

Durston House

Trips Policy

Aims of the Policy

- to rationalise the use of Trips throughout Junior, Middle and Upper Schools
- to state the school's commitment to education beyond the classroom or lesson

Objectives of the Policy

- to provide an education beyond the classroom that complements the educational needs of the pupils
- to ensure the safety of pupils on Trips
- to complement all relevant school policies and procedures found in the Durston House Operations Tree including the **Pastoral Care** and **Safeguarding Policies**

Introduction

In line with the aims of the school, “To give each pupil a well-balanced academic education, developing his intellectual, creative and physical talents...” and “...to encourage every pupil to act with integrity, responsibility and concern for others”. Trips away are an integral part of the development of each individual and the rhythm of the school year. Not only are they important in the broad education of each pupil, but also as a means of developing social interaction between pupils and staff members in a setting outside the confines of usual school life. The school seeks to provide sufficient opportunities for all pupils to benefit from Trips during their time at Durston House.

What is a Trip?

A Trip is distinguished from an Outing by its residential nature. Pupils and staff go away together, staying overnight in pre-booked accommodation. Trips that occur in term time are compulsory and are curriculum-related, whether it is academic or physical. They are funded by the school. Others, which are optional, may occur in holiday time and will be leisure-related. These are funded by the parents. A Trip may take place in the UK, or abroad.

Principles

Durston House accepts the following principles in relation to Trips:

- Trips away with their peers are an essential part of the educational development of all pupils.
- Trips during term time, in Trips Week, are funded by the school.
- Trips during holiday time are funded by parents.
- Staff members teaching Years 4-8 are required to attend one Trip each year during term time.
- Staff members are encouraged to volunteer to attend Trips during holiday time.
- Trips are organised and executed according to the **Procedures for Trips**.
- Trips are run in accordance with the Pupil Mobile Phone Policy.

Head of Complementary Curriculum

The **Head of Complementary Curriculum (HoCC)**, in consultation with the Deputy Head, is responsible for overseeing and monitoring the use of school Trips, across Junior, Middle and Upper Schools, their organisation and their execution. He/she advises the Trip Leader.

Schedule for Trips

The schedule for trips is set according to the age and development of the pupils and the resources of the school. Pupils go away on trips, during term time (Trips Week), in the second half of the Summer Term. The focus for these Trips is as follows:

Year Group	Focus	Trip Leader
Year 4	Geography/Science/Team Building	Head of Junior School
Year 5	History	Head of History
Year 6	French Language and Culture	Head of French
Year 7	Geography Fieldwork	Head of Geography
Year 8	Outdoor Education	Director of Studies

Other trips may occur during holiday time, either annually or biennially, such as a:

- Ski Trip
- Classics Trip
- Activity Trips (e.g. PGL)
- Sports Trips (e.g. Rugby/Cricket Tour).

Pupils

All pupils from Years 4 - 8 are expected to attend trips during Trips Week. If a pupil has a severe medical condition requiring complex medication, the Trip Leader will liaise with the pupil's parents, the HoCC and the Deputy Head to ensure that the best course of action is taken. This may mean that it might be safer for a pupil to miss the Trip.

Staffing

Staffing on Trips is arranged by the HoCC, in liaison with the Deputy Head, to ensure the safety of the pupils and an efficient deployment of human resources. The ratio of staff to pupils is as follows:

1:10 for trips based in the UK

1:8 for trips abroad

The respective Head of Department is the designated **Trip Leader**, another member of staff the **Deputy Trip Leader**. One member of staff must be First Aid at Work trained and will be the designated **First Aider**.

Organising a School Trip

The **responsibility** for a Trip's organisation and execution rests with the Trip Leader. It is essential, for the success of the Trip, that the Leader is fully involved in its planning, organisation and execution. The HoCC supports and monitors this work. The respective school offices help with certain aspects of the administration according to the Trips Procedures, which complement this policy, and which the Trip Leader must follow.

Reviewing School Trips

After Trips Week in June, a meeting of all the Trip Leaders and the HoCC is scheduled to review the trips. Any specific incidents that occurred on any of the trips, and the action taken at the time,

must be raised at this meeting and records, in the form of minutes, must be kept. For Trips that take place outside Trips Week, a review meeting with the HoCC must be arranged by the Trip Leader. Again, any points raised during the meeting must be documented in the form of minutes. All documentation containing sensitive data is collected in by the Trip Leader and returned to the School Office for shredding in accordance with Data Protection Law.

Evaluation of this Policy

This policy will be evaluated biennially by the school, amended where necessary and approved by SMT.

<i>Created</i>	<i>2 Dec 2008</i>	<i>WM</i>	<i>Version 1</i>
<i>Revised</i>	<i>10 August 2019</i>	<i>CG</i>	<i>Version 7</i>
<i>Approved</i>	<i>30 August 2019</i>	<i>SMT</i>	<i>Version 7</i>