

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 pupil trip or visit out of school during the school day should see the Deputy Head Curriculum. If the trip is after 3.30pm, 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. In this context trips include CCF, D of E expeditions and Sports Tours.

1.5. 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.

1.6. 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.

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

1.8. 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/Trips/Shared documents/School Trips information/Risk Assessment Framework](#)) 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 'Quick Steps to Trip Success' document before completing the EVOLVE form online. A copy of this can be found on [SharePoint/Trips/Shared documents/School Trips information](#)

2.2. All individual medical needs of any pupils participating on the trip must be added to the risk assessment or collated on a document that is attached to the evolve submission. Staff can obtain this information by emailing the pupil list to the Admin office. Ideally this needs to be done at least **1 week before** the trip.

2.3. The Trip Leader is responsible for the collection of prescribed and non-prescribed medication from the Medical Centre.

2.4. Where possible a trained first aider should accompany all trips. First Aid kits are available from the Medical Centre by request. A signing out/in system is in place for this. Staff taking pupils with specific medical needs should meet with a nurse prior to the trip to ensure they are familiar with the specific medical requirements for that child.

2.5. The Trip Leader should liaise with the EVC regarding any correspondence to parents, before it is sent.

2.7. A list of pupils on the trip should be posted on the notice board in the staff room, copied to Heads of House and sent to Angie Williams in the School Office so that SIMS registers can be correctly completed. Ideally the list is attached to the evolve submission.

2.8. 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 by the EVC.

2.9 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 pupils 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.

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.

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 The Trip Leader should submit the EVOLVE form to the EVC **at least 6 school weeks** before the trip.

3.5 For Residential and Overseas trips, the Trip Leader should collect a Trip Pack from the Medical Centre. This should be kept by the designated first aider on the trip. They will be responsible for storage, recording and administration of prescribed and non-prescribed

medication. This Trip Pack should be returned to the Medical Centre immediately after the trip.

3.6 The Trip Leader should collect a copy of the travel insurance details, a mobile phone and an Emergency Assistance Card ('Operation Duke' card) from reception before departure. These items must be returned as soon as possible after the trip.

3.7 It is advisable for all those involved in the trip to carry a European Health Insurance Card (EHIC).

3.8 Trip leaders should leave 'a pack' containing all their trip information at reception. Guidance on what this includes can be found <G:\Trips\Shared Documents\School Trips Information>

3.9. A list of pupils on the trip should be posted on the staff noticeboard, copied to Angie Williams, Heads of House, Reception and to SLT.

4. DUKE OF EDINBURGH/CCF TRIP/ACTIVITY

4.1 The trip leader should send a letter to parents with information about the trip and a consent form. 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.

4.2 The trip leader should process the trip using the EVOLVE system and submit it to the EVC **at least 6 school weeks** prior to the trip.

4.3 A list of pupils on the trip should be posted on the staff noticeboard, copied to Angie Williams, Heads of House, Reception and to SLT.

5. BOARDERS' TRIPS

5.1 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. A copy should be sent to the EVC at the start of each term.

5.2 House staff should remind pupils 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. Therefore House Parents must submit their trip requests for approval to the Deputy Head Pastoral, who then passes them on for processing to the Co-Curricular office **at least 6 school weeks** prior to the trip (see 3 above).

Rob Pavis
Deputy Head
September 2017