



SUPPORT • INSPIRE
NURTURE • ACHIEVE

Residential Trip Policy

Date of document: September 2023

Date for review: September 2024

Lead reviewer: Rob Plumbly

Approval by: Governing Body

1. Rationale

Residential visits are an important aspect of Swallowfield Primary School's curriculum, offering opportunities for pupils to build independence, teamwork, resilience, and positive relationships beyond the classroom. To ensure that every child has a safe, enjoyable experience, clear behaviour expectations are required.

This policy sets out the rules, expectations, and consequences for behaviour during residential visits. It should be read and agreed by both pupils and parents/carers prior to attendance.

2. Aims of this policy

- To ensure that pupils understand the standards of behaviour expected during residential visits.
- To ensure that staff, parents, and pupils are clear about consequences should expectations not be met.
- To promote the safety, well-being, and enjoyment of all pupils and staff.
- To reinforce the values of Swallowfield Primary School, ensuring pupils act as ambassadors for the school at all times.

3. Behaviour Rules – The 7 Main Expectations

- No anti-social behaviour, including bullying, vandalism, theft, graffiti, racism, or other forms of unacceptable conduct.
- Pupils must remain in their own rooms when told and must not visit the rooms of others.
- No mobile phones are permitted.
- No boys in girls' bedrooms and no girls in boys' bedrooms.
- Pupils must not leave the hotel/campsite unsupervised or enter out-of-bounds areas.
- Pupils must approach all aspects of the trip with a positive attitude and have fun.

- Pupils must act as ambassadors of Swallowfield Primary School, demonstrating school values towards peers, staff, and the public.

4. Behaviour Pathway (Residential Context)

In line with the KS2 Behaviour Pathway, the following graduated response will be applied if pupils are unable to follow the rules and expectations above:

1. Verbal Warning – asking the pupil to reflect on their actions.
2. Second Verbal Warning – reminding the pupil of high expectations.
3. Time Out – a period for reflection.
4. Group Move / Assigned to SLT – if appropriate.
5. Temporary Removal from Activities – the pupil will miss an activity under supervision.
6. Child Sent Home – if behaviour continues to fall short. Parents/carers will be responsible for collection and any associated costs.

Note: All staff will do everything within their power to avoid step 6.

Additional Behaviour Expectations

In addition to the 7 main rules:

Normal school rules apply at all times.

Pupils must adhere to all timings given by staff.

Pupils must respect themselves, others, and the environment.

Pupils must behave appropriately in public spaces, being courteous to the public and respectful of the places visited.

Pupils must take care in busy tourist areas to avoid putting themselves or others at risk.

Pupils must take responsibility for their own belongings.

Pupils must not walk off alone under any circumstances.

Pupils are encouraged to participate fully in activities, creating a positive and supportive group atmosphere.

6. Roles and Responsibilities

Pupils

Follow all rules and expectations set out in this policy.

Represent the school positively and safely at all times.

Parents/Carers

Support the school by discussing rules and expectations with their child before the visit.

Agree to collect their child should behaviour necessitate removal from the trip.

Staff

Model expected behaviours and apply the Behaviour Pathway consistently.

Prioritise pupil safety and well-being at all times.

Support pupils to reflect on behaviour and make positive choices.

7. Quality Assurance

The school will review this policy after each residential visit to ensure its effectiveness.

Feedback will be sought from staff, pupils, and parents/carers. Any necessary amendments will be made to improve clarity, safety, and pupil experience.

8. Agreement

I have read through the Swallowfield Primary School Residential Visits Behaviour Policy with my child. We understand the rules and expectations outlined above and agree to abide by them.

Name of Pupil: _____

Class: _____

Parent/Carer Signature: _____

Date: _____