



Cheadle Hulme School

EDUCATIONAL TRIPS POLICY

Please also refer to Equality & Diversity Policy

**This Policy is applicable to all pupils in the School
including those in an EYFS setting**

**Please follow this link for the relevant procedure on the School's intranet:
Junior School Trips Procedure; Senior School Trips Procedure**

Cheadle Hulme School is committed to incorporating educational trips into its curriculum to enhance students' relevant understanding and experiences. School trips will be used to help to develop a student's investigative skills and longer trips in particular will encourage greater independence and teamwork. Trips will have clear, relevant and achievable educational aims and objectives. Their inclusion will be subject to them being practicable considering the limits of staffing, cost and time.

Each Department will be entitled to one trip out of school per key stage each year. Longer residential trips will normally be organised to take place during school vacations in order to minimise disruption to teaching in the timetable.

The School will endeavour to ensure that all educational trips are organised so that they are accessible and affordable to all students, including those with disabilities. Particular consideration will be given when selecting venues and organising transport. When parents of students are informed of a prospective trip/tour, those in receipt of a Bursary place will be encouraged to contact the Finance Officer in writing, as soon as possible, to ascertain whether they qualify for assistance in meeting some of its cost (subject to the trip costing over £100).

A risk assessment will be undertaken for every trip as the safety of participants is paramount. Each trip will have a designated Leader who must have experience of leading or assisting on previous trips. Staff will act 'in loco parentis' on trips and all participating staff will be conversant with, and follow, the Senior School Trips Procedure at all times, while planning and throughout the duration of any trip. Staff will also have regard to any relevant legislation or guidance.

Staff:student ratios will vary according to the activity, age, duration, group, location and mode of transport and will be finalised as part of the prerequisite risk assessment. All residential trips involving boys and girls will be accompanied by at least one male and one female member of staff. The trip leader may use a volunteer adult who is not a member of the School staff, only after checking with the Human Resources Manager that the necessary safeguarding checks are carried out and completed prior to the trip leaving the School

Prior to departure, the School will inform parents and students about any specific requirements about standards of behaviour for the duration of the trip. This will include any arrangements that parents will be expected to make should any student breach those standards.

The Educational Trips Policy will be reviewed annually.

The Senior School Trips Procedure will provide specific guidance to assist Trip Leaders in the preparation and running of their trips.

Date of approval by Governors:	July 2016
Date of approval by Head and Second Master	July 2016
Proposed review date:	June 2017
Governor Group responsible:	Legal and Compliance
SLT member responsible:	Second Master
Relevant Procedure:	Junior School Trips Procedure; Senior School Trips Procedure