

Churchill Community College

Policy

Trips and Extra Curriculars

This policy came into effect on:	September 2024		
This policy was agreed by:	Senior Leadership Team (25th September 2024)		
Date of next review:	June 2025		
Is this a statutory policy?	Yes	Lead member of staff:	MLA
To be uploaded to college website:	Yes	Date Uploaded:	Sept 2024

Purpose & Objectives	This policy sets out how Churchill Community College will ensure that
---------------------------------	---

	children are safe and supported both within and outside of school
Scope	This policy applies to ALL– staff, supply staff and volunteers (including Governors) and Students.
Definitions	N/A
Links to other policies	<p>This policy will be implemented in line with the following school policies and procedures:</p> <ol style="list-style-type: none"> 1. Anti-bullying (including racist, disability and homophobic or transphobic abuse) 2. Dealing with Allegations of abuse 3. Behaviour and rewards policy 4. Privacy usage 5. E-safety, use of the internet (including acceptable use policy), photography and mobile phones 6. Exclusions 7. Inclusion and Special Educational Needs and Disability (SEND) 8. Looked after and previously looked after children policy including those with current or previous social work support 9. Child on child abuse including managing allegations made against other children/young people including sexual violence and sexual harassment as outlined in Part 5 of the current Keeping Children Safe in Education 10. PSHE policy, including RSE policy (Relationship and Sex Education)
Legal framework	<p>This policy has due regard to DfE guidance including, but not limited to, the following:</p> <ul style="list-style-type: none"> ● Working Together to Safeguard Children ● Keeping Children Safe in Education 2022

1. Introduction

At Churchill Community College, we recognize the importance of providing students with opportunities beyond the classroom to enhance their learning and personal development. School trips and extra-curricular clubs play a key role in fostering skills such as teamwork, leadership, and independence. This policy outlines the procedures and guidelines to ensure the safety, inclusiveness, and educational value of these activities.

2. School Trips

2.1 Purpose

School trips are organised to complement and enhance the curriculum, provide cultural and social development opportunities, and encourage experiential learning.

2.2 Planning and Approval

- All school trips must be planned in accordance with the educational objectives of the college.
- Trip proposals should be submitted at least **8 weeks** in advance for approval by the Head of School or designated staff.
- Risk assessments must be completed for each trip, identifying potential hazards, safety measures, and emergency procedures.

2.3 Parental Consent

- Written parental consent is required for all off-site activities. For local trips within the immediate vicinity, a blanket consent form may be issued at the start of the academic year.
- Parents must be informed of trip details including date, time, cost, itinerary, and emergency contacts.

2.4 Funding and Costs

- Every effort will be made to ensure that costs are reasonable. Financial assistance is available for students in need, ensuring that no student is excluded from a trip due to financial constraints.
- Costs must be communicated clearly to parents/guardians at the planning stage.

2.5 Student Expectations

- Students are expected to maintain high standards of behaviour during school trips, as ambassadors of Churchill Community College. Failure to adhere to behavioural standards may result in exclusion from future trips.
- Dress code and conduct must align with the college's policies, and any rules specific to the trip must be communicated clearly.

2.6 Supervision

- A sufficient staff-to-student ratio must be maintained at all times. This ratio may vary depending on the age group, trip type, and specific needs of the students.
- At least one staff member must have appropriate first-aid training, and all supervising staff must be familiar with emergency procedures.

2.7 Insurance

- All trips will be covered by appropriate insurance, and any exceptions will be communicated to parents in advance.

3. Extra-Curricular Clubs

3.1 Purpose

Extra-curricular clubs provide students with the opportunity to pursue interests and hobbies outside the academic curriculum. These clubs encourage the development of personal skills, promote physical and mental well-being, and build community spirit.

3.2 Club Offerings

- Clubs will be offered in a variety of areas, including sports, arts, science, technology, and leadership.
- Clubs will be run by members of staff, students, or external organisations who have been vetted and approved by the college.

3.3 Registration and Participation

- Students will have the opportunity to sign up for clubs at the start of each term. Club leaders must maintain a register of attendance.
- Participation in clubs is voluntary, but students who sign up are expected to attend regularly and commit to the duration of the club's term.

3.4 Inclusivity

- Churchill Community College is committed to making all clubs inclusive and accessible to all students, regardless of ability, background, or financial situation.
- Reasonable adjustments will be made to ensure that students with disabilities or additional needs are able to participate fully in clubs.

3.5 Student Conduct

- Students are expected to adhere to the same standards of behaviour in extra-curricular clubs as they do in regular classes.
- Disruptive behaviour may lead to removal from the club, following a warning and discussion with the student and their parents/guardians.

3.6 Club Supervision

- Clubs must be supervised by a responsible adult at all times. If an external provider is running the club, they must have undergone safeguarding checks as required by the college.
- Staff leading clubs must be familiar with health and safety procedures, and ensure that the activities are safe and suitable for all participants.

3.7 Club Funding and Resources

- Some clubs may require a fee to cover the cost of materials, equipment, or external providers. Where possible, funding support will be made available for students from low-income families.
- Clubs will be provided with appropriate resources and facilities to ensure they can run effectively.

4. Safeguarding and Health & Safety

- The safeguarding of all students is paramount. All trips and clubs will be conducted in line with the college's **Safeguarding Policy**.
- A first-aid kit must be available during all trips and club activities, and staff must be aware of students with specific medical conditions or allergies.
- All external providers must have completed background checks and adhere to the college's safeguarding procedures.

5. Monitoring and Review

- This policy will be reviewed annually by the Senior Leadership Team to ensure it remains effective and up to date with relevant legislation and best practices.

This policy ensures that school trips and extra-curricular clubs are carried out with the highest levels of care and organisation, maximising the benefits for all students at Churchill Community College.

Equality Impact Assessment

1. Name of the change, strategy, project or policy:	Trips and Extra Curriculars	
2. Name of the person completing this form:	Martin Langstaff, Headteacher	
3. Has the policy/practice been assessed to consider any negative impact on the key groups?		
Yes.		
4. Where negative impact has been identified, please complete questions 5-9, if none is identified, please sign and proceed to question 9.		
Equality Target Group (circle)	Negative impact - if could disadvantage	Reason
Age	<i>No evidence of negative impact</i>	
Disability	<i>No evidence of negative impact</i>	
Gender Reassignment	<i>No evidence of negative impact</i>	
Marriage/Civil Partnership	<i>No evidence of negative impact</i>	
Pregnancy/Maternity	<i>No evidence of negative impact</i>	
Race	<i>No evidence of negative impact</i>	
Religion or Belief	<i>No evidence of negative impact</i>	
Gender	<i>No evidence of negative impact</i>	
Sexual orientation	<i>No evidence of negative impact</i>	
5(a) Is the impact legal/lawful? Seek advice from your School link HR Advisor if necessary.		
There is no intended impact from these proposals		
5(b) Is the Impact Intended?		
There is no intended impact from these proposals		
6 Could you minimise or improve any negative impact? Use the space below to detail how.		
N/A		
7 Is it possible to consider a different policy/strategy/action, which still achieves your aim, but avoids any adverse impact on equality?		
N/A		
8. Considering all the information detailed in this form; what practical actions would you take to reduce or remove any adverse/ negative impact?		
N/A		
PART B) To be completed when assessment and consultation has been carried out		

9a) As a result of the assessment and consultation completed in Part A above, state whether there will need to be any changes made to the policy, project or planned action.			
9b) As a result of this assessment and consultation, does the school need to commission specific research on the issue or carry out monitoring/data collection?			
This policy and procedure will be subject to regular review and evaluation by the Governing Body.			
9c) Have you setup monitoring/evaluation/review process to check the successful implementation of the policy, project or change?			
Yes	✓	No	
Details:			
	M. Langstaff		25.9.24

