



SCHOOL TRIPS

All school trips must be planned and organised taking into account the health and safety of all of those going on the trip, and the educational benefits of the trip.

GUIDELINES:

TRIP PLANNING:

1. Approval in principle for any school trip or excursion must be sought from the Principal and Senior Leadership Team before any planning may start.
 - i. Permission for all overnight trips must be granted in advance by the Board of Trustees.
 - ii. Approval in principle to investigate the feasibility of a proposed overseas trip must be sought from the Board of Trustees.
2. The Board of Trustees and the Principal must be assured that a proposed trip will be properly led and supervised, that finances will be well managed, that the itinerary is a suitable one for the age and the abilities of the students. For **overseas trips**, detailed information on all aspects of the trip must be submitted to the Board of Trustees for final approval no later than one year prior to the trip's proposed departure, and before final parental commitment.
3. Permission for overnight trips should be sought at the February Board of Trustees meeting. If it is not possible to finalise a date at this time, permission should be obtained from the Board of Trustees no less than one month before the trip. In exceptional circumstances permission may be sought by the Principal from any two members of the Board of Trustees.
4. The date of the trip will be set in consultation with the Senior Leadership Team (SLT) and other relevant staff. Wherever possible the date will be entered in the school calendar. The timing must be such that clashes with other school activities are kept to a minimum.
5. Once the trip is approved, the Application Planning sheet, the Risk Analysis Management sheet and the Safety Action Plan sheet should go to the SLT for approval, the Deputy Principal for relief purposes, and the school receptionist and the Acland Director of Boarding if applicable. The number of staff/supervising adults on the trip should be in an appropriate staff/student ratio, as per the guidelines and as approved by the Principal.
6. Before committing to the trip, parents/caregivers must be made aware of and sign acceptance of all conditions regarding the trip. Parents/caregivers must receive a full itinerary, an itemised account, a copy of relevant school procedures and explanation of their liability should their daughter be withdrawn from the trip or misbehave on the trip, and deposits/refunds which will apply to the trip. Costs must be known and paid in advance.
7. All sports activities need to be aware of the costs involved, including costs should they make regional or national competitions.

Responsibility: Board of Trustees
Date: October 2018
Review: October 2021
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FINANCIAL:

1. All monies must go through the Executive Officer and the school accounts unless specifically exempted. In the event of a trip failing to proceed, the Executive Officer will be responsible for processing refunds.
2. The cost of staff relief, STCA payments, staff airfares, accommodation and any other costs must be considered when costing and planning trips.
3. Fundraising funds are not refundable should a student be withdrawn from the trip.

BEHAVIOUR:

1. A designated adult will be the 'approved person' in charge of the trip and will be responsible for applying school rules and taking appropriate action when rules are breached. All members of the group, both students and adults, will undertake to obey the instructions of the approved person in charge and to accept that person's decisions.
2. School rules will apply to all students in respect of general behaviour, consumption of or association with alcohol, drugs, or cigarettes. Consumption of alcohol on any school trip is forbidden for both staff and students unless specific permission has been sought from and granted by the Board of Trustees, and that this consumption is for cultural reasons only.
3. Should the approved person in charge decide that a student's behaviour is such that the student must leave the trip, the cost of transporting the student back to school is to be paid for by the student's parents/guardians, as must the cost of any accompanying staff member if necessary.
4. Any students from another school travelling on the trip must follow all CGHS rules and procedures.
5. The Principal has the right to withdraw permission for a specific student to participate in the trip. There is no refund of financial contributions should a student be withdrawn from the trip.
6. All adults acting in an official capacity will be expected to conform to the policies of the school relating to alcohol, drugs and smoking. Non CGHS staff must sign a form agreeing to this, and a form for police vetting to be carried out.
7. Should a situation arise during the trip when the action of a non-staff adult compromises the good conduct or safety of the trip, then the person in charge may ask that person to leave the trip.

PERSONNEL:

1. The suitability of students to go on a trip should be checked at the initial planning stages of the trip. Ineligible students should be withdrawn at this stage.
2. The school's requirements of completion of curriculum work, attendance, behaviour and course participation must be met before a student is permitted to go on a school trip. Prior to approval being given for any student to go on a school trip her school account must be up to date.
3. Dependant family members of staff supervising on trips are not permitted on the same trip. Exceptions to this must be approved by the Board of Trustees.
4. Staff and supervising adults on the trip must be familiar with all relevant health and safety procedures.

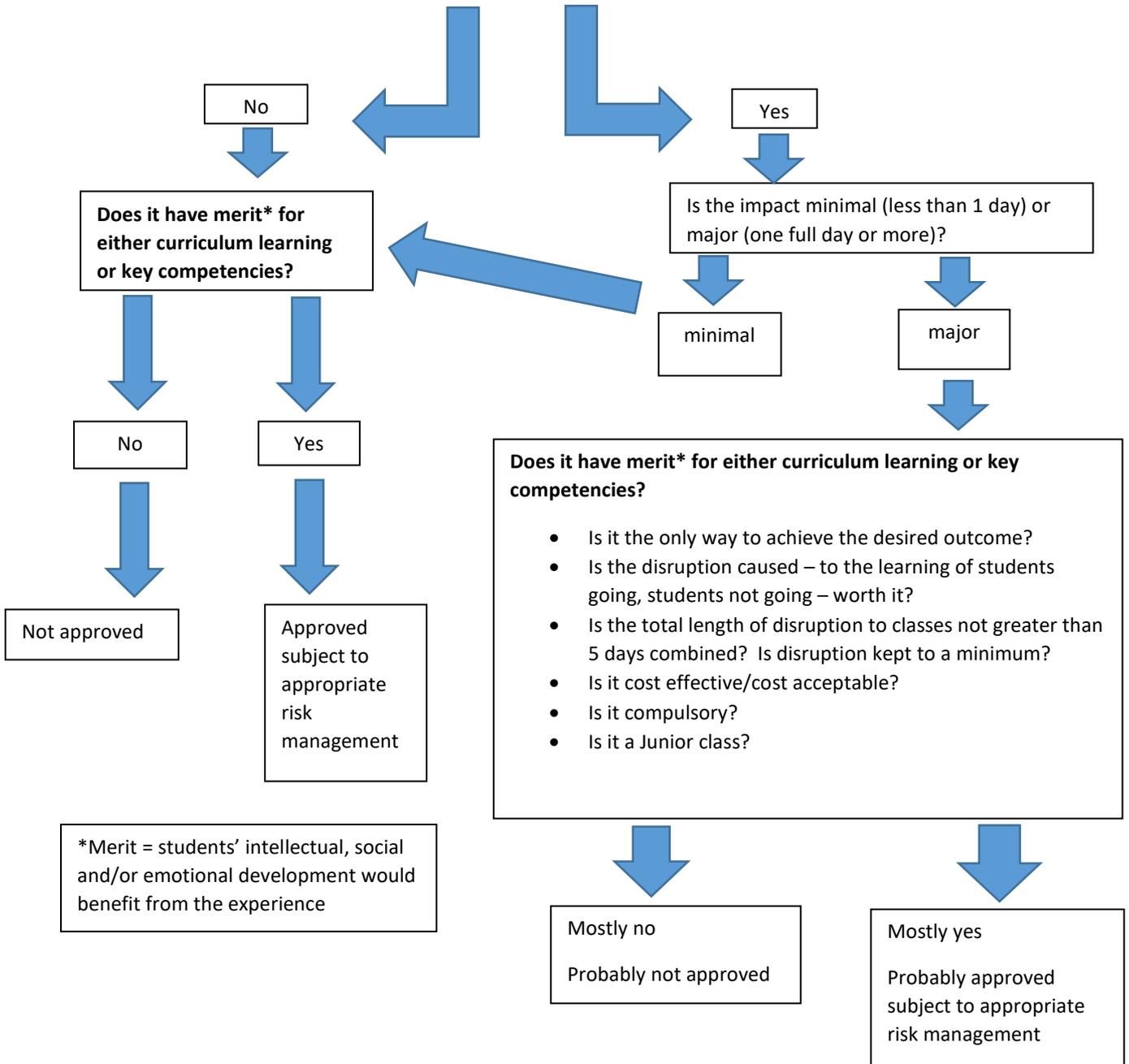
GENERAL:

1. Estimated time of return is to be given to the receptionist and on the answer phone.
2. Should an accident/injury occur to a student, the school and parents/caregivers and the Principal and Deputy Principal are to be informed as soon as possible.

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Flowchart for decisions in principle

Does the trip impinge on other classes or school events?



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