



TRIPS, ACTIVITIES, FIELDWORK, EXPEDITIONS AND TRIPS ABROAD (including trips for boarders)

The School places a high value on fieldwork, excursions, visits and organised holidays. Such trips are of enormous benefit. The School, pupils and parents are immensely grateful that staff are prepared to give up a considerable amount of time to organise and accompanying trips, especially during normal school holidays. It is a central part of the ethos of the School to provide the opportunity for educational visits and school excursions.

Pupils' physical and emotional safety is of paramount concern. The School accepts that trips, visits and outdoor activities cannot be completely without risk but it requires that those staff in charge take all reasonable precautions to protect staff and pupil health, safety and welfare and minimise the risk of untoward or dangerous situations.

Mr Craig Howells is the Educational Visits Coordinator. His job is to ensure that staff have adequately prepared for the organisation and running of trips safely. The EVC supports trip leaders by monitoring plans and procedures, assisting with risk assessments and where necessary arranging appropriate training. The EVC, along with the Deputy Head (Staff), advises the Senior Deputy Head and Headmaster in drawing up of guidelines for staff (for approval by the governing body) and to ensure that activity guidelines are followed.

Central to the planning of trips is *Evolve – an online service specifically designed to enable schools to facilitate the efficient and robust planning, processing, monitoring, evaluating and reporting of all trips* - which is used by over 100 Local Authorities and nearly 20,000 Establishments nationwide. The system ensures the thorough planning and implementation of trips and the School also benefits from the support and back-up of Herefordshire Council's Resilience Team, including an Outdoor Education Adviser with whom the School is regularly in contact, and who also provides bespoke training for staff on leading and accompanying school trips.

As well as making use of Evolve, all trips are subject to detailed internal procedures.

In a typical year, the School will run over 100 trips (day and residential), in addition to sports fixtures.