


## St George's School

	<b>OffSite Trips &amp; Activities Protocol</b> <i>(Relevant to National Minimum Standard 9&amp;18)</i>	
	<b>Committee:</b> Staff & Students	
	<b>Co-ordinator :</b> Mrs N Borland	
	<b>Last Reviewed :</b> Summer 2023	<b>Next Review :</b> Summer 2024
	<b>Policy links to</b>	

In boarding, we aim to provide a broad and balanced schedule of offsite trips and activities. We aim to achieve a balance between organised trips and activities and free time when boarders are able to learn to fill such time safely and productively. We also aim to provide variety in terms of trips where it is necessary to commit at an early stage and those where boarders have the freedom to be a little more spontaneous when it comes to committing to their attendance on trips. Very rarely is attendance on a trip compulsory although there are occasionally 'closed house' trips when anyone who is present in boarding on the given day has to attend. This is because of the staffing over-stretch which would otherwise result.

All trips require a 'local area EVOLVE' to be completed. This must be done 48 hours in advance of the trip or sooner if possible.

In addition, any trip that meets with the following criteria has to be submitted electronically via Hertfordshire Grid for Learning EVOLVE. This will be done either by the Director of Boarding or by the Head of Boarding House. All trips require a risk assessment to be carried out and submitted on EVOLVE This must be done at least 1 week in advance of the day of the trip:

- is of a hazardous nature;
- is more than 10 miles from the School; or
- involves coach travel or train travel beyond Luton or St Albans.

Minibus requirements should be finalised and entered in the relevant logs stored in School House at the earliest opportunity and minibus folders (which includes keys) should be obtained on Friday afternoon for a weekend trip.

The member of boarding staff leading the local visit must either have EVOLVE GO downloaded on a mobile device to be taken with the trip organiser on the visit or paper copies of the relevant documents. This enables the trip organiser to have access to all medical, contact and dietary needs. As well as this a register of students needs to be taken prior to departure and displayed in the relevant Boarding House Offices.

As mentioned above, there is up to one trip per term (3 per academic year) for which houses close. Therefore, boarders HAVE to attend or make their own arrangements for the period of time for which Houses are closed. These arrangements must involve them being offsite and adequately supervised. These trips are funded by the School. Any cost incurred by staff attending trips is funded by the School. Some trips may be subsidised by the School in order to keep additional cost to boarders' parents at a minimum. If boarders remove themselves from a trip after booking and payment has been made, they should expect to be charged unless they have a reason that prevents them from participating (e.g. injury or illness) or a replacement can be found to fill the space.