



Elmfield Rudolf Steiner School

School Trips Behaviour Policy

July 2019

Policy Tracker – Responsibility for monitoring this policy: Simon Birch (Interim School Lead) (Reviewed annually or in response to changes in legislation)			
Date	Reviewed and Updated By:	Role	Date Approved by the Council of Management
27/06/18	Diana Ball	Education Lead	
05/07/18	College of Teachers		10/07/18
05/07/19	Diana Ball	Education Lead	
08/07/19	Rainer Klocke	Safeguarding Trustee	09/07/19
15/08/19	Change of name update		
15/7/20	Change of name update		

School Trips Behaviour Policy

School Trips

School trips are designed to enhance, support and bring to life the Steiner Waldorf curriculum for the pupils. They represent an extension of school life and learning, albeit in a different setting, and as such are compulsory. We expect all pupils to participate in a class trip, unless exceptional circumstances prevent this. We would invite you to discuss with the class teacher or guardian any problems you may have with a proposed trip so that we can help to resolve these problems where possible. This includes financial considerations.

At Elmfield a field trip or end of class trip could have a cultural, geographical or historical focus or be a social gift/project for the wider world. Trips are designed to be aligned with the children's developmental stage. The Class 7 trip, for example, aims to address the threshold of maturity in children of that age.

The Class 11 trip is a culmination and celebration of the journey the class have been on together over the last eleven years. It aims to bring the journey through the school, with all its challenges, to a positive conclusion in the context of an enjoyable and memorable learning experience.

Code of Conduct for School Trips

The code of conduct aims to support the safety and well-being of students, staff and the general public while pupils are on a trip. It therefore includes requirements for mutual respect, listening to the staff and guides responsible for the trip and following instructions.

The school's Behaviour and Discipline Policy, Anti-Bullying Policy and Exclusion Policy all apply on school trips, and pupils are expected to behave well at all times. Anything which compromises the well-being of individuals, affects the integrity of the trip or damages the reputation of the school has no place on a school trip. Students must therefore abide by the above-mentioned policies and the school's code of conduct (below) at all times, together with any additional rules or expectations designed for a specific trip.

It is important to note that the school reserves the right to send a pupil home at the cost of the parents/carers if it is felt that a major breach of trust has occurred. This decision will be taken by the teachers on the trip in conjunction with the Education Lead.

Code of Conduct for Pupils

1. Pupils are expected to treat each other, the trip leaders and all other people with whom they come into contact with respect.
2. Pupils are expected to comply with any instructions given by their group leader or other person in authority.
3. Pupils must not take undue risks or otherwise compromise the safety of themselves or others.
4. Pupils must abide by the laws of the country/countries in and through which they are travelling.

5. Any use, possession or dealing of any illegal drugs and any consumption of alcohol are expressly prohibited throughout the trip. The only exception to this is the final Class 11 trip. During this trip, pupils may be allowed a glass of wine or beer with their evening meal at the discretion of the teachers leading the trip and with prior agreement from their parents. (However, please also see point 4 above.)
6. Pupils must not post inappropriate or offensive photos or videos of each other or the trip leaders on social media during or at any time after the trip. Pupils must not tag each other in any photos or videos.

Code of Conduct for Staff

Members of staff and other accompanying adults are *in loco parentis* for the duration of the trip. This means that they must be able to respond effectively and appropriately in the event of an accident, emergency or other problem. For this reason, much of the above also applies to staff and other accompanying adults, specifically:

1. Members of staff must not take undue risks or otherwise compromise the safety of themselves or others.
2. Members of staff must abide by the laws of the country/countries in and through which they are travelling.
3. Any use, possession or dealing of any illegal drugs and any consumption of alcohol are expressly prohibited throughout the trip. The only exception to this is the final Class 11 trip. During this trip, teachers may have a glass of wine or beer with their evening meal if pupils are being allowed to do this.
4. Members of staff must not post photos or videos of the pupils on/via any personal social media accounts.
5. Members of staff who wish to smoke must do so out of sight of the pupils.