_\_\_\_
- 4) **Address:** \_\_\_\_\_
- 5) **School & Teacher Contact Number:** \_\_\_\_\_
- 6) **Email Address:** \_\_\_\_\_
- 7) **Preferred Tour Date: 1<sup>st</sup> and or 3<sup>rd</sup> Wednesday of the month.**  
\_\_\_\_\_
- 8) **Vehicle number:** Please provide the registration number of the vehicle assigned to  
escort the children. \_\_\_\_\_
- 9) **Number of Participants:** Please provide two copies of attendees written in block  
letters.
- 10)

## QUESTIONNAIRE

1. **How would you rate the overall experience of the school tour?**

(1 = Very Dissatisfied, 5 = Very Satisfied)

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

2. **Were the tour guides helpful and knowledgeable about the facilities and operations of each department?**

☐ Yes

☐ No

3. **Was the pace of the tour comfortable, and did you feel you had enough time to ask questions?**

(1 being Too Fast and 5 being Perfect Pace)

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

4. **What improvements or additional information would you suggest for future tours?**

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