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| Relevant Statutory Regulations: | ISSR Part 1 Para 2, Part 3 Para 11, NMS 10, NMS 15 |
| Nominated member of SMT responsible for the policy: | Laura Collins |
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The school acknowledges that students can derive immense educational benefit by taking part in off-site visits. Taking part in problem solving, decision-making and residential experiences both at home and abroad can enhance the development of social and personal learning and thinking skills. The knowledge and experience gained beyond the classroom can consolidate and extend the taught curriculum. This policy seeks to establish a framework which ensures that students can benefit from off-site visits and trips in a safe, healthy and secure environment.

An off-site trip or visit is defined as pupils going 'beyond the school gates' to pursue an activity organised through the school. Activities may take place during or after the school day, at weekends or in school holidays and will be educational, co-curricular or recreational based. All off-site visits must have an educational or enrichment based purpose and pre-determined, clear, educational or enrichment objectives. All participants in activities will be identified as group members associated with the school.

The school will check an external activity providers have the appropriate safety standards and liability insurance.

The school policy recognises that every student should have full access to each visit that is appropriate to their class, year or option subject, regardless of their abilities, therefore, developing further 'the whole child'. The school will consider financial assistance where appropriate. When these experiences are well-planned, safely managed and personalised to meet the needs of every child they can:

- Improve academic achievement
- Provide a bridge to higher order learning
- Develop skills and independence in a widening range of environments
- Make learning more engaging and relevant to young people
- Develop active citizens and stewards of the environment
- Nurture creativity

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- Provide opportunities for informal learning through play
- Reduce behaviour problems and improve attendance
- Stimulate, inspire and improve motivation
- Develop the ability to deal with uncertainty
- Provide challenge and the opportunity to take acceptable levels of risk
- Improve young people's attitudes to learning

Giving young people responsibility for achieving these outcomes helps them to learn from their successes and failures. Learning outside the classroom provides support for many different curriculum areas.

All off-site visits require the permission of the Principal or Head of the Infant and Junior School as appropriate. Some off-site activities have blanket permission and are managed under a standardised risk assessment and procedures – e.g. Visits by boarders to local amenities, local sports fixtures, LVS 1 activities.

The organisation and management of these trips is the responsibility of the Assistant Head Compliance and Co-Curricular and the online Evolve programme is used to plan each visit or trip. Every member of teaching staff has a log-in to Evolve and should follow the procedures as outlined there in relation to the following:

- Risk assessments for the activities undertaken on the trip, risk management strategies and first aid requirements
- Medical details and medication required for pupils
- Financial organisation, including insurance
- General pupil and group management including health and safety requirements (especially fire for residential trips)
- Emergency and crisis management

Personal Conduct

A pupil's personal conduct is expected to be at the same high standards as it is in school and as such the school's Personal Conduct Policy applies in all visits whatever the location or duration or purpose of the visit is. For day trips if a pupil's personal conduct is not satisfactory this is likely to be dealt with both on the trip by staff members and on return to school by a member of SMT, unless a the pupil's conduct is posing a safety risk to themselves, other members of the school or members of the public, when more immediate action is deemed necessary. For residential trips, if a pupil's personal conduct is unsatisfactory the trip leader will liaise with the emergency SMT home contact (usually either Assistant Head Co Curricular or Principal) for the appropriate course of action, this could be, but not exclusively, on trip sanctions or sanctions when returned to school. Serious breaches of the personal conduct policy may result in the pupil needing to be repatriated to the school/home at an additional cost to parents. In all situations the trip leader will take into account the breach of behaviour, the trip and the welfare of all students.

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Pupil Illness on a trip

If a pupil was to fall ill on a school trip, staff would ensure that the pupil was looked after in an appropriate manner which would be determined by the type of illness. The trip leader would contact parents or guardian to discuss appropriate care and to keep them informed.

For UK based trips, if it was deemed necessary for the pupil to be repatriated back to the care of parents or guardians then parents would need to make appropriate arrangements in conjunction with the trip leader to collect their child.

For overseas residential trips, the trip leader will take advice from medical professionals in the local area and liaise effectively with parents/guardians in conjunction with the tour company in ascertaining the best way to repatriate a pupil.

COVID-19 implications.

Current overseas and domestic residential trips are able to resume from September 2021 and day trips can still go ahead. Risk assessments are written in conjunction with venue risk assessments, and all venues must have their own measures to reduce risk of transmission of COVID-19.

School trips are a valuable asset to a child's education and therefore day trips are encouraged providing sensible, proportionate control measures in-line with guidance are implemented, to limit transmission of COVID-19. This includes but not exclusive to, wearing of face coverings on transport to and from venue, wearing face coverings within crowded indoor venues, maintaining social distancing from public and staff where possible.

If a pupil were to display symptoms of COVID-19 on a residential trip then the trip leader would make contact with the parents/guardians to gain permission for performance of a LFD. If the pupil were to test positive for COVID-19 the pupil would remain isolated and follow government guidance. The trip leader would contact parents/guardians to inform. For UK based residential trips parents would need to make arrangements to collect their child from the location of the trip as soon as possible.

For overseas residential trips, the trip leader will liaise with tour company, parents/guardians to discuss further care. A member of staff of the same sex would remain with the pupil until the pupil was able to travel.

LVS Ascot will continually update the visits policy and procedures in line with government guidance, and will continually risk assess the potential transmission of COVID-19 on these trips.