

## School Trips Policy

***The School is committed to continuing to offer challenge and extension to its pupils and to doing so with the maximum care so as to avoid, so far as is possible, serious consequences. This procedure has been created to meet both determinations and takes disabilities into account.***

Learning outside the classroom environment is an essential part of our curriculum. Trips and visits include the following (non-exhaustive list):

- Day trips to historic sites, museums, galleries, natural features, farms, drama productions.
- Field trips, e.g. geography, history, art history.
- Adventure activities, e.g. canoeing, climbing, trekking, horse riding, sailing.
- Residential trips during trips week in June and at other times.
- Choir concert tours.
- Sports fixtures and ski trips.

The School requires that the Trip Leader organising a trip should acquire an understanding of what is involved to ensure, so far as is reasonably foreseeable, the safety of pupils during the trip/activity. For example, a trip to a local site by bus is not the same as a ski trip but some of the risks are similar and the action, planning and thought needed to minimise those risks is identical.

For new trips, an inspection visit is made in order to make a practical assessment of its suitability for our pupils, including those with disabilities. Most visitor centres will have made arrangements suitable for different age groups and will have their own Health and Safety plans. Such plans are a useful guideline and it is part of the inspection visit to verify that the venue operates according to its prospectus.

Travel arrangements are carefully reviewed, especially embarkation and disembarkation, and coaches are booked via the Senior House Receptionist who will engage one of the School's approved contractors. Becoming an approved contractor requires written confirmation that all vehicles are fitted with safety belts and that current coach operator guidelines and regulations are adhered to.

If School minibuses are used, only drivers with the appropriate qualification will be permitted to drive these.

Trip leaders are required to log each visit in advance using the School's chosen online trips management system. This system prompts trip leaders to consider all important requirements for the trip and to assess all risks and review medical and dietary needs of an attendees.

Once all details have been input into the online system, this will be sent for compliance checking initially to the Education Visits Coordinator, and ultimately to the Director of Operations for final approval. Trip requests must be submitted at least THREE weeks prior to each trip. This system is designed to ensure that there is a full assessment of foreseeable risks and that all the relevant questions are asked and all necessary answers provided.

Parents will be notified in advance of a child attending a day out on a trip/visit, including details of any extra charge and details of visit duration.

Individual consent will be obtained where pupils are taken on a trip or visit that:

- Extends beyond the normal school day.
- Involves an overnight or overseas stay.

- Will involve extra costs to a parent.

Parents are expected to support the School in ensuring that pupils follow instructions given by those in charge of the trip. Those in charge of the trip may send home early any pupil who declines to follow reasonable instructions.

Trip leaders are asked to complete a short evaluation following each trip in order to ensure that the pupils get the most out of each trip they attend, and that only the best providers are used.