



Lüderitz Blue School

School Trips & Residential Policy

1. INTRODUCTION

At Lüderitz Blue School we believe it is important to provide students with enriching educational experiences beyond the classroom while also ensuring their safety and well-being. This policy outlines the planning, approval, and execution procedures for all school trips and residential activities. It includes essential guidelines to ensure that all trips are conducted safely, responsibly, and with clear educational objectives.

2. AIMS OF SCHOOL TRIPS AND RESIDENTIALS

As a school, we are committed to:

- Enhancing learning through real-world experiences that support and extend the curriculum.
- Fostering independence, teamwork, and social skills through experiences and excursions.
- Prioritising the safety and well-being of all participants during trips and residential activities.
- Ensuring that all students have the opportunity to participate in trips, regardless of background or ability.

3. SCOPE OF POLICY

This policy applies to all school trips and residential activities organised by Lüderitz Blue School, including day trips, overnight stays, extracurricular excursions, and international trips. It covers all students, staff, volunteers, and any external providers involved in these activities.

4. TYPES OF SCHOOL TRIPS AND RESIDENTIALS

We differentiate between the following types of trips and residentials:

- i) Day trips (excursions during school hours without overnight stays),
- ii) Residential trips (trips involving one or more overnight stays, either domestically or internationally),
- iii) Extracurricular excursions (extracurricular activities including clubs, sports events or cultural visits), and
- iv) International Trips (overseas trips that may involve extended travel, cultural immersion, or educational exchanges).

5. PLANNING AND APPROVAL PROCESS - PRIOR TO THE TRIP

- i) The staff member proposing a trip must communicate with Senior Management and typically serve as the Trip Leader. This should be a permanent staff member.
- ii) A Trip Planning and Risk Assessment Form must be completed and submitted to Senior Management at least 48 hours before departure for day trips and 14 days before for residential trips.
- iii) For trips to new locations, Senior Management may require an additional Safety Check Trip, where the Trip Leader visits the location in advance to identify potential hazards.
- iv) A comprehensive risk assessment must be completed, identifying potential hazards, safety measures, and emergency procedures.
- v) The school trip first aid kit and any additional equipment must be checked pre-departure.
- vi) Any medical information for staff and students participating in the trip should be confirmed prior to departure.
- vii) At least one staff member on the trip must be a trained first aider. For residential trips, one adult is assigned to be in charge of administering medication to students. They are responsible for gathering this from parents at the start of the trip. Medication must be in a bag marked with the student's name and with clear instructions for administration.
- viii) Parents/guardians must receive sufficient notice of the trip and be provided with detailed information, including the purpose, itinerary, and required equipment.
- ix) Written parental consent is required for all trips. For day trips and extracurricular trips, consent is usually covered in the Extra-curricular Consent Form (for external students) or the Welcome Pack Form (for enrolled students).
- x) Weather and other conditions (e.g., sea swell) must be checked prior to the trip. If significant risks are identified, Senior Management may cancel or reschedule the trip.

xi) For trips involving external leaders, the Trip Leader is responsible for coordinating with them to complete a checklist of questions detailed on the Trip Planning and Risk Assessment Form.

6. DURING TRIPS - GUIDELINES

i) Children must be briefed on the trip, behaviour expectations, and potential risks before departure.

ii) A school trip checklist from the School Office must be completed and taken on the trip. For residential trips, or larger groups, an attendance list must also be taken.

iii) An adult-to-child ratio of at least 1:8 must be maintained at all times. Ocean Youth Ambassadors may be counted as adults from the age of 16.

iv) Children should be assigned to groups with a designated leader responsible for them. They are usually required to stay with their group throughout the trip (exceptions on Residential Trips).

v) At least two charged phones (personal or school phones) must be taken on trips. The Trip Leader must ensure that all phones have credit and emergency numbers saved.

vi) For trips to remote areas or locations with limited network coverage, walkie-talkies, radios, or similar devices must be taken.

7. DURING TRIPS - TRAVEL SAFETY

i) Children must wear safety belts at all times when traveling by car or bus.

ii) High visibility vests must be worn by all staff and students when walking or hiking, especially in remote areas.

8. DURING TRIPS - BEHAVIOUR MANAGEMENT

i) Staff must enforce the school's Behaviour Policy during trips, reminding students of behavior expectations.

ii) Students must also adhere to the school dress code.

iii) The school Behaviour Policy applies at all times during off-site activities.

iv) Breaches of conduct may result in disciplinary action, including exclusion from the trip.

v) Staff must model appropriate behaviour and follow the school's Staff Code of Conduct.

vi) Any concerns about staff conduct must be reported to the Head/s of School.

9. DURING TRIPS - SAFETY EQUIPMENT

- i) A first aid kit must be taken on all trips, and at least one staff member must be a trained first aider.
- ii) Depending on the weather, additional supplies like sunscreen and water must be provided.

10. DURING TRIPS - RISK MANAGEMENT

- i) Staff are responsible for staying alert to any developing risks during the trip, such as hazardous weather conditions or dangerous materials, and handling them appropriately and decisively.
- ii) Hazardous materials are to be avoided at all times.

11. DURING TRIPS - HYGIENE

- i) If a snack or lunch break is planned, staff must ensure that students wash their hands thoroughly with soap and water.

12. DURING TRIPS - WATER-RELATED ACTIVITIES

- i) For trips near or involving bodies of water, all participants must wear well-fitted, closed life jackets.
- ii) Swimming activities require the use of floats, rings, or other lifesaving equipment and must have a trained lifeguard on duty.

13. FINANCIAL ARRANGEMENTS

- i) In some cases, a detailed budget may be requested from the Trip Leader, covering transportation, accommodation, meals, entrance fees, and contingency funds.
- ii) Costs must be clearly communicated to parents/guardians, with options for payment plans or financial assistance as needed.
- iii) A clear refund policy must be provided for cancellations or student withdrawal, with consideration for non-refundable deposits.

14. ROLE OF STAFF

- i) Supervisors must be fully briefed on their responsibilities, the itinerary, and emergency procedures.
- ii) The Trip Leader is responsible for the overall management of the trip, including ensuring compliance with this policy.

15. NOTE ON EXTERNAL PROVIDERS

i) External providers must be vetted for safety and reliability, and their involvement must be documented in the trip plan.

16. SAFETY AND EMERGENCY PROCEDURES

i) All trips must adhere to the school's Health and Safety Policy.

ii) Special considerations must be made for students with medical needs, and appropriate arrangements must be in place.

iii) A list of emergency contacts for all students must be compiled and carried by the Trip Leader (for Residential trips and overnight stays).

iv) Any accidents or incidents during the trip must be reported immediately to the Trip Leader and documented according to school procedures.

17. INCLUSIVITY AND ACCESSIBILITY

i) The school is committed to ensuring that all students have the opportunity to participate in trips.

ii) Reasonable adjustments will be made for students with special educational needs or disabilities.

iii) Trips must be planned with cultural sensitivity, ensuring that all students feel respected and included.

18. POST-TRIP REVIEWS

i) In some cases, the Trip Leader must conduct a debriefing session to discuss the trip's success and any lessons learned (after the trip has taken place).

ii) In some cases, a post-trip report, including feedback on educational outcomes and incidents, may be requested by the Senior Management Team.

iii) Feedback from students, staff, and parents/guardians may be collected to inform future trip planning.

Written:	September 2024, Senior Management
Reviewed:	September 2024, Senior Management
Updated:	February 2025
Next Review due:	April 2026