

Expeditions Policy

This policy applies to all students attending the Stephen Perse Foundation (the **Foundation**) which comprises the Stephen Perse Pre-Preps (City and Madingley), Dame Bradbury's School, the Stephen Perse Junior School, the Stephen Perse Senior School and the Stephen Perse 6th Form College.

Guiding principles

This policy has been drawn up in accordance with the Department for Education (DfE) "[Health and Safety on educational visits](#)" and the DfE "[Health and Safety: responsibilities and duties for schools 2018](#)".

Expeditions greatly enhance the students' education. They have close links with the curriculum and involve preparation, evaluation and, usually, follow-up work in the classroom. All expeditions which are undertaken are of value educationally, socially or culturally and, thus, it is anticipated that all students will participate. We endorse the key message from the Health and Safety Executive in relation to school trips – 'Well-managed school trips and outdoor activities are great for children. Children won't learn about risk if they're wrapped in cotton wool'. We aim to ensure that the cost of visits is kept to a minimum. Parents are advised to contact the Bursar in the event of difficulties being encountered meeting the cost of expeditions. If, in exceptional circumstances, a student is unable to participate in a visit, parents should contact the relevant Head of School on first receipt of the information to discuss the situation.

Educational Trips - Aims & Outcomes

Each trip is different. Educational trips aim to encourage independence and investigative skills: some are directly related to the curriculum, some are designed to promote social awareness, or to enhance physical skills, self reliance and team-working. Others will extend a student's knowledge of the world. The common factor is that they all make an essential contribution to the student's development and education in the broadest sense of the word.

Roles and responsibilities

The Governors have ultimate responsibility for ensuring the suitability and safety of visits.

The Principal and Heads of School ensure that the trip is suitable, and that all appropriate arrangements are in place to ensure (as far as reasonably possible) the safety of the visit. The Head of School will ensure all documentation and risk assessments are completed satisfactorily.

It is the role of the Group Leader to ensure that Foundation policy is implemented and procedures

followed. All visits should, in addition, have a Deputy Group Leader (who may be non-travelling for small trips) but will assume the role of leader if, for any reason, the Group Leader is unable to go on the trip. For each residential visit, a senior member of staff is nominated as school contact and a second nominated member of staff acting as a reserve school contact. In an emergency, the school contact takes the necessary decisions. Teachers and non-teacher adults on the visit must follow the instructions of the Group Leader (or the Deputy Group Leader).

Student Behaviour

Students must follow instructions given to them by responsible adults and have a responsibility not to put themselves and others at risk. Students will be required to adhere to the code of conduct for the visit. In the case of serious misconduct, where a student's misbehaviour has the potential to jeopardise the health and safety of anyone on the visit, the student may be required to return from the visit early at the parents' expense. Students will be expected to dress appropriately for the activities involved.

Parents must provide the necessary information about their child, including up-to-date medical and contact information, to enable him/her to participate safely. They should be able to make an informed decision on whether their child should go on a visit. Parents will also be responsible for paying for the return costs if their son/daughter has to return early from the trip/expedition.

Educational Visits - Planning

Parental consent will be sought for all expeditions involving Early Years children, travel overseas, an overnight stay, hazardous activities or any expedition taking place outside of the school day. Where prior consent is not required, parents will be informed of a visit, and of any extra safety measures required, and permission is deemed to have been given by virtue of consenting to the terms and conditions of acceptance of a place at the Foundation. However, parents are given the opportunity to withdraw their child from any particular visit or activity.

Staff in charge will make every effort to ensure the success of the visit by maintaining good order and discipline, and safeguarding the health and welfare of all. They treat the students as a careful parent would in similar circumstances, taking into account the age and physical competence of group members and also the particular circumstances at each place visited.

Risk Assessment

Before a trip takes place, a comprehensive risk assessment is undertaken by the Group Leader. The requirements of group members in relation to adults to student ratios, first aid, medical provision and any specific educational needs will be assessed by the Group Leader, where appropriate in consultation with the Trips and Travel Consultant and/or the Head of School. Parents must advise the Group Leader of any medical condition affecting their child.

We will consider what reasonable adjustments might be made to enable children with medical needs to participate fully and safely on visits, consulting with relevant healthcare professionals as appropriate. If, after carrying out a risk assessment based on all relevant factors, it is deemed impossible or impracticable to allow a student to accompany a visit we reserve the right to decline to accept a student

on a visit.

The risk assessment, written in accordance with the Risk Assessment Policy, will take account of the varying nature of each visit e.g. distance from school, transport arrangements, likely weather conditions, likelihood of terrorism, type of activities (e.g. outward bound or sports tours, exchanges) time duration (residential, day, half-day). Each risk assessment will be read and understood by all adults supporting the expedition. For visits abroad, regard is paid to all pertaining local laws, customs and regulations, and to linguistic differences.

For residential visits, the Group Leader will hold an information meeting for parents and students before the visit to inform them about the arrangements, including arrangements for staff-parent communication, remote supervision and emergency procedures. Parents who cannot attend the information meeting will receive a summary of the relevant information, including insurance details.

Educational Trips - Training

The Foundation has identified the following training needs in keeping with the increased responsibility of organising higher risk Educational Trips:

- Heads of School - to complete iHasco “School Trips for Management” course.

Training enables the Foundation to demonstrate staff competency and ensure the people working under its control are aware of the potential consequences of their work activities.

Supervision Ratios

For supervision the usual minimum ratio of adults to pupils for (EYFS) Kindergarten and Reception trips is:

- 1 adult to 4 pupils for Kindergarten;
- 1 adult to 4 pupils for Reception.

For all other trips, consideration is given to an appropriate supervision ratio in the risk assessment and in accordance with published guidance¹.

The Group Leader will be responsible for passing on relevant information to the HR Department on all adults supervising the group who are not staff at the Foundation (e.g. parent volunteers) so they can also have appropriate checks completed. Each of these volunteers will complete the Volunteer Declaration Form in accordance with to the Managing Visitors, Visiting Speakers, Contractors, Agency and Peripatetic Staff on the School Site Policy.

Some of the time, parts of some visits may be unsupervised. The Group Leader will establish during the planning stage of the visit whether the students are competent under remote supervision and will

¹ Such as the [Royal Society for the Prevention of Accidents \(RoSPA\) guidance on Planning and Leading Visits and Adventurous Activities](#) and the [National Union of Teachers' School Visits Health and Safety Briefing](#).

ensure that parents are told whether this will take place.

In accordance with the guidance in Annex E of Keeping Children Safe in Education 2018, the Foundation will obtain a DBS check for any 'homestay' arrangements that occur in the UK. For foreign visits, we will liaise with partner schools abroad, to establish a shared understanding of, and agreement to the arrangements in place for the visit. We will use our professional judgement to satisfy ourselves that the arrangements are appropriate and sufficient to safeguard effectively every child who will take part in the exchange. Parents will be made aware of the agreed arrangement. As part of the risk assessment process we may contact the relevant foreign embassy or High Commission of the country in question to discuss what checks may be possible in respect of those providing homestay outside of the UK. Where the arrangement with the host family is done by private arrangement of the parents, a DBS check (or similar) will not be sought.

Educational Trips - Costings

In order that costings may be made as accurately as possible, students and parents will be expected to honour their commitment and refunds will not be available. The staff will therefore make every effort to provide the fullest possible details before requiring a firm booking. If it is necessary for a student to be withdrawn from a trip for medical reasons, a doctor's note would be needed if an insurance claim were to be made. The cost of the visit will include a contribution towards insurance and administration expenses. Once a firm booking is made, withdrawal from a visit will incur full costs unless the grounds for withdrawal are covered within the terms of insurance.

The cost of trips is not included in the school fees. In addition, as the school fees do not relate to a specific per capita daily charge for lunch, packed lunches are not provided for students undertaking expeditions. Students are asked to provide their own packed lunch as appropriate.

We use online payments for all trips using the Wisepay system.

Educational Trips - Communications

In accordance with arrangements made under the Terms and Conditions of acceptance of a place, photographs of students on visits (without any identifying information) may be used for publicity and reporting purposes by the Foundation unless permission for use of images has been withheld.

Use of mobile phones / mobile technology by students on the trip will be determined by the Group Leader according to circumstances. Additional adults supporting trips should not use personal mobile phones when in the presence of students.

For local visits taking place during the school day, the main School telephone number will be the emergency contact number.

For other visits, emergency contact names and numbers will be issued to parents by the Group Leader.

Updates on trips for parents e.g. time of return, or reports of activities on residential trips, will be either

emailed to parents using School Post or placed on our school website or School Twitter page as appropriate.

Related Documents

- Expeditions Procedures
- Risk Assessments Policy
- Managing visitors, visiting speakers, contractors, agency and peripatetic staff on the school site Policy

Reviewed: January 2019

Version Control

Date of adoption of this policy	18 January 2019
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Policy owner	Head of Senior School
Authorised by	Senior Leadership Teams