

SCHOOL TRIPS POLICY



HAYDON SCHOOL

Wiltshire Lane
Pinner
HA5 2LX
Tel: 020 8429 0005
Fax: 020 8868 8213

**SCHOOL TRIPS
POLICY
October 2013**

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Haydon School recognises the importance of trips in order to enrich the education of our students. As such, the school offers a wide range of outings from day trips to residential trips. The Deputy Headteacher or Assistant Headteacher in charge of trips will determine whether each trip proposal is acceptable. Each trip application must clearly state educational aims.

1. ORGANISATION OF TRIPS

The school has in place procedures for the planning risk assessment and organisation of all trips in order to ensure that the health, welfare and safety of the students on a trip are protected (please see appendix). Each trip has to receive official authorisation by the school before full details are sent to parents. Prior written consent has to be obtained from parents for all trips together with any specific information on medical conditions.

2. THE SAFETY AND WELFARE OF STUDENTS ON SCHOOL TRIPS

In order to ensure the safety and welfare of all students on a school trip the trip leader is required to make a careful and written risk assessment of all aspects of the trip.

3. TRANSPORT IN SCHOOL MINIBUSES

All drivers will have taken the appropriate minibus test and will follow the school's guidelines for the transport of students.

4. TRANSPORT USING THIRD PARTIES

Checks will be made on insurance, drugs and alcohol testing and driver competency testing.

5. ACCOMMODATION

The trip leader will ensure that any accommodation used by students will be safe and adequate and in the case of exchange visits will ensure that the host family are given full details of the students in their care and are aware of their responsibilities.

6. SUPERVISION LEVELS

The school ensures that the trip leader has arranged adequate staff supervision. If it is intended that students are to be left unsupervised by a member of staff at any stage then parents will be informed in writing.

7. SMOKING AND DRINKING

Smoking, drinking and illegal substances are not permitted on school trips.

8. BEHAVIOUR ON A SCHOOL TRIP

It is expected that all students observe the highest standard of politeness, courtesy and conduct at all times. The students, even out of school time, are representing the school and it is expected that they will do everything in a way that reflects positively on them as well as the school. In the case of a student being sent home for misbehaviour then the

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parents will be expected to pay all costs incurred (please see appendix). Members of staff are also expected to meet the highest standards of professional conduct on trips.

9. FINANCING AND INSURANCE OF TRIPS

Full accounts of all residential school trips must be submitted to the Finance Office. The school has insurance certification which may be inspected in the Finance Office. Details of cover can be found in an appendix of the accompanying documents.

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Document History

Date	Issue	Status	Comments
May 2009	1.0	Draft	New Policy – Draft to Student Committee
13.05.09			Approved by Governors
June 2011	2	Update	To Student committee 16.06.11 Approved
June 2011	2	Update	To Full Governing Body 05.07.11 for information – Accepted
October 2013	2	Update	Minor updates to policy. Appendices being updated – To Student Committee 14.10.13 Approved – to FGB 05.12.13 for information only - Approved