



## Carshalton Boys Sports College

Policy	<b>Trips</b>
Policy Number:	S17
Review Date:	September 2018
Approved by the Governing Body Committee:	
Next Review Date:	September 2019

School Trips and Visits that are well planned and structured offer a useful opportunity to enhance the learning by providing realistic situations to develop skills and experiences beyond the classroom.

### **The aims and objectives of learning across and beyond the curriculum**

All activities organised through the school are expected to have a clear educational value. It is important that this is identified and understood by everyone. Activities should give opportunities to:

- Develop key skills
- Raise achievement by boosting self-esteem and motivation
- Developing social and citizenship education
- Promoting an appreciation for the world we live in or resources available
- Promoting health and fitness

### **Organisation of Trips**

When a member of staff begins to plan a trip they must complete the online form available on the [CBSC Trips website](http://trips@carshaltonboys.org). Follow up the form by sending an email to [trips@carshaltonboys.org](mailto:trips@carshaltonboys.org) where key members of staff check, the educational purpose of the trip (Assistant Principal), availability on the calendar and cover (Cover supervisor), Risk assessments and forms (EVC) and parental information and budget requirements (finance office).

All trips out of school should be authorised by the member of Leadership Team responsible for trips (Currently Phil Brittain). Staff intending to take a trip must make themselves aware of the Policy and procedures, which is in line with the DfE document on Health and Safety of Pupils on Educational Visits (HASPEV). The nature of risk has heightened in recent years making it essential that staff organising trips follow the correct procedures.

### **Day trips must be agreed with the LG member i/c cover at least six weeks before the journey.**

Risk Assessment **must** be completed for each trip. Details on how to do this are on the trips website as well. Up to date information about the pupil, including medical needs and contact numbers are collected for each trip.

When completing the risk assessments, all possible scenarios should be considered and control measures to reduce the risks planned out. All health and safety procedures regulations should be considered for staff and students alike. Where possible, information should also be gained from the Centre/ Provider to ensure the risk assessment is complete.

Any trip involving a **hazardous activity** or a **residential stay** must be sanctioned by the School Governors. Planning for a foreign residential must be at least one year in advance of the visit. Planning for a UK-based residential must begin at least one-term in advance of the visit. Governor approval for a foreign residential visit must be sought at least six weeks before the visit. Governor approval for a UK residential or visit including hazardous activities must be sought at least three weeks before the visit.

Swimming as activity in the sea, river or open water is not allowed under any circumstances.

In order to minimise cover implications, and curriculum time missed by participants, residential trips should be planned to include only **two** term-time school days. These could be butted up to weekends or holidays to extend the length of the trip. It should be emphasised that school trips are completely at the discretion of the trip leader – and the school do not expect staff to work in their free time. Staff will not be paid extra for running trips in their free time, but where possible, TOIL in the shape of a period 5/6 lesson for each 'free time' day away will be honoured for all staff involved in a residential trip.

Well established and new trips will be published to parents covering a range of both inexpensive to the more expensive activities. Full details of the rationale behind each trip, location, duration, costs etc will be given to parents in advance to enable parents/boys to choose from a varied diet of trips at least seven months before the trip takes place.

### **Equal Opportunity and Inclusion**

Activities/trips are aimed at being fully inclusive, in that all boys will be invited to take an active part in an activity/trip. The school aims to offer a range of activities at a range of costs to the student. The needs of one student will, however, be balanced against maintaining the safety of the group as a whole.

### **Supervision**

The school policy is that the legal guidelines are followed in their entirety re supervision EXCEPT that for groups of up to 15 travelling locally, only one adult (who must be a teacher) is required to supervise. Also for sixth formers, provided parental permission is sought, the pupils are not required to be accompanied to and from school visits. Good supervision requires everyone knowing what strategies are to be used and what their roles and responsibilities, as well as the expectations and plans of the activity.

Through completing the paperwork, the trip leader makes sure all safeguarding procedures are adhered to and that any medical and special educational needs are identified and adhered to.

Before trips go out the party leader **MUST** publish a party list ("Tracking Sheet" which gives emergency contacts and medical information) on the staffroom wall and provide the general office with a list. All party leaders must take a red Disaster Sheet, available from the Finance Department AND TAKE A MOBILE PHONE. If it is their own phone, the number must be given to the DH / EVCo.

**\*Please note that, wherever possible, the school mobile phone should be taken on trips so that contact either way can be made in the event of an emergency.**

### **School Insurance**

The school Trips Insurance Policy automatically covers students taking part in trips aged 8 to 13 years. Travel insurance is normally only required for trip abroad. The school insurance must be checked to ensure cover is in place if the trip involves any hazardous activities.

### **Claiming Expenses for Trips**

Claims for expenses must be for sole use of the trip with the onus on all employees to spend the school's money wisely, appropriately and to maximum effect.

Original receipts (not credit card vouchers or credit card/bank statements) must be obtained for expenses for which reimbursement is being claimed. The Finance Department reserves the right to refuse to process and pay expense claims that are incorrectly prepared or insufficiently supported with receipts or documentation. If the claim is for costs relating to people other than the claimant, these people must be named individually on the claim.

Expense claims must be authorised by a signatory senior to the claimant, or an appropriately delegated nominee, for the cost object being charged. The school will not reimburse any personal expenses and reserves the right to refuse an expense claim, or will require personal repayment of purchase card or petty cash expenditure, if the policy has not been followed.

### **Payment Advances**

Advances may be given to members of staff who necessarily have to incur significant out of pocket expenditure in the course of duty, where it cannot be paid using a personal credit card and reclaimed without additional personal cost. Advances are based on estimates of the likely costs to be incurred by the members of staff and are generally paid direct to the member of staff's bank account.

### **Gifts to staff**

Gifts to other members of staff should always be personal gestures and expense claims will be rejected.