



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 museums, parks and places in and out of the city. 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 and Educational Visits

Educational visits and field trips are considered an important part of the learning experience at Chartwell International School, providing students with opportunities to extend their learning beyond the classroom while supporting their personal, social, and academic development.

At the beginning of each academic year, families receive the school calendar, which includes the **proposed dates** for educational visits and field trips. Specific details, including the destination, educational purpose, itinerary, transportation arrangements, and any additional information, will be communicated closer to the date of each visit.

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For every educational visit, parents or guardians must complete and return the **Field Trip Authorisation Form**, which includes consent for participation and transportation. Students **will not be permitted to attend** a field trip unless the completed authorisation has been received by the school prior to the visit.

The school uses approved transportation providers that comply with all applicable safety and legal requirements. Appropriate staff-to-student ratios will be maintained for every educational visit, and all trips will be planned and supervised in accordance with the school's Safeguarding and Risk Assessment procedures.

For residential trips or visits extending beyond the normal school day, parents will receive additional information outlining the educational objectives, itinerary, accommodation arrangements (where applicable), supervision, emergency procedures, and any specific consent requirements.

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 reception and the Head of School on the day to ensure that each child can be accounted for. Staff failing to inform the reception 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 reception 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 DSL.

A Risk Assessment must be submitted to the relevant Head of School for all trips 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 Head of PE 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 reception of the school.

Local trips

All local trips beyond the immediate neighbourhood of the school (within the city or within 1 hour of Santiago), must have Risk Assessments in place. It is the responsibility of the class/subject teacher to fill in 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/Preschool who will pass on the information to the reception 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.

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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 Chilean 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.

Contact with parents

Parents and guardians will be notified of all educational visits and field trips **at least 10 days in advance**, whenever reasonably possible. The communication will include the educational purpose of the visit, the destination, the date, departure and return times, transportation arrangements, and any other relevant information.

Together with this communication, parents will receive a **Field Trip Authorisation Form**, which includes consent for participation and transportation. The completed form must be returned to the school **no later than two school days before the scheduled trip**. Students who have not returned a signed authorisation form by the deadline will not be permitted to participate in the educational visit.

Where relevant, parents will also be asked to provide or confirm any important medical information, dietary requirements, or other specific needs that should be considered to ensure the student's health, safety, and wellbeing during the visit.

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/Preschool must be obtained.

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

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.
- Ensure that the ratio of staff to students is appropriate for the needs of the group.
- Ensure that all staff who are involved in the trip have full information on any pastoral or medical needs of participants.
- 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.
- 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 reception 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.
- Ensure all students have a Chartwell International School Student Identification Card.

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

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to the activity and age of students as below:

Age group	Local/ Domestic trip
EYFS	1:7
Primary	1:10
Secondary	1:10

In case of Residential trips, for 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.

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 reception 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 reception 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 Director of Operations and the Director of Operations 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

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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 outside of town trips)

Policy review

This policy is reviewed annually.

Reviewed August 2026