

GORDON'S SCHOOL POLICY ON TRIPS AND VISITS

The core principle that guides everything we do is **Putting Students First**

1. GENERAL

1.1. **Trips and visits should be approved one year in advance so that they may be included in the School Calendar.** This forward planning will enable the school to maintain a balance of activity and ensure that appropriate staffing levels are maintained. Also, it will help Gordon's families to plan their activities and, where relevant, expenditure.

1.2. Where it is not possible to plan this far in advance e.g. for theatre trips, the same procedure should be followed. However, staff should be aware that it is unlikely that permission to take a major residential trip will be given with less than a year's notice. Staff wishing to take day trips may also be refused, depending on the number of staff absent on a particular day and other constraints.

1.3 Any member of staff (Trip Leader) who wishes to take a student trip or visit out of school during the school day should see the Deputy Head Curriculum. If the trip is after 3.35pm, at a weekend or during the school holidays, the Deputy Head Pastoral should be consulted, in both cases giving the educational/recreational benefits of the trip or visit.

1.4. **Before seeing the Deputy Head Curriculum / Pastoral, the Trip Leader should collect a blue 'Staff Absence/Proposed Trip Authorisation form' from the School Office/staffroom and complete both sides of this form. The reverse of the form details the stages required before a trip is approved – this form must be completed for all trips and visits including theatre trips etc.**

- The Trip Leader must consult the main school calendar, via Lisa Clinch, to secure a feasible date.
- The Finance Department must sign off any cost implications before meeting with the Deputy Head. It is particularly important that Trip Leaders pay close attention to the 'Charging Matrix' to decide whether or not parents should be charged.

1.5. Once the relevant Deputy Head has approved the proposed trip in principle, this will be endorsed by the SLT at its next meeting. Once ratified, that Deputy Head will advise the Trip Leader. Approved trips are added to the School Calendar.

1.6. Once approved, the Trip Leader should speak to the EVC to ensure that they have all the relevant paperwork.

1.7. The Trip Leader is responsible for ensuring that all trips are risk assessed and have passed Surrey's EVOLVE procedure. Staff can adapt the risk assessment framework provided ([SharePoint/Co-Curricular/Trips & Visits](#)) The EVC must be kept informed at all stages. (See 2.1 below). The Trip Leader is responsible for ensuring that the information on the Evolve system is accurate and correct before submitting it to the EVC.

2. DAY TRIPS

2.1. Trips that have been approved by SLT will be processed using the Surrey County Council EVOLVE system. Log onto EVOLVE at www.surreyvisits.org.uk using your log in details supplied by EVC. Staff should refer to the 'Staff Guide to Trips & Visits'

document before completing the EVOLVE form online. A copy of this can be found on [SharePoint/Trips & Visits/Shared documents/School Trips information](#)

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2.2 Staff to student ratio 1:15

- Best practice is a minimum of 2 members of staff attend each trip even if the numbers are less than 15 (mixed group = mixed staffing where possible) although in exceptional circumstances ratios may be revised if it is deemed appropriate for the group under consideration, the activity being undertaken or the distance from school.
- However, these ratios must be adjusted according to the needs (SEND, behaviour and medical) and ages of the students that are going on each trip.

2.3 The Trip Leader must send a copy of any correspondence for parents to SLT for approval.

2.4 A Trip Pack must be collected from the Medical Centre prior to departure. This includes a copy of the evolve form, medical & contact details of all students on the trip, individual care plans & specific medical needs, a mobile phone (wherever possible), an Emergency Assistance Card ('Operation Duke' card) & emergency contacts at school.

2.5. Wherever possible a trained first aider should accompany all trips. The Trip Leader is responsible for ensuring that their nominated First Aider collects the prescribed and non-prescribed medication & a First Aid kit from the Medical Centre prior to departure. In the case of students with specific medical needs, a discussion with a nurse helps ensure staff are familiar with the specific medical requirements for that child. The nominated First Aider is responsible for the storage, recording and administration of all medication.

2.6. The Co-Curricular Administrator will ensure that a list of students on the trip will be posted on the notice board in the staff room as well as being available on SOCS & attached to the evolve submission.

2.7. If the trip involves swimming as an activity, permission must be obtained from parents. Consent forms are available on the 'Trips, visits and forms' section of the school website. A copy should be taken by the Trip Leader on the visit and a copy should be retained at school.

2.8 Guidance will be sought and advice taken in relation to trips carrying a high risk due to location, activity or terrorist threat. Staff must carry a school mobile phone and ask students to text their name to that number. Details of agreed meeting points and what to do in the case of an emergency should be outlined in the Risk Assessment.

2.9 Trip Packs should be returned to the Medical Centre immediately after the trip.

3. OVERSEAS/RESIDENTIAL/ADVENTUROUS ACTIVITY

3.1 Overseas/residential/adventurous activity trips are subject to the conditions above and must pass through Surrey's EVOLVE procedure, with a submission of the form to the EVC **at least 6 school weeks** before the trip.

3.2 A letter and full information about the trip should be sent to parents at least 8 school weeks in advance. This letter should also invite parents to an information meeting.

3.3 The time/date of the meeting with parents should be put in the calendar via Lisa Clinch in the School Office.

3.4 Staff to student ratio 1:10

- A minimum of 2 members of staff must attend a residential trip even if the numbers are less than 10. Ideally a mixed group has mixed staffing wherever possible, although in exceptional circumstances staffing may be revised if it is deemed appropriate for the group under consideration & is appropriately risk assessed.
- Ratios must be adjusted according to the needs (SEND, behaviour and medical) and ages of the students that are going on each trip, & the nature of the activity being undertaken (such as adventurous pursuits, staff activity levels)

3.5 The Trip Pack will additionally include a copy of the travel insurance details & mobile phone charger(s)

3.5 For those travelling to Europe it is advisable for everyone to carry a European Health Insurance Card (EHIC). This is subject to change depending on Brexit outcomes. The EVC will advise the latest situation to relevant groups.

3.6 Staff accompanying a Residential Trip are expected to attend a 'Safeguarding the students, safeguarding yourself' briefing with the EVC & Deputy Head Pastoral prior to departure.

3.7 Residential Trip leaders should leave 'a pack' containing all their trip information at reception. Guidance on what this includes can be found [SharePoint\Trips & Visits\Shared Documents\School Trips Information](#)

4. DUKE OF EDINBURGH/CCF TRIP/ACTIVITY

4.1 DofE & CCF trips are subject to the conditions above and must pass through Surrey's EVOLVE procedure.

4.2 The Trip Leader should send a letter to parents with information about the trip together with consent forms. A parents' meeting for all CCF and Duke of Edinburgh Bronze/Silver trips is held in September. Separate parents' meetings are held for all Duke of Edinburgh Gold trips.

5. RESIDENTIAL BOARDERS' TRIPS

5.1 Residential Boarding Houses regularly take local trips at weekends and in the evenings to, for example, Woking, Camberley, bowling and local restaurants. For these trips, House Parents complete a termly risk assessment form which are filed in the House & Co-Curricular office.

5.2 House staff should remind students of risks and controls before every trip.

5.3 For any major House trips including overseas, residential or outdoor and adventurous activities, the EVOLVE system must be used. House Parents must submit their trip requests for approval to the Deputy Head Pastoral, before having activities added to the school calendar.

5.4 Trip packs as described above are not distributed for Residential House Trips due to House Staff already possessing all the contents of the Trip Pack.

Rob Pavis
Deputy Head
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