



Trips policy

Chartwell International School

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Introduction

Trip and off-site visits are activities arranged by or on behalf of the school, which take place outside the school grounds. This policy includes all off site activities, visits and School trips, from short visits to other schools to undertake sports fixtures to residential trips outside Serbia. Off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. Off-site activities could have the benefits of enhancing and enriching students' learning experiences, promoting social interaction, and having a good impact on health.

This policy has been created to establish a clear and coherent structure for the planning and evaluation of our off-site visits and to ensure that any risks to the health and safety of students are managed and kept to a minimum at all times. All staff leading a trip away from the school site must make the safety and welfare of the students the priority.

Aims

The aims of our off-site visits are to:

- Enhance curricular opportunities for students;
- Provide a wider range of experiences for students that could not be provided on the school site alone;
- Promote the independence of students as learners and enable them to develop in new learning environments.

The visits are carefully planned to enable students to progress in skills and knowledge of the curriculum and of life skills.

Curriculum links

For each subject in the curriculum there are opportunities for off-site visits. Some examples of the types of visits carried out at our school are:

- Science – visits to woodlands, field studies, science fairs;
- History – field trips, museum tours;
- Geography – use of the locality for fieldwork;
- PE - a range of sporting fixtures, extra-curricular activities;
- Modern Foreign Languages - visits to cultural and language institutions.

Field trips

Within the school day

Parents will be issued at the start of the school year, or when a student is enrolled, a permission form for any and all trips that occur during the school day. Students, will generally, always be taken to and returned from, any field trip using hired professional coaches.

Outside school day

For activities that occur either before or after the normal school day parents will be sent separate permission slips detailing both the nature and reason for the event, as well as the logistical procedures relevant to it.

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Study tours

Each year Upper Secondary students will be given the opportunity to go on an optional study tour. This may last from between 4 and 7 days/nights. Parents will be informed of the details of the trip, and invited to attend a meeting to discuss the practicalities regarding the trip.

Residential activities

Opportunities to stay away from the school overnight or for longer periods offer the opportunity for increased learning in many curriculum areas. Residential trips will take place within Serbia.

There should be an appropriate gender balance of staff to reflect the makeup of the student group.

- There must be separate gender specific sleeping and bathroom facilities for the students and adults.
- Students must be aware of how to contact an adult during the night.

Planning

Before sending out any information to students or parents, staff proposing to take a trip away from school must follow the basic procedures outlined below:

All trips

A list of students taken off-site must be left with the school secretary and the Head of School on the day to ensure that each child can be accounted for. Staff failing to inform the secretary and the Head of School of who is off-site could result in the trip being called back and cancelled. Staff must also ensure that they inform the secretary of their return back on to site and that all students are present.

All trips, visits or expeditions must be approved by the appropriate Head of School in consultation with the Executive Principal.

A Risk Assessment must be submitted to the relevant Head of School for all trips/sporting fixtures away from school.

Sports fixtures

All trips away from the school for sports fixtures, regardless of the sport and distance, must have Risk Assessments in place for away games. It is the responsibility of the PE teacher to fill in the Risk Assessment form. These Assessments must be signed by the staff involved in the sport and approved by the Head of School. Completed Risk assessments are held with the secretary of the school. The assessments for away sports fixtures must be updated at the start of the term or sooner, if required.

Staff must arrange for current team lists to be sent to the Head of Primary/Secondary who will pass on the information to the secretary and subject teachers. Students missing lessons should be put on an excused absence list so that it is clear to the teachers which students are legitimately away on sports fixtures. Arrangements for catering should also be made in advance of the fixture.

Local trips

All local trips beyond the immediate neighbourhood of the school (within the city or within 1 hour of Belgrade), must have Risk Assessments in place. It is the responsibility of the class/subject teacher to fill in

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the Risk Assessment form. These Assessments must be signed by the trip's leader and the Head of School.

Staff must arrange for current student lists to be sent to the Head of Primary/Secondary who will pass on the information to the secretary and subject teachers. Students missing lessons should be put on an excused absence list so that it is clear to the teachers which students are legitimately away on a trip. Arrangements for catering should also be made at least two days in advance of the trip.

Domestic residential trips

Members of staff intending to take a domestic (within Serbian borders) residential trip must seek approval for that trip from the Head of School in the first instance. Permission to proceed can only be given when the following information has been provided and approved by the relevant Head of School and the Director:

- Destination, duration and purpose of the visit;
- List of students to be invited;
- Names of members of staff organising and accompanying the trip;
- A full budget projection;
- A full Risk Assessment, including medical requirements (and where required a member of staff on the trip has received relevant training such as the administration of drugs) and emergency procedures, for example first aiders.

Trips abroad

Members of staff intending to take a school trip abroad must seek approval for that trip from relevant Head and the Director in the first instance. Permission to proceed can only be given when the following information has been provided and approved by the relevant Head and the Director:

- Destination, duration and purpose of the visit;
- List of students to be invited;
- Names of members of staff organising and accompanying the trip;
- A full budget projection;

Contact with parents

Letters to parents must be sent via the Office. Letters can only be sent once all of the above information has been provided. If a parent requests to take a student home directly from the game, fixture, match or trip the member of staff in charge of the group must gain written clarification from the Parent/Guardian that this is the case.

The member of staff in charge must ensure that they are happy with this decision, as they are ultimately responsible and accountable for the student, until they have returned them back to site. The teacher in charge must also ensure that they have contacted the school secretary to take their name off their team list. This school policy must be enforced and passed to parents and students to ensure that the procedure is followed. Not only does this protect the student, it also will protect the member of staff in charge.

Any dietary requirements and specific needs of the student should be requested from parents in this correspondence.

Organisation

Members of staff who arrange trips and visits must ensure that nobody will miss lessons, preparation or any school activity without the permission/knowledge of all teachers concerned. The approval of the Head of Primary/Secondary must be obtained.

The names of the students going on the expedition together with timings must be given to the Head of Primary/Secondary who will pass on the information to relevant staff.

Members of staff who object to a student joining an expedition should contact the person organising the trip to discuss the matter. If the decision is taken to remove the student from the expedition, the list must be altered to reflect this change. The office must also be given the mobile phone contact number for the member of staff in charge of the expedition.

Health and safety

The following must be considered in the offsite risk assessment. The trip leader/s or PE teachers in charge of sport must:

- Undertake the planning and preparation of the visit, including briefing of group members and parents.
- Ensure that the ratio of staff to students is appropriate for the needs of the group (see first aid policy).
- Ensure that all staff who are involved in the trip have full information on any pastoral or medical needs of participants. The Office should be informed well before the trip to advise on any of the students' medical needs. An updated database with medical information of students is held by the class teachers.
- Staff should be aware of the medical needs of all the students going on the trip.
- Arrange for a full briefing of participants on the code of conduct for the trip; it may be advisable to ask a senior member of staff to do this.
- Ensure that adequate insurance cover is taken out and that details of this are held by the leader throughout the trip.
- Retain photocopies of all passports in case of loss or theft. Ensure that all of the passport numbers and types have been passed and checked before the child leaves the site, to ensure that any students are clear to travel to the intended destination.
- Supply all participants – students and adults – with full information on dealing with emergency situations.
- Complete a Risk Assessment, which must be checked and confirmed as satisfactory by the relevant Head of school.
- Trips during school days: Ensure that full details of the trip are given to the member of staff who is acting as the school contact. If the correct documentation is not presented to the Head of School, they have the right to refuse authorisation for the student to leave the site. A full printed list must also be left with the secretary to ensure that students can be accounted for when they are off site. Contact mobile phone numbers for the staff on trip must be added to the team/students list for every trip. The Head of School must also be informed of all of the students returning after the trip when you return to the site. It is the teacher in charge of the trip/fixture/event to ensure that this takes place.
- Ensure that all participants know at each stage of the trip where to meet in case of an emergency.

Ratios of students to staff

It is important to have a high enough ratio of adult supervisors to students for any visit. The factors to take into consideration include:

- sex, age and ability of group;
- students with medical needs or disabilities;
- nature of activities;
- experience of adults in off-site supervision;
- duration and nature of the journey;
- type of any accommodation;
- competence of staff, both general and on specific activities;
- requirements of the organisation/location to be visited;
- competence and behaviour of students;
- first aid cover (possible attendance to hospital for high-risk sporting activities).

It is important that there are sufficient members of staff on the trip to be able to take control if there is an injury or incident during the time away from the school. This may require another member of staff following on in a private car to the venue/location.

All trips should be organised to include the appropriate adult-child ratio. Expected ratios will vary according to the activity and age of students as below:

	Type of activity		
Age group	Local/ Domestic trip	Trip abroad	*Water or adventurous activities
EYFS	1:7	N/A	N/A
Primary	1:10	N/A	1:6
Secondary	1:10	1:10	1:6

* Any activity near water e.g. walking alongside a river, counts as a water-based activity. If in doubt, consult a member of SLT.

- A **minimum of 2 adults** must be present for any EYFS or primary trip.
- For local trips a single adult may accompany secondary students to the set ratio.
- Any overseas, adventurous activity or water based (including near water) must include **at least 2 adults**.
- Adults accompanying overseas trips **must** be members of staff or employees of travel companies.

On mixed gender residential trips, there must be an appropriate gender balance of staff. During a mixed gender, non-residential trip, there may be only one member of staff. Parents must be made aware of this before the trip and it will be their decision whether their child attends or not. This must be clearly explained to them and outlined in the activity Risk Assessment.

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Transport

Arrangements for relevant transport should be made prior to the trip and the Risk Assessment must reflect travel to and from the fixture.

Team lists (a list of student's names) including a mobile phone number to contact the staff, must be left with the school secretary as the party leaves site; this must be relevant and up to date and clearly reflect who has left the site. An estimated time of arrival should be stated on the list. If for any reason the party is going to be late back to the site, the teacher in charge must phone the secretary to let them know.

Private car

Members of staff should only use their private car for an offsite trip as an emergency or as agreed occasional use. This must be in emergencies only. Parents must be informed that their child will be transported using the school staff car.

Hired coach/bus

If staff need to book an external bus company, they must request a Coach/Bus to the office and the office will process the request. The use of a private car, coach or minibus must be included on the off-site Risk Assessment. If there are any road traffic accidents/incidents involving staff and students during an 'off site' trip, the Head of School must be informed immediately and the school accident report forms must be filled out and submitted on return to site.

Summary

Trips and visits are an important part of the education experience. All primary teachers and all appropriate secondary subject teachers should expect to plan off site trips and visits into their annual programme of study. For reference, each appropriate secondary subject should expect to carry out at least one trip per year and every primary class should make at least one trip per term.

All procedures should be carefully followed for every trip. Risk assessments should never be recycled and staff should always visit venues before the trip date (with the exception of overseas trips, in which case the agency organising the trip should provide evidence that their staff have visited the venues).

Policy review

This policy is reviewed annually.
Reviewed August 2025