

TopUp Learning London (Tti) – RAAS Summer Camp Excursions Policy 2023

Statement: We are committed to providing a caring, friendly, and safe environment for all our students and staff so that they may learn and work in a relaxed and secure atmosphere both on site and off site

The purpose for this policy is:

- To ensure that all staff and students' expectations of excursions are met from academic, social and safety points of view.
- To outline the procedures for excursions and reduce health and safety risks.

Expectations:

- Staff can expect procedures that focus on real risks aimed at minimising risk and bureaucracy.
- Staff can expect to be supported.
- The school expects staff to understand their roles on excursions.
- The school can expect well-planned trips that maximise learning opportunities and engagement.
- The school expects staff to clearly communicate their excursion plans, and on academic excursions, learning objectives.
- The school expects staff to communicate any incidents that occur during excursions so they can be properly recorded.
- In case of emergency, i.e., a severe incident or injury, the school expects to be notified as soon as possible.
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Ratios:

- For each activity leader, an activity can have a maximum of 15 students.

Procedure:

Excursions are organised and coordinated by the Camp Manager. The aim is to encourage students' interaction outside the classroom and practise English in real-life contexts.

1. The excursion's calendar is designed in advance and all staff members receive a schedule on Sunday afternoon for the coming week.
2. Students are required to join the activities of their groups.
3. Activity leaders and teaching staff to lead excursions and are prepared by the camp manager on a weekly basis. They go through details of the excursions and things to remember and get a risk assessment to complete and sign.
4. Students and staff meet at the designated meeting point before the excursion and the member of staff ensures that all students and group leaders are aware of any risks during the event and measures in place for their safety.

5. Any under 18s must be accompanied by their group leader while off site. The group and activity leaders are also responsible for making sure that these students are brought back to the campus at the end of the activity.
6. Any incidents or emergencies that take place during an excursion must be reported to the Camp manager.

Annual Review: This policy is reviewed annually by the Principal and the DSL

Next review: January 2024