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THE PERSE
SCHOOL
CAMBRIDGE

POLICY
AND
GUIDANCE
ON
EDUCATIONAL VISITS

Revised September 2018

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This policy and associated appendices apply to the Perse School (“the School”) which comprises the Relevant Schools (the Perse Pelican Nursery and Pre-Preparatory School including the EYFS setting (“the Pelican School), the Perse Preparatory School (“the Prep School”) and the Perse Upper School (“the Upper School”).

This document sets out the School’s policy on educational visits. Instructions and guidance to members of staff who organise educational visits are contained in the appendices to the policy.

Many of the more detailed guidelines refer to residential and specialist educational visits and will, self-evidently, not apply, for example, to local, study or day visits or trips. If in any doubt as to whether a guideline applies to an educational visit which is being organised, the matter should be raised with the Educational Visits Coordinator for the Relevant School. The School’s policy (see Section 2.2 below) applies to all educational visits.

1. DEFINITIONS

1.1 Educational Visit:

The term “educational visits” includes, but is not limited to, activities such as trips, visits, tours, field trips, holidays or overseas exchange programmes. In general it does not include participation in competitions, sports fixtures and music events, unless they are residential.

1.2 The Head:

References to the Head in this Policy mean the Head of the Relevant School.

1.3 Educational Visits Coordinator (EVC):

A member of staff from the Relevant School to whom responsibility for the day to day running of all educational visits for that Relevant School is delegated by the Governors of the School via the Head.

1.4 Educational Visit Code of Conduct and Behaviour

For each educational visit the Leader will draft a code of conduct and behaviour specific to the educational visit which must be adhered to by all pupils who go on the educational visit. An exemplar of such can be found at Appendix 8.

1.5 Educational Visit Leader (the Leader):

The teacher or other member of staff who has overall responsibility for the organising, planning running of an individual educational visit including the health and safety of the group. The Leader is appointed or approved by the EVC.

1.6 Assistant Educational Visit Leader (the Assistant Leader):

The teacher or other member of staff with sufficient experience and expertise to assist the Leader in the organising, planning and running of an educational visit and in the event of the Leader being incapacitated can act as a deputy of the Leader.

1.7 Adult Volunteer (a Volunteer):

Means any competent adult, aged 18 or over, who has responsibilities and duties assigned to them during an educational visit by the School (to include but not restricted to parents, host parents and volunteers).

1.8 Senior Member of Staff:

A “senior member of staff” means the Head, a Deputy Head of the Relevant School, the EVC or the Bursar.

2. INTRODUCTION

2.1 General

The Governors recognise the value to pupils of participation in educational visits. Such educational visits should:

- Enhance pupils' understanding of curricular activities (for example, language or history studies);
- Provide opportunities to practise skills;
- Develop pupils' social skills (for example, meeting pupils from other countries and cultures).

To maintain the highest standards of health and welfare, educational visits will be planned and operated in accordance with this policy. Everyone involved must understand his or her responsibilities so that pupils can participate fully in educational visits in reasonable safety.

2.2 Overriding Considerations and the School's policy

The primary requirements of this policy are that:

- All educational visits must be of genuine value to the pupils taking part in them.
- All educational visits must be planned and executed with constant regard to the health and safety of all participants and those with whom they come into contact.
- The organisers of any educational visit must be aware of the actions to be taken in an emergency.
- Financial arrangements for any proposed educational visit must be approved by the EVC and the bursary and followed. Financial probity must be clearly demonstrable in all budgeting, transactions and record keeping.
- The EVC must be fully informed at all stages (from early planning to return home) about the detailed arrangements for the educational visit.
- The School's procedural requirements, which are designed to assist members of staff in ensuring that the educational visit is managed correctly, must be met.

2.3 Local circumstances and decisions

Circumstances will arise, particularly on overseas educational visits, where decisions have to be taken by the Leader on matters which may not have been envisaged in this document. At these times it may be impossible to contact the nominated senior member of staff, or the senior member of staff (see Definitions) contacted may be unable to provide the immediate advice being sought from a distance. In such circumstances, the Leader must carry out a reassessment of the risks and take decisions required based on his/her professional knowledge and experience and in light of local circumstances.

3. RESPONSIBILITIES

3.1 The Governors

3.1.1 Under the Health and Safety at Work Act 1974, the Governors are responsible for the health, safety and welfare at work of their staff and are also under a duty to ensure, so far as is reasonably practicable, the health and safety of everyone involved in off-sites visits (teachers, non-teaching staff, adult volunteers, and pupils).

3.1.2 The Management of Health and Safety at Work Regulations 1992, made under the 1974 Act, require the Governors to ensure that proper steps are taken to:

- Assess the risks of activities (see Section 5 - **Risk Assessment** below);
- Introduce measures to control those risks;
- Inform staff about these measures.

- 3.1.3** The Governors have procedures which provide them with satisfaction that the Policy and Guidance on Educational Visits is fit for its purpose, that appropriate risk assessments have been carried out, that appropriate safety measures are in place and that training needs have been addressed.

3.2 Staff

- 3.2.1** Also under the Health & Safety legislation, staff must:

- Take reasonable care of their own and other's health and safety;
- Co-operate with the Governors over safety matters;
- Carry out activities in accordance with training and instructions;
- Inform their seniors and in appropriate cases the Governors of any serious risks which they identify.

These duties apply to all educational visits. **Staff in charge of pupils also have a common law duty to act as any reasonably prudent parent would do in the same circumstances.**

- 3.2.2** Although the Governors are responsible for health and safety, decisions about educational visits are usually delegated to the EVC via the Head. The EVC's agreement must be obtained before any educational visit takes place.

3.3 Head

- 3.3.1** The Head will ensure that educational visits comply with current legislation and guidance and the regulations and guidelines provided by the Governors as well as the school's health and safety policy and any relevant national legislation.

- 3.3.2** The Head will delegate the day to day running of all educational visits to the EVC who will be appropriately experienced.

3.4 Educational Visits Coordinator (EVC)

- 3.4.1** The EVC will ensure that educational visits comply with regulations and guidelines provided by the Head and the School's health and safety policy and procedures. The EVC will ensure that the Leader is competent to monitor the risks throughout the visit.

- 3.4.2** If the EVC takes part in the educational visit as a group member/supervisor, he/she will follow the instructions of the Leader who will have sole charge of the educational visit.

- 3.4.3** The EVC will:

- Oversee and approve all educational visits on behalf of the Head and Governors.
- Ensure that the requirements of this policy are complied with.
- Ensure that they are satisfied with the competence of the proposed Educational Visit Leader during the initial planning stage before approving any potential educational visit.
- Approve educational visits by signing the Initial Trip Details and Approval section of the V1 form. Difficult decisions will be referred to the Head.
- Assign competent people to lead or otherwise supervise an educational visit.
- Organise the training of Leaders and other adults taking pupils on a specific educational visit.
- Ensure that proper safeguarding checks have been carried out (including Disclosure & Barring Service disclosures where necessary) in accordance with the School's Policy on Safeguarding and Child Protection (see Appendix 4E).
- Work with the Leader to provide full details of the educational visit in good time so that parents can consider the provision of their consent on a fully informed basis.
- Organise the emergency arrangements and ensure that there is an emergency contact for each educational visit.

- Keep records of individual educational visits including reports of accidents, injuries ‘near-accidents’ and treatment provided and inform the Bursar so that reporting obligations can be considered.
- Review systems and monitor practice and report upon them to the Head.
- Where appropriate ensure that relevant security and health checks have been carried out eg by consulting the FCO and MASTA websites in the case of overseas trips. Establish the details of an in-country law firm to act on behalf of the School in the event of an issue arising on any trip. This information will be obtained through the School’s English lawyers or through the use of an international legal hotline provided by an insurer. In the event of pupils being involved with the police, the Leader/EVC will immediately inform the parents (unless prevented from doing so by the local police for legal reasons). Parents will be consulted as to whether they wish the pupil to have legal representation and the School will assist where appropriate in the arranging of such representation if asked to do so by the parents. The cost of legal representation must be funded entirely at the parents’ expense. A member of staff on the trip will be designated to act as a supporting adult where appropriate, unless the parents request otherwise.

3.4.4 The role of the EVC is also:

- To advise the Head on any changes necessary in the Educational Visits Policy.
- To attend EVC update courses as necessary.
- To ensure all educational visits are compliant with all relevant national and international legislation.
- To produce a summary of all educational visits taking place during holiday periods to the SMT.
- To provide Home Contacts with hard copies of all documentation before departing on a residential educational visit.

3.5 Educational Visit Leader (the Leader)

3.5.1 All school educational visits must have a designated Leader and if appropriate an Assistant Leader. Assistant Leaders are required for **all** overseas trips, and those UK trips which either involve 4 or more nights of residential accommodation (1 or more nights for the Pelican School) or group sizes larger than 12. The Assistant Leader must be fully involved in all the planning and have the necessary skills and experience to competently run the trip in the absence of the Leader. The School’s Critical Incident Plan details arrangements for another member of staff to join the party in either capacity at short notice in case of emergency.

3.5.2 The Leader will have overall responsibility for the supervision and conduct of the educational visit and will have proper regard for the health and safety of the group. The Leader will:

- Obtain the EVC’s prior agreement before any off-site educational visit takes place, using the form detailed in Appendix 11;
- Follow the Governors’ guidelines and policies, including preparation of itineraries and checklists and passport arrangements.
- Draft the Educational Visit Code of Conduct and Behaviour for the particular educational visit and ensure all pupils, parents of pupils attending the trip, staff and Adult volunteers attending the trip are aware of its content and of the need for pupils to adhere to it.
- Undertake and complete the planning and preparation of the educational visit including the briefing of group members and parents where appropriate; for overseas trips, a meeting for pupils and parents may be beneficial.
- Ensure that pupils and parents are given sufficient information about the trip, normally in writing. For overseas and other residential trips, parents and pupils must be sent a

- Trip Booklet containing the trip itinerary, risk assessment, reference to the School's travel and medical insurance policy and the code of conduct;
- Carry emergency telephone numbers and details of points of contact;
 - Review completed educational visits and advise the EVC where adjustments to planning or policy may be necessary;
 - Consider stopping the educational visit if the risk to the health, security and safety of the pupils is unacceptable and have in place procedures for such an eventuality;
 - Ensure that the staff and volunteers on the educational visit have sufficient details of pupils' special educational or medical needs which will be necessary for them to carry out their tasks effectively. Pupil data including medical information must be stored securely. Leaders must carefully consider the extent of medical and personal data that needs to be available to staff on the trip. This needs to strike a careful balance between pupil safety, staff knowledge and relevance to the activity/trip. Personal data must not be transferred outside the European Economic Area without the permission of the Bursar who is the School's Data Officer;
 - Discuss any relevant pupil medical information with the School Nurses, parents (and pupil where appropriate) to ensure the required care can be provided on the educational visit;
 - Liaise with the Home Contact/Senior Members of Staff to make contingency arrangements in the event of transport breakdown, other failure or in the event of a pupil having to be sent home;
 - Immediately contact the Home Contact/Senior Members of Staff in the event of a significant injury/illness or incident that leads to police involvement, or any event that poses a significant risk to pupils/staff/the School;
 - Ensure that there are adequate arrangements in place in case the planned activity is undeliverable;
 - Be aware of insurance procedures (see Appendix 9).

General and Detailed guidance for Leaders is included in Appendices 4A and 4B.

3.6 Teachers and Support Staff

- 3.6.1** Teachers and support staff on School-led educational visits act as employees of the Governing Body, whether the educational visit takes place within normal working hours or outside those hours, by agreement with the Head and Governors.
- 3.6.2** Teachers and support staff will do their best to ensure the health, security and safety of everyone in the group and act as any reasonably prudent parent would do in the same circumstances. They will:
- Follow the instructions of the Leader and help with control and discipline
 - Familiarise themselves with the Educational Visit Code of Conduct and Behaviour, the School's Behaviour and Discipline policy and Anti-Bullying Policy and report any concerns about any breach of such to the Leader whilst on the educational visit;
 - Consider stopping the educational visit, notifying the Leader, if they think the risk to the health, security and safety of the pupils in their charge is unacceptable.
- 3.6.3** Teachers and support staff who are parents of a pupil on an educational visit cannot be the Trip Leader or Assistant Trip Leader and **will not count** in the adult:pupil supervision ratio.

3.7 Adult Volunteers (a Volunteer)

3.7.1 Volunteers acting as supervisors on an educational visit will:

- Take all reasonable steps to ensure the health and safety of everyone in the group;
- Familiarise themselves with the Educational Visit Code of Conduct and Behaviour and the School's Behaviour and Discipline policy, Anti-Bullying Policy and report any concerns about any breach of such to the Leader whilst on the educational visit;
- Not agree to be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment;
- Follow the instructions of the Leader and teacher/support staff supervisors and help with control and discipline;
- Notify the Leader or teacher/support staff supervisors if concerned about the health, security or safety of pupils at any time during the visit.

3.7.2 Adult volunteers who are parents of a pupil on an educational visit **will not count** in the adult:pupil supervision ratio.

3.8 Responsibilities of Pupils

3.8.1 The Leader will make it clear to pupils in a way which is suitable for their age that they must:

- Adhere to the Educational Visit Code of Conduct and Behaviour, the School's values and rules, the School Behaviour and Discipline policy and Anti-bullying Policy at all times;
- Not take unnecessary risks;
- Follow the instructions of the Leader and other supervisors including those at the venue of the educational visit;
- Dress suitably and behave sensibly and responsibly; this must include location specific briefings about appropriate conduct;
- If abroad, be sensitive to local codes and customs and abide by local laws;
- Look out for anything that might hurt or threaten themselves or anyone in the group and tell the Leader or a supervisor about it;
- Act as ambassadors by behaving to an exemplary standard.

3.8.2 Any pupil whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on an educational visit. Reasonable adjustments will be made for pupils with disabilities, medical or special educational needs.

3.9 Parents

3.9.1 The Leader will ensure that parents are given sufficient information about the trip, normally in writing. For overseas and other residential trips, parents and pupils, will be sent a Trip Booklet, containing the trip itinerary, risk assessments, details of insurance coverage and the code of conduct, by PersePost. Parents may also be invited to a briefing session where appropriate. See bullet points 4 and 5 in 3.5.2 above.

Reasonable adjustments will be made for pupils with disabilities, medical or special educational needs.

3.9.2 The Leader will also tell parents how they can help prepare their child for the educational visit by for example:

- By speaking with their child on a one to one basis to make them aware that the Educational Visit Code of Conduct and Behaviour, Behaviour and Discipline Policy and Anti-bullying Policy together with any site/location specific advice must be adhered to at all times whilst on the trip;
- Understanding the clothing and footwear that will be required;

- Following any medical advice e.g. for pre-educational visit immunisation;
- Ensuring all the necessary pre-trip preparation has been completed e.g. training, background reading on cultural awareness and local customs.

3.9.3 Parents will be informed of the arrangements for sending a pupil home early for disciplinary reasons. Parents will be required to meet the costs of such arrangements.

3.9.4 Parents will contribute to the success of the educational visit by:

- Understanding the objectives of the educational visit;
- Studying the Educational Visit Code of Conduct and Behaviour with their child(ren) to explain and reinforce the required standards of conduct;
- Giving consent to all emergency and other medical or dental treatment necessary for the safety and well-being of the pupil;
- Providing clear information on their child's health and any special needs, need for medical attention or medication;
- Ensuring that there are clear contact arrangements which are maintained.

4. DISABILITY AND SPECIAL EDUCATION NEEDS

The School aims to provide the same educational visit opportunities to all pupils and will make every effort to include disabled pupils and pupils with special educational or medical needs on educational visits, whilst maintaining the safety of everyone in the group.

Special needs of any kind will be taken into consideration in the risk assessment and planning undertaken in advance of the visit and appropriate measures will be implemented and reasonable adjustments will be made where required. The Leader will discuss any medical needs with the parents, pupil (if of sufficient maturity and understanding) where appropriate and the School Nurses.

Where there are doubts over the inclusion of a pupil on the grounds of disability, special educational or medical needs, there will be consultation between the School, the pupil and the parent(s). This will involve the Head, the EVC and the Leader.

If despite making reasonable adjustments there remains a significant, unmanageable and unacceptable risk to the health and safety of pupil(s) or anyone else on the educational visit it may be considered reasonable to exclude a pupil from the educational visit or from particular activities during the visit on those grounds.

5. RISK ASSESSMENT

5.1 Risk assessment is an essential part of fulfilling health and safety responsibilities. Any risk assessment must:

- Identify the potential risks (hazards) involved in an activity;
- Decide who might be harmed;
- Identify control measures which would reduce risk;
- Record findings.

5.2 Risk assessments for educational visits have three levels

- **Generic activity risk assessments** – which will apply to the activity wherever and whenever it takes place.
Example: swimming – one of the risks to be assessed would be the risk of drowning. Control measures would include assessment of water confidence and ability of pupils, competent supervision, appropriate buoyancy aids.
- **Educational visit/site specific risk assessments** – which will differ from place to place and group to group. They will be undertaken by the School and if appropriate the tour company for each venue and amended as necessary for different groups.

Example: visit to the Tower of London by a group. An assessment would need to take account of the known behaviour patterns of the pupils concerned, including those with special needs, the need for adequate numbers of supervising adults, the management of movement to and around London and the site rules of the Tower of London.

- **Ongoing risk assessments and reassessments** – it is not possible to foresee every detail of an educational visit and Leaders, teachers, support staff and Adult Volunteers on the educational visit need to reassess risk while the visit is taking place.

Example: on an educational visit to France, previously well-behaved year 10 pupils gain access to alcohol and become unruly. The Leader will need to assess whether they need to be separated from the group for closer supervision or sent home at parents' expense.

- 5.3 Where relevant, risk assessments will include obtaining information on the need for vaccinations and/or inoculations and ensuring that these are carried out in good time before the educational visit takes place. Trip Leaders will need to advise pupils and parents of the vaccinations and/or inoculations that are required for the educational visit. Trip Leaders must consult an approved medical practitioner before providing the advice. The EVC will be able to advise on the appropriate medical practitioner.
- 5.4 Risk assessments will also include information on how to minimise health risks (e.g. by drinking only suitably sourced bottled water). In high altitude locations, the risk assessment will include information on acclimatisation. Appropriate advice will be given on any climatic hazards, e.g. sunburn, heat stroke, frost bite, hypothermia etc.
- 5.5 Where relevant, risk assessments will include information on how to mitigate against risks from crime and terrorism such as not openly carrying valuable items and avoiding high risk areas.
- 5.6 The EVC will ensure that staff are trained to carry out risk assessments. It may be appropriate to ask pupils to carry out a risk assessment on the same basis so that they have an awareness of the risks and means of reducing them. If this is done then these risk assessments will be signed off in the usual way by the Leader and the EVC.
- 5.7 Staff must always carry out risk assessments on transportation, activities and accommodation. They must also risk assess the pupils to check if any pupil's disability, special needs, behaviour or medical conditions presents a specific risk that will need to be managed. Vehicles must be roadworthy and fitted with seatbelts and accommodation must be safe and secure. Airlines must feature in the top 100 of the JACDEC Airline Safety Ranking.
- 5.8 Parents must be given copies of the risk assessment for any educational visit on request and should be sent completed Risk Assessments for all overseas and residential educational visits.
- 5.9 Risk assessments must be carried out in accordance with procedure 2.01 of the School's Health & Safety Manual and using the risk assessment section of the Relevant School's Educational Visit Approval and Planning template (available to download from the Educational Visits folder on SharePoint). Advice on the completion of Risk Assessments is contained in Appendix 2 of this policy. Additional advice is also available from the Assistant Bursar.
- 5.10 If relevant, the Leader must agree with the tour company representative who will cover what aspects of the risk assessment and trip briefing. Key health and safety and behaviour briefings must always be given by the Leader even if this is just a re-iteration of what the tour company representative has said.
- 5.11 Trips organised by tour companies will have a joint School/tour company approach to ensure a co-ordinated and comprehensive risk assessment. The risk assessment will be specific in relation to pupil conduct at sites visited and the tour company will be involved in the completion of the risk assessment so that their expertise and local knowledge are fully utilised in the process.

- 5.12 When carrying out ongoing risk assessments and reassessments, the Leader will take into account any new information from anyone who provides such, and will make an assessment as to whether this poses a risk to those on the trip.

6. SUPERVISION

6.1 Staffing ratios

There are different guidelines for staffing ratios for different activities and they are shown in Appendix 10. Factors such as the age of the pupils should be taken into account as well as the type of activity. The final ratio must be agreed with the EVC. There should be at least two members of School staff accompanying each educational visit, unless a specific dispensation has been agreed by the EVC in conjunction with the Head.

6.2 Composition of supervising staff

Although other adults may act as supervisors (subject to notes 4 – 6 of the recommended staffing levels outlined in Appendix 10), at least one supervising adult on the educational visit must be a member of staff. If there are two coaches then a member of staff must be on each coach. Other adult supervisors may have sole supervision of small groups of students for short periods of time provided that they have the means to contact a member of staff who is close at hand, at all times. All adult supervisors must understand their roles and responsibilities at all times. These should be put in writing and include reference to any pupils who may require closer than usual supervision.

Subject to the two exceptions below, **residential** educational visits should have at least one member of staff of the same sex as the pupils attending.

- Where pupils of one sex make up a very small number (usually three or fewer) of the total number of pupils participating in a residential educational visit, the overall staffing of that educational visit is within the guidelines and there are two or more adults of the same sex accompanying the educational visit, one of whom agrees to take on appropriate supervisory duties with regard to those pupils, it may be acceptable that no member of staff of that sex travels on the educational visit. Such an arrangement must be approved by the EVC and agreed in writing with the parents of each of the relevant pupils.
- Where the number of pupils participating in a residential educational visit is small, the School may decide, with the agreement of the parents, that only one member of staff will accompany the trip (subject to staffing ratios shown in Appendix 10). This may result in there being no accompanying adult of the same sex as some of the pupils participating in the visit.

6.3 Adventurous Activities

- These include winter sports, rock climbing, hill walking, mountaineering, scuba diving, canoeing, white-water rafting, caving and any activity of that nature.
- The Leader and/or at least one other supervisor will have achieved suitable proficiency in that activity.
- Detailed advice on adventurous activities is contained in Appendix 4B.

6.4 Remote supervision

In circumstances where pupils are remotely supervised they will be clearly briefed on remaining in groups of four or more, on the expected return time and will be given the Leader's (or a member of staff's) contact details in case of emergency.

In a non-hazardous area/activity, for a group of ten pupils or fewer, a supervisor may be assisted by senior pupils (aged 16+) for short periods (e.g. up to an hour or so). Senior pupils will not count in the ratio and will only be permitted to assist if they have been assessed as suitably responsible and have been properly briefed. Supervisors will be readily available at all times and remain in overall charge of pupils.

6.5 Accounting for individual pupils

- On all educational visits, the Leader should establish rendezvous points and tell pupils what to do if they become separated from the group. A headcount should take place at regular intervals during the day. Uniform (see Appendix 8) aids recognition;
- Where appropriate the Leader will ensure that each pupil who is not under visual supervision is accounted for;
- The Leader will know the identity, whereabouts and expected time and place of return of the pupils.

7. BEHAVIOUR AND CONDUCT

7.1 The Educational Visits Code of Conduct and Behaviour must be reviewed for each educational visit and issued to pupils and parents.

7.2 Pupils, parents of pupils attending the educational visit, staff and Volunteers must be familiar with what is required of pupils whilst on an educational visit in terms of compliance with the Educational Visits Code of Conduct and Behaviour, the School's Behaviour and Discipline policy, Anti-bullying Policy and be aware that pupils may be sent home at the parents expense if in the opinion of the Leader the pupil has acted in breach of such.

8. MOBILE PHONES/PUPILS' PROPERTY

8.1 Mobile phones can be very useful in emergencies. However, there may be reasons why their use by pupils should be restricted on educational visits, for example:

- Mobile phones can act as distractions, preventing pupils from making full use of the educational opportunities offered by the educational visit;
- Carrying such phones can expose pupils to the risk of mugging and street violence;
- Phones may be damaged by cold or wet conditions.

8.2 The Leader and at least one other adult supervisor will carry a fully charged mobile phone at all times and will ensure that an emergency contact at the school has the relevant numbers. They will also ensure that all parents and guardians are provided with the relevant numbers.

9. SAFEGUARDING AND CHILD PROTECTION

9.1 The School's Policy on Safeguarding and Child Protection and procedures (available on SharePoint) applies during educational visits. The Leader will carry out the duties of the Designated Safeguarding Lead or will name an appropriate adult supervisor to do so.

9.2 Any incident amounting to an allegation or suspicion of abuse which occurs whilst on the educational visit will be dealt with in accordance with the terms of the School's Safeguarding and Child Protection Policy and will be reported to the Relevant School's Designated Safeguarding Lead and the Head immediately on return.

10. TIMING OF TRIPS

10.1 The dates of proposed trips must be agreed with the EVC well in advance and prior to any promotion to parents and pupils.

10.2 Trips will not be permitted to take place during the Christmas and Easter School closedowns, or the Summer Trip Recess as staff will not be available in school to support the trip. The details of the closedowns and recess are shown on SharePoint calendar.

Trip Leaders will need to liaise with the EVC regarding appropriate dates during term time and in the holiday periods.

- 10.3 The School can only support a finite number of trips at any one time. Restrictions on the number of authorised trips are most likely to occur during busy periods such as half terms. The EVC will coordinate and manage the number of trips that can run concurrently.
- 10.4 In order not to disrupt teaching and learning across the School, residential trips should not be routinely taking place during week days in term time, unless permission has been granted by the EVC or the Head. However, it is recognised that trips may occasionally leave before the end of term in order to secure lower flight prices or for other practical reasons – permission to leave before the end of term must be obtained from the EVC or the Head. The exception to this ruling is exchange visits which occasionally occur in term time.

This policy can be made available in large print or other accessible format if required

Authorised by:	Sir David Wright On behalf of the Board of Governors
Date	5 th September 2018
Date of Next Annual Review	September 2019

The Perse School: a company limited by guarantee
Registered in England: No. 05977683
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