



Trips Policy

Approved December 2025

1. Policy Statement

St. Julian's School acknowledges the immense value of educational trips to students. The school fully supports and encourages all off-site activities that are correctly planned, managed and conducted. The purpose of this policy is to establish clear guidelines for organising educational trips conducted by St. Julian's School.

2. Scope

This policy applies to all students, staff and volunteers participating in school trips that are conducted off-campus.

3. Core Principles

- **Diversity, Equality, and Inclusion:** Every effort should be made to ensure off-site activities and visits are available and accessible to all, irrespective of age, disability, gender identity, race, religion and belief, sex, or sexual orientation.
- **Educational Value:** Trips are categorised to ensure clear educational objectives:
 - **Academic:** Designed to complement classroom learning with hands-on experiences and real-world applications.
 - **Experience:** Experiential learning that combines outdoor activities and adventurous challenges with educational objectives.
 - **Service (CAS):** A purposeful journey combining community service with experiential learning.
 - **Sports:** Aims to bring together individuals with a shared passion for sports, fostering teamwork and skill development.
 - **Expeditions:** Adventurous and purpose-driven journeys that may range from scientific research to mountaineering or cultural explorations.
- **Safeguarding and Duty of Care:**
 - The St. Julian's Safeguarding Policy and Procedures apply at all times during an educational visit.
 - Staff members accompanying a trip must be safeguarding-trained and police-checked. This also applies to volunteers with unrestricted student contact.
 - All accompanying adults must have a specific safeguarding briefing from the Trip Leader.

- Staff retain a duty of care for students even when using external providers.
- **Risk Management:**
 - Risk assessment is a careful examination of what could cause harm and the control measures needed to reduce risks to an acceptable level.
 - Students must not be placed in situations that expose them to an unacceptable level of risk. Safety must always be the prime consideration.
 - If a risk cannot be contained, the visit must not take place.
- **Staffing Ratios:**
 - The following staff-to-student ratios are required:

Year Group/Activity | Staff-Student Ratio

Nursery and Reception | 1:4

Year 1 - Year 3 | 1:6

Year 4 - Year 6 | 1:10

Years 7 - Year 13 | 1:15

Supervising swimming pool | 1:6

Adventurous activities | 1:10

- External providers are not included in these supervision ratios.
- All trips must have at least two members of staff.
- Specific ratios can be reviewed at the discretion of the Head.

4. Conduct and Expectations

- **Student Conduct:**
 - To be selected for optional trips, students must be up to date with their studies and show a good attitude.
 - The Head or Section Principal has the right to block a student's participation.
 - Students whose parents/guardians have outstanding school fees will not be able to participate.
 - The school Behaviour Policy must be followed. On day trips, the mobile phone policy applies (off and out of sight). For residential trips, mobile phone use is at the Trip Leader's discretion.
- **Staff Conduct:**
 - Staff must adhere to the Staff Code of Conduct and Ethics are representing the school.
 - Staff are not permitted to consume alcohol during a school trip. This is because they have a duty of care and may be required to make decisions influencing student safety.

- If 'off-duty time' is afforded, a minimum of two staff must remain 'on duty' to supervise students at all times. This must not compromise staff-to-student ratios.

5. Specific Policies

- **Teachers and Other Employees' Children:**

- An employee's child may join a trip if they are in the correct age group or year level. They are treated as any other student, but the Section Principal and Enrichment Officer must be informed.
- Non-eligible children (e.g., younger siblings) may only accompany a staff member if approved by the Section Principal. This will only be given if the child's presence does not compromise the safety of the main group.
- This arrangement must be detailed in the Risk Assessment.
- All staff children attending a paid trip must pay the full cost.

- **Accompanying Parents:**

- Parents may be used in staff-student ratios on Prep and Pre-Prep day trips, and in exceptional cases, residential trips.
- They must be under teacher supervision, fully briefed, and have completed safeguarding checks.
- The school's default position is that parents may not be included in ratios if their own child is on the trip, though exceptions can be considered for Lower primary day trips.
- Parents wishing to travel with the group (not as supervisors) must have specific authorisation from the Trip Leader and Section Principals. Permission may be denied if it compromises safety or management.

- **Staff Late Return:** If a school trip returns after 6:30 p.m. preceding a school day, the staff involved may come into school the next day after Period 2.

- **Procurement for External Trips Providers:**

- Procurement for External Trips Providers must follow the school's Procurement Policy.
- A selection panel (including the Bursar, the Director of Enrichment and the Principal) will select the provider based on quality and cost.
- A provider can be selected for one trip type for a maximum of three years.

6. Insurance

- **Student Insurance:** School insurance works automatically on all study visits in Portugal and abroad, with exceptions for sanctioned countries and high-risk activities (e.g., winter sports). High-risk trips require specific insurance.
- **Staff Insurance:** Staff are covered by the Work Accidents policy. This is automatic for all trips in the EU/UK, and for trips up to 15 days outside the EU/UK. Trips longer than 15 days outside the EU/UK must be communicated to

the insurer. The school also has a separate Personal Travel Accidents policy for staff.

7. Related Documents

This policy must be read in conjunction with the following documents:

- School Trips Procedure
- Standard Operating Plan (SOP) and Emergency Operating Plan (EOP)
- All related school policies, including Behaviour, Code of Conduct, Mobile Phone, Safeguarding, Finance, and DEI policies.

POLICY APPROVAL	
Created	October 2025
Reviewed by the Policies & Compliance Subcommittee	20 November 2025
Approved by the Board of Governors	9 December 2025
Next review	December 2026