



OFFSITE TRIPS AND ACTIVITIES PROTOCOL

(Relevant to National Minimum Standards 6 & 10)

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 'Form for Boarding Routine Activities' to be completed. These are found in T:\Staff Resources\Boarding Staff\Trips & Activities. They must be emailed to The Director of Boarding and to the Trips Coordinator. This must be done 48 hours in advance of the trip or sooner if possible. They must be taken with the trip organiser as well as being printed and displayed in the relevant Boarding House Offices.

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. 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.

All trips require a risk assessment to be carried out. These must be approved by the Head of Boarding House or, for trips that have been submitted electronically via Hertfordshire Grid for Learning EVOLVE, the Director of Boarding.

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.

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.

First drafted by	Jon Timmins, Director of Boarding	March 2016
Reviewed by	Jon Timmins, Director of Boarding	November 2019
Approved by	Helen Barton, Headmistress	November 2019
Next review		November 2020

