



Relevant Statutory Regulations:	ISSR Part 1 Para 2, Part 3 Para 11, NMS 15, 18
Nominated member of SMT responsible for the policy:	Laura Collins
Updated:	01 September 2023
Date of next review:	01 September 2024

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 any external activity providers have the appropriate safety standards and liability insurance and the school uses the Evolve trip management system to ensure these standards are met.

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

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- Nurture creativity
- 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 Deputy Headteacher or Principal as appropriate. Some off-site activities have blanket permission and are managed under standardised risk assessment and procedures – e.g. Visits by boarders to local amenities, local sports fixtures, LVS 4 activities.

The organisation and management of these trips is the responsibility of the Deputy Headteacher Pupil Outcomes 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

Any boarders trips will also be processed through Evolve ensuring the Head of Boarding signs these off and completes the due diligence on these trips.

Overseas trips

It is the responsibility of the parent and/or guardian to ensure that a valid visa and passport are in place ready for the trip departure date. LVS Ascot will support applications with proof of study letters and proof of trip participation where necessary. If a child is unable to attend a trip due to an invalid passport or visa then no financial refund will be issued if the place is unable to be filled.

If a pupil becomes unwell before the trip departs and is unable to attend the trip, then parents/guardians will be advised to claim back through the school insurance. Appropriate, medical documentation will be required in this instance to process claims.

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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 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 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.

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. This would be at an additional cost to parents and dependant on situation could be claimed back through the school/trip insurance. 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 and home SMT contact in ascertaining the best way to repatriate a pupil.

Financial terms and conditions

Upon completion of the consent form on Evolve parents or guardians commit to paying the cost of the trip:

If for any personal reasons the pupil is removed from the trip at the parent/guardian request, the family is still liable for the cost of the trip or the percentage that has already been paid to the trip provider at the time of withdrawal. Every effort will be made to fill any spaces that occur in this manner and if this is filled then the finances will be returned to the original participant.

If the pupil is removed from the school through parental/guardian choice they will still be liable for the cost of the trip unless the place can be filled with another pupil.

If a pupil's personal conduct is not acceptable and the school deems it not appropriate for the pupil to attend the trip or the pupil is excluded from school the parent/guardian remains liable for the cost of trip unless the place can be filled with another pupil.

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If a pupil does not have a valid visa and/or passport and is therefore unable to attend, the parents/guardian remains liable for the cost of the trip unless the place can be filled with another pupil.

If a pupil becomes unwell before the departure date and is unable to travel on a trip, the school will endeavour to claim back the cost of the trip through the school insurance. Appropriate medical documentation will be required in order to process any claim.

At all times for whatever reasons a pupil is withdrawn reasonable efforts will be made by the school to fill any places that occur.