



St George's College

Founded 1898

TRIPS POLICY & PROCEDURES

Reviewed and approved Jan 2023

Next review Jan 2024

ST GEORGE'S VISION MISSION AND VALUES

VISION STATEMENT

St George's College is a private, non-profit, bilingual, co-educational, learning institution with a long tradition in providing a well-rounded and demanding education. It delivers an international curriculum of high standards, which seeks to develop strong ethical values and character integrity, in order to allow its students to become useful and successful citizens.

MISSION STATEMENT

Our mission is to provide students, between the ages of 3 and 18, with a bilingual education that integrates the Argentine and international curricula. We strive for the continual improvement in the quality of the teaching and learning, management and school resources in order that the students may develop their potential to the full. Our environment nurtures individual development, independent thinking, sportsmanship and an extensive and close interaction with the community.

STATEMENT OF VALUES

Since its foundation in 1898, St George's College has been based on values adopted by its Christian founders, drawn from the best ones stemming from British tradition. These values are centred upon the following:

- Uphold honesty, integrity and truth.
- Demonstrate fortitude in terms of energy, initiative, courage and responsibility.
- Exercise good manners and respect towards people, rules, institutions, and the environment.
- Commitment and loyalty to the College, its people and society at large.
- Actively develop the concept of duty, caring and leadership through example.
- Apply perseverance and fair play in behaviour, work and play.

The College strives to uphold these values through its Governors, Staff, Parents and Students, adding to the best traditions established by its Founders.

1. COMMITMENT TO TRIPS

St George's believes trips should be planned and carried out with a **clear educational** benefit for pupils. The school recognises that learning outside the classroom helps to bring the curriculum to life by providing opportunities to develop:

- Deeper subject knowledge and increased understanding.
- Self-confidence.
- Risk awareness.
- Decision making skills through real life situations.

This policy should be read in conjunction with:

- Safeguarding policy
- Behaviour policy
- Health & safety policy
- First aid policy
- Risk assessment policy

2. DEFINITION

A school trip is one that has been approved by the site executive using the procedures set out in this policy. It may be that a member of staff, who also works on a part-time basis for an external company, may want to promote a sports camp or trip/expedition that they are part of. This would not be recognised as a school trip and all correspondence and contracts entered into with parents must not in any way use the school name. It is expected that the respective member of staff will inform the Headmaster of their intention and to be granted permission before proceeding.

Examples:

Pupils from every year group will participate in a number of educational visits each academic year, either as a compulsory part of the curriculum or as an optional extra. The types of visits might include:

- Whole year group visits
- University fairs
- Outings to the theatre, museums, concerts, sporting events, etc.
- Cultural tours
- Expeditions
- Sports fixtures
- Field trips
- Concert tours
- Educational camps

3: AIMS

COMPLIANCE

- To ensure the school is compliant with all national laws and guidelines
- To ensure best practice from around the world

ONE SCHOOL

- To establish principles efficiently across all sections and highlight procedural differences.
- To ensure where possible that resources, contracted services and support materials are implemented efficiently across all sections and wherever possible replicated.

FRAMEWORK

- To provide the school's leadership a framework within which to work.
- To communicate clearly with the community what our policies and procedures are.

POLICY SPECIFIC

- To provide guidance for the planning and implementation of school trips.
- To ensure the safety of all those involved in a school trip.
- To provide support and training for staff who wish to lead or accompany a school trip.

4. PERMISSION

It is expected that trips will be planned well in advance and that they will consider all aspects of this policy when undertaking this planning. In the planning stage, the school requires group leaders to consider the following points set out below.

In the first instance, applications for a school trip must be made using the appropriate forms and submitted to the respective head of school, as follows:

- The Head of Kinder
- Head of Prep
- Head of College

In order to get permission for a trip, unless there are good reasons why it is not possible, it would be expected that a risk assessment of the trips has been done.

5. RISK ASSESSMENT

All applications for trips must be accompanied by a risk assessment. This is fully outlined in a form that the group leader will need to complete and have signed-off by the relevant Head of Section. Trips organised by tour agencies must also supply a full risk assessment that meets the same standard set by the school. Copies of this assessment should be given to all adults on the visit. Such assessments should consider:

- Location of visit, routes and methods of transport
- Competence, experience and qualifications of staff
- Ratios of adults to pupils
- Age and competence of pupils on the visit
- Special medical or educational needs amongst pupils
- Seasonal conditions, weather and timing
- Emergency procedures
- Measures if a pupil, or the group, is unable or unwilling to continue

If, during the course of the visit, the risk to the pupils' health and safety appears unacceptable, the group leader must stop the visit and put contingency measures into effect.

Where commercial organisations are providing adventure training activities, the group leader must ensure that, where necessary, the provider holds the appropriate licence.

When activities are provided by commercial agencies, the group leader and teachers retain ultimate responsibility for the pupils at all times.

First aid provision and medical information

For adventure training or foreign or residential visits, it is desirable to have one fully trained first aider. On all visits, an adult should be appointed to be in charge of first aid arrangements.

Regarding medical information, the consent form will contain a medical form to be completed by the parents. The group leader will take a printout or copy of all the medical information for all children going on the trip. This document must be kept as confidential as possible and must be returned to the sectional secretaries as soon as possible after the trip so that it can be shredded.

Transport arrangements

- **Coaches**

Transport arrangements should be outlined in a proposal made by the group leader. All coaches will have seat belts that staff will ensure are used. Staff will determine embarkation points as part of their planning and risk assessment.

- **Flying**

For some trips, flying might be considered an option. However, plans are made by the group leader and if it is decided to start from school and return to school as a group, then alternative arrangements must be made in writing prior to the trip start date.

Insurance arrangements

For all trips pupils and staff are encouraged to take out their own personal travel insurance too to cover personal liability and insurance for personal belongings.

In the event of a necessary change to the plan or a later return

Group Leaders should make contact with the school's registered emergency contact as included in the risk assessment as soon as possible so that this can be communicated to parents.

Emergency arrangements

These should be established before the visit departs and disseminated to all adults accompanying the visit. For a residential visit, two members of Leadership should be identified as emergency contacts for the visit. Factors to consider when drawing up emergency procedures include the need to:

- Ensure that all pupils in the party are safe
- Establish the names of any casualties and to get immediate medical assistance
- Notify the police - or the Embassy/Consulate - where necessary
- Notify the school contact of the time, nature and location of the incident and the names and injuries of any casualties
- Keep written records – including accident report forms – of all emergencies

Arrangements for sending pupils home early

For residential trips, all pupils sign the consent form stating that they will behave appropriately and abide by the instructions to ensure their own safety and the smooth running of the trip. Should pupils not abide by these expectations then the possibility exists that they might be asked to return home at the parents' expense after discussion with the parents.

Cancelling a trip

The Headmaster has the right to cancel/postpone a trip they deem the trip to be too risky, e.g. due to extreme weather conditions, inadequate staff availability or for medical reasons.

5. DOCUMENTATION

Parents must give written permission on a trip consent form for their child's participation on a visit. One copy of the completed form should be carried by the group leader at all times and a second copy kept with the relevant section secretary.

If a pupil has not provided a consent form signed by their parents the day before the trip departs, then they will not be allowed to participate in the trip. If applicable, they will attend school as normal. For whole year trips, where there are no formal lessons, any pupil not providing a signed consent form may be asked to come to school as normal and will be supervised by a member of the leadership team.

Copies (or the originals where necessary) of all relevant legal papers required for travel must also be provided and securely taken on the trip including (but not limited to) visas, permission to travel documents, health insurance and proof of identity.

7. COMMUNICATION

Briefings

- **For all adults taking part on the trip**

Sufficient briefing shall be given to all those involved on any school trip. Teachers and other adult helpers should be aware of what the visit involves and should be given clearly assigned tasks. Details of risk assessments and of any special medical or educational needs amongst pupils should be shared amongst all adults.

- **For pupils**

Pupils should understand the objective of the visit, how to avoid specific dangers and any special safety precautions in place, the standard of behaviour expected of all pupils, what to do if approached by anyone from outside the group, rendezvous and emergency procedures. On any residential visit, pupils should carry the address and telephone numbers of the accommodation in case they become separated from the main party.

- **For parents (only required for overnight trips)**

At least 14 days prior to the commencement of the trip, the group leader must organise an information meeting for parents. All teaching staff going on the trip should attend this meeting. The group leader would be expected to give useful information to parents and to talk through the itinerary.

Parents should also be informed of the following:

- The dates, objectives and costs (if applicable) of the visit
- Times and locations of departure and arrival
- Details of accommodation (websites to be included)
- Names of staff accompanying the visit
- Details of planned activities
- Details of the behaviour expected of pupils
- Details of clothing and equipment to be taken by pupils
- Details of what pupils may not take/bring back from the visit
- An emergency telephone number that they can contact. This will be either a number for a school mobile, or the telephone number of the place(s) where they are staying
- The suggested amount of money to be taken

Trip leaders

All school trips will have a delegated trip leader and an organiser of the trip, these can be the same person.

During the school trip, the trip leader will ensure that all reasonable steps are being taken to establish safe conditions for the pupils and adults concerned and to create an environment in which levels of risk have been assessed as being manageable and acceptable. They will also be responsible for ensuring, as much as possible, the good behaviour of the children.

The trip organiser will make sure the trip is administered correctly and is responsible for implementing the decisions of the trip leader.

8. SUPERVISION

Expectations of teaching staff

Staff on visits are continuously responsible for those pupils in their care and should behave with professional demeanour at all times. When direct contact with pupils is not possible, e.g. during exchange visits or home stays, pupils must always be able to contact a member of staff.

The school uses the following ratios for supervision

Class	Adult to pupil ratio
Kindergarten	Normally at least 1 : 6 - 10
EP1-EP3	1 : 6 – 10
EP4-6	1 : 10 – 15
College	1 : 10 (abroad) 1:10-15

Where supervision is also provided by an outside agency or by any adults who are not members of the school staff, the group leader is responsible for ensuring the supervisors are suitable to work with children and young people. In the case of commercial providers, group leaders should contact the outside agency and check that all staff have obtained disclosure

information as outlined in our safeguarding policy. Where supervision is provided by other volunteers, it is the responsibility of the group leader to draw this matter to the attention of the school.

9. DRESS CODE

Because of the nature of some trips that are organised by the school or under its auspices, school uniform might not always be appropriate dress or it might be appropriate to make uniform optional. On these occasions, pupils should wear clothes that are sensible and appropriate for the occasion.

POLICY REVIEW

This policy is to be reviewed by SLT and presented to the Board of Governors for final consideration and approval.

Approved by the Board of Governors, signed:

Dr Francisco Follett, Chairman

James Belmonte Diver, Headmaster

Date: