



School Trips, Excursions and Expeditions Policy

1. Introduction

- 1.1. Reed's School runs a number of excursions, trips and expeditions involving academic study, sporting tournaments and extra curricular activities such as the Duke of Edinburgh Award Scheme.

2. Preparation

- 2.1. Applications to take pupils on trips from school of a residential nature and for more than 24 hours duration must be presented in writing to the Educational Visits Coordinator (E.V.C.), currently the Senior Master (Co-Curricular), who will seek approval from the appropriate Deputy Headmaster. An Educational, Holiday and Recreational Visits Form A (which can be found in the School Trips folder in the Public (P Drive) and in the Template Forms section of the Staff area in Firefly) should be used and presented well in advance of the planned trip. A draft of the letter to be sent to parents/guardians should be presented at the same time. Trips of a more routine nature such as a theatre trip receive approval at the termly calendar planning meeting and at SLT meetings.
- 2.2. Every effort is made to keep parents fully informed of the details, dates, times and likely costs of trips, including insurance liabilities. Copies of the relevant forms e.g. Form B Parental Approval (Hazardous or Non-Hazardous as appropriate), Behavioural Agreement Letter and Questions to be Answered by Parents of Pupils Going on a Trip of 24 Hours or More form if appropriate should be sent to parents/guardians so that replies are received at least two weeks in advance of the planned trip. Copies of the returned forms should be handed to the E.V.C. All forms can be found in the School Trips folder in the Public (P Drive) and in the Template Forms section of the Staff area in Firefly.

3. Risk Assessment

- 3.1. Detailed Risk Assessments should be completed and handed to the E.V.C. at least one week in advance of the trip.
- 3.2. The Draft Enquiry Form (which can be found in the P Drive under School Forms) must be used for any trip based at an outdoor activity centre that does not have L.E.A. validation.

- 3.3. Names of pupils and staff, together with contact telephone numbers must be displayed in the Common Room, given to Reception and forwarded to the E.V.C. The adult in charge of the trip must be a member of the Reed's School staff and if leading a hazardous trip must be suitably qualified. Other adults (with appropriate DBS disclosures) may act as additional supervisors so long as at least half the supervisors are members of staff. On residential trips at least one member of staff should have a suitable current first aid qualification, wherever possible.

4. Supervision

- 4.1. The recommended number of adults to accompany a trip will vary according to the trip, however for planning purposes:
- One adult for up to ten pupils with an additional adult per 15 additional pupils or less.
 - If there are both boys and girls on a residential trip there must be both male and female staff as supervisors.
- 4.2. All trips are governed by rules on behaviour and dress which staff are asked to supervise carefully.
- 4.3. All trips are so organised that emergency contact with the School and/or parents can be made. The party leader must have established an emergency contact at the School for any trip outside normal school hours.
- 4.4. All staff drivers have taken in service training on the use of School mini buses in which a strict code of conduct for pupils is observed. Guidance for the use of school minibuses as detailed in the Safe System of Work for School Minibuses (found in the P Drive under School Policies or on Firefly under School Policies) must be observed.

5. Conclusion

- 5.1. The School has a public liability cover for all trips sponsored or directly supervised by the School to a maximum of £5,000,000, in respect of any one accident.
- 5.2. All staff are given instructions, as detailed in the Staff Handbook on the regulations covering educational, holiday and recreational visits, including the procedure for dealing with an emergency or disaster on a trip.
- 5.3. The Educational Visits Co-ordinator (currently the Senior Master – Co-Curricular) and/or the Director of Sport and Head of Activities will oversee all arrangements and decide on matters of policy.

Compiled by: Senior Master (Co-Curricular)	Revision Number 5 (Autumn Term 2017)
Approved by: Senior Leadership Team	Next Revision date: Autumn Term 2018