



SUPPORT • INSPIRE
NURTURE • ACHIEVE

Residential Trip Policy

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Lead reviewer: Rob Plumbly

Approval by: Governing Body

1. Rationale

Residential visits are an important part of the Swallowfield Primary School curriculum, providing pupils with opportunities to develop independence, teamwork, resilience and positive relationships beyond the classroom.

To ensure that every child has a safe, enjoyable and successful 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 discussed with 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 pupils, parents/carers and staff are clear about the 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 and ensure that pupils act as positive ambassadors for the school at all times.

3. Behaviour Rules – The 7 Main Expectations

Pupils are expected to:

1. **Behave respectfully and appropriately** – No anti-social behaviour, including bullying, vandalism, theft, graffiti, racism or any other form of unacceptable conduct.
2. **Remain in their allocated rooms when instructed** and not enter the rooms of other pupils without permission from a member of staff.
3. **Not use mobile phones, smartwatches or other personal communication devices**, unless specifically agreed by the school.
4. **Respect bedroom arrangements** – pupils must not enter sleeping areas allocated to another group.
5. **Remain within designated areas** – pupils must not leave the hotel, campsite or residential centre unsupervised or enter any out-of-bounds areas.
6. **Participate positively** – pupils should approach activities with a positive attitude, participate fully where possible and contribute to a supportive group atmosphere.

7. **Act as ambassadors for Swallowfield Primary School** – pupils must demonstrate the school's values towards their peers, staff, members of the public and the places they visit.

4. Behaviour Pathway – Residential Context

In line with the school's KS2 Behaviour Pathway, the following graduated response will normally be used if a pupil is unable to follow the rules and expectations above:

1. Verbal Warning

The pupil will be reminded of the expected behaviour and asked to reflect on their actions.

2. Second Verbal Warning

The pupil will be reminded that their behaviour is not meeting the expectations and that further consequences may follow.

3. Time Out

The pupil may be given a short period away from the activity or group to reflect and reset.

4. Group Move / Assigned to SLT

Where appropriate, the pupil may be moved to another group or placed under the direct supervision of a member of the Senior Leadership Team.

5. Temporary Removal from Activities

The pupil may miss an activity or part of an activity while remaining under appropriate staff supervision.

6. Pupil Sent Home

In cases of serious or persistent unacceptable behaviour, the school may require a pupil to leave the residential visit. Parents/carers will be responsible for collecting their child and covering any associated costs.

The Behaviour Pathway is intended to provide a graduated response. However, in cases of serious behaviour, particularly where there is a risk to the safety or well-being of the pupil or others, the school may move directly to an appropriate consequence without following every stage.

All staff will do everything within their power to avoid Step 6 and will work with pupils to support them in making positive choices.

5. Additional Behaviour Expectations

In addition to the seven main expectations:

- Normal school rules apply at all times.
- Pupils must follow all timings and instructions given by staff.
- Pupils must respect themselves, others and the environment.
- Pupils must behave appropriately in public spaces, being courteous to members of the public and respectful of the places they visit.
- Pupils must take care in busy tourist areas and other public spaces to avoid putting themselves or others at risk.
- Pupils are responsible for looking after their own belongings.
- Pupils must not walk off alone or leave the group under any circumstances.

- Pupils must remain with their allocated group unless given permission by a member of staff.
- Pupils are encouraged to participate fully in activities and contribute to a positive, supportive group atmosphere.
- Pupils must follow any additional rules or instructions provided by the residential centre, accommodation provider or activity staff.

6. Roles and Responsibilities

Pupils

Pupils are expected to:

- Follow all rules and expectations set out in this policy.
- Listen to and follow instructions from staff.
- Represent Swallowfield Primary School positively and safely at all times.
- Take responsibility for their behaviour and belongings.
- Treat other pupils, staff, members of the public and the environment with respect.

Parents/Carers

Parents/carers are expected to:

- Discuss the rules and expectations with their child before the residential visit.
- Support the school in promoting positive behaviour.
- Ensure that their child understands that the same high standards of behaviour apply during a residential visit as they do in school.
- Support the school should their child be required to leave the residential visit due to serious or persistent unacceptable behaviour.
- Cover any reasonable costs associated with collecting their child should they be required to leave the visit.

Staff

Staff are expected to:

- Model the behaviours and attitudes expected from pupils.
- Apply the Behaviour Pathway consistently and fairly.
- Prioritise pupil safety and well-being at all times.
- Support pupils to reflect on their behaviour and make positive choices.
- Consider the individual circumstances of pupils when responding to behaviour, where appropriate.

7. Quality Assurance

The school will review this policy following each residential visit to ensure that it remains effective and appropriate.

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

This policy will be shared with pupils and parents/carers before residential visits, and expectations will be discussed with pupils as part of the preparation for the visit.

