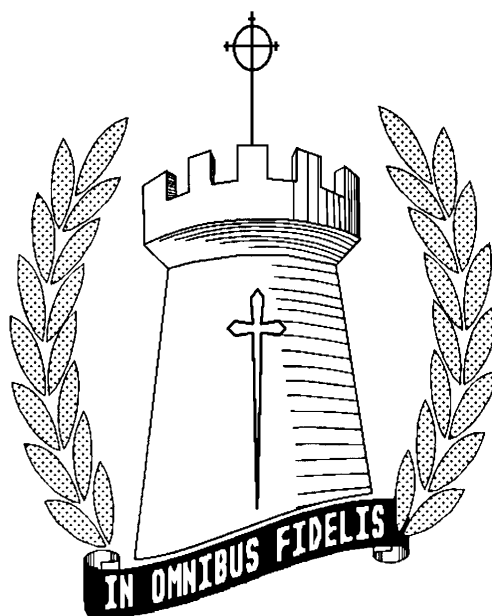


# ST. DAMIAN'S RC SCIENCE COLLEGE



## School Trip Policy

Approved by Governors:	12 November 2018
Date to be reviewed:	Annually

# School Trip Policy

## **General**

The College recognises the importance of outings in order to provide enrichment to the education of our pupils. As such, the College offers a wide range of outings from day trips in school time to residential trips during the holidays.

## **Organisation of Trips**

The College has in place procedures for the planning and organisation of all outings (academic and non-academic) in order to ensure that the health, welfare and safety of the pupils on a trip are protected. Each trip has to receive official authorisation by the College before full details are sent to parents. Prior written consent has to be obtained from parents for all trips together with medical conditions. Guidance regarding the organisation of a school visit is outlined in the Staff Handbook and further advice is available from the senior leader with responsibility for Health and Safety

## **The Safety and Welfare of Pupils on School Trips**

In order to ensure the safety and welfare of all pupils on a College trip the trip leader is required to make a careful and written risk assessment of all aspects of the trip. This must be presented and approved prior to the visit taking place.

## **Transport in School Minibuses**

The College does not have its own minibus however, when minibuses are used to transport pupils all drivers will have taken the appropriate minibus test and will follow the College's guidelines for the transport of pupils.

## **Accommodation**

The trip leader will ensure that any accommodation used by pupils will be safe and adequate and in the case of exchange visits will ensure that the host family are given full details of the pupils in their care and are aware of their responsibilities.

## **Supervision Levels**

The College ensures that the trip leader has arranged adequate staff supervision. If it is intended that pupils are to be left unsupervised by a member of staff at any stage, then parents will be informed in writing.

## **Smoking and Drinking**

Smoking and drinking alcohol is not permitted on College trips. Parents will be made aware of any exceptions to this rule and their consent obtained.

## **Behaviour on a College Trip**

It is expected that all pupils observe the highest standard of politeness, courtesy and conduct at all times. The pupils, even out of school time, are representing the College and it is expected that they will do everything in a way that reflects positively on them as well as the College. In the case of a pupil being sent home for misbehaviour then the parents will be expected to pay all costs incurred.

## **Financing of Trips**

Full accounts of all residential school trips are submitted to the School Business Manager and are ratified by the Finance Team on behalf of the Governing Body. The College has a separate Charging and Remissions Policy

## **Attendance at Mass on Sundays and Holy days of Obligation**

It is the responsibility of the trip leader to ensure that all participating pupils are afforded the opportunity, if practicable, to attend mass when the trip occurs on a Sunday or Holy Day of Obligation.

*Also see:*

National Guidance for the Management of Outdoor Learning, Off-site visits and Learning Outside the Classroom <http://oeapng.info/>

The national guidance for the management of outdoor learning, off site visits and learning outside the classroom now has Government endorsement. They have been authorised to say that the content of this guidance is in line with advice from the Health and Safety Executive.