

Charitable Objects of St. Catherine's School - The Objects for which the Company is established are to promote and provide for the advancement of education by providing, conducting, governing, carrying on and maintaining in the United Kingdom, or elsewhere, a boarding or day school or schools for girls in which the teaching shall be in accordance with the principles of the Church of England.



St Catherine's School, Bramley
WHOLE SCHOOL POLICY
Senior School Edition
EDUCATIONAL VISITS POLICY

The Whole School refers to all staff and students in the St. Catherine's Preparatory and Senior Schools which includes: Early Years/Foundation Stage (EYFS), Pre-Prep School (Key Stage 1), Prep. School (Key Stage 2); Middle School (Key Stage 3); Senior School (Key Stage 4) and the Sixth Form (Key Stage 5).

This policy was revised in September 2018, replacing that written in 2001 and updated in 2003 in line with the School's Policy review Schedule. It was substantially revised in April 2007, and updated in September 2009, 2010, 2012 and 2014. The present policy takes in to account changes to ISI Regulations and guidance given by the Health and Safety Advice on legal duties and powers for Local Authorities, Head Teachers, Staff and Governing Bodies .(Feb 2014)

It also takes into account the non-statutory guidance *Health and Safety on Educational Visits* (2018).

This policy should be read together with the First Aid Policy, Critical Incident Management Policy, Driving/Minibus policy and Drugs and Medical policy. Refer to the Risk Assessment policy where applicable. Also note that the Exchange Trips and Study Tours policy may apply.

AIM OF VISITS

On all school visits and journeys the main aims should be to advance pupils' knowledge and experiences and expand their opportunities in an enjoyable and safe environment and should fulfil the 'Every Child Matters' ethos and the requirements of KCSIE. Consideration at each stage of planning should be given to pupils with learning difficulties and disabilities, and appropriate provision made for participation to be achieved by all within their capabilities.

School visits and journeys:

- Give value in the lives and education of pupils.
- May be part of the educational programme or solely recreational
- Can include neighbourhood, local, regional, national and overseas visits
- Are organised by staff who ensure that the safety and welfare of pupils are of paramount importance
- Teach children how to deal appropriately with risks in suitable situations

RESPONSIBILITY FOR SAFETY

Responsibility for the safety of pupils at St. Catherine's rests ultimately with the Governing Body through the Headmistress. Teachers and others responsible for the planning, preparation and supervision of visits owe a legal 'duty of care' to ensure that certain basic principles of safety are observed and the general well-being of pupils is not put at risk. School staff have a duty to take care of pupils in the same way that a prudent parent would.

RESPONSIBILITY FOR BEHAVIOUR

All teachers and other adults supervising the visit are responsible for making it clear to the girls the expected standard of behaviour and ensuring that this is adhered to. Appropriate sanctions should be imposed where necessary. In extreme cases of misbehaviour during a residential visit, arrangements may be made with parents to send the child home.

TYPES OF VISIT

The code of practice and the appendices to this policy outline the procedure for organising visits and give detailed guidelines to take you through that process for a day or residential visit. The relevant instructions must be followed meticulously for all types of visits. Visits are defined under one of the following categories. Any of the visits may also be an adventurous training trip.

- Neighbourhood or local visits
- Day visits
- Sports/P.E. for local matches/ training
- Residential visits

Please note that there is a separate policy covering Exchange Trips and Study Tours

.....
Mrs A M Phillips
Headmistress of Senior School

.....
Miss N Bartholomew
Headmistress of Preparatory School

.....

Appendices

- A. Guidance for Party leaders including completion of forms
- B. Forms
- C. Sample documents

D. PE dept. Match transport policy and risk assessments

CODE OF PRACTICE FOR THE ORGANISATION OF EDUCATIONAL VISITS

PLANNING AND PROCEDURE FOR DAY VISITS

PROCEDURE FOR NEIGHBOURHOOD/LOCAL VISITS

All parents are sent a form when their daughters join the school on which they give permission for their daughters to join local trips for which no extra charge is made, and which take place within normal school hours. In these cases parents should be notified as a courtesy by Clarion Call at least 7 days in advance, and no reply is needed, but a calendar request form and D2 form must be submitted, see below.

PROCEDURE FOR DAY VISITS

First consult the calendar to find a suitable date and time.

The following forms are required:

[Calendar request form](#) This is an electronic form located on the y-drive in the folder 'Bulletins and Calendar' This must be submitted in full to the School Administrator, and approval received, before any further plans are made. Calendar requests must be submitted at least two weeks before the end of the previous term.

Any late addition after the calendar is published for the term should be discussed in person with the School Administrator and the ramifications for inclusion considered. Parents must be notified by Clarion Call.

The following forms are listed as Appendices to this document and can be accessed, and completed, electronically

Ed Visits Form PD There are two versions of this form:

- Ed Visits form PD (charged to school bills)
- Ed Visits form PD (direct payment)

If there is a charge for the trip, it extends beyond the school day or it involves adventurous activities, you must obtain a signature of consent from parents. Please consider whether to collect payments directly or whether to add to school bills and then use the appropriate form. In either case you must inform the Business Centre of your plans.

Form D2 Confirmation Information and Risk Assessment (where needed) must be submitted to the School Administrator at least 2 weeks in advance of the proposed trip and approval obtained. The D2 form will be signed by the party leader and countersigned by the School Administrator.

For all trips the party leader should follow the checklist below and ensure that all procedures are followed within the timescales given.

PROCEDURE FOR LOCAL SPORTS/PE MATCHES

- Please refer to the PE department 'Match transport policy' and risk assessment for sports fixtures (appendix D)
- Team sheets for weekend fixtures are posted in classroom folders on Monday. For mid-week fixtures, team sheets are posted a week ahead. A master spreadsheet with all squad players for lacrosse and netball is prepared at the start of the season and Clarion call groups are established for each fixture. These can be accessed via the Trips folder and the current team lists for Clarion will be highlighted in yellow once complete. If a team changes, the School Office will be notified by email to ensure that the Clarion call is up to date. The BHM and the School Administrator will have access to all team sheets via Google Classroom. Other sports will continue to save completed team sheets in the trips folder for Clarion call access.
- Staff should consult the calendar for updates to match details and timings and can view team sheets in the Trips folder on the desktop.
- For fixtures during the school day, a copy of the team sheet listing names of pupils likely to be selected, including match details and timings, will be posted on the staff room noticeboard 10 days ahead.
- For Away matches during the school day or after school, if there is any change in the list of girls participating, the PE dept will ring the school office as the coach departs to let them know the names of any girls involved.
- For matches during the school day, the Director of staff is to be consulted as early as possible about staff who may be involved.
- A Clarion call message must be sent to alert parents if there is a material change to the published fixtures list after publication.

PROCEDURE FOR BOARDERS' WEEKEND VISITS

Procedures for boarders' weekend visits follow the same framework as other day trips, but paperwork is collated and filed in the boarding folder on the Y-drive. This includes rotas, girls' movements and D2s, which are checked by the Head of Boarding. A medical details printout for all boarders is carried, which is updated every month. Boarding staff act in loco parentis and parents' signatures are not required for each individual trip. The costs are covered by the boarding budget.

Day Trips - Party leader's checklists

Staff planning and leading school trips must liaise with the School Administrator throughout.

The following check list is designed to be printed and used as a working document. It must be used in conjunction with detailed guidance given below.

	<i>Tick</i>
Consult the calendar and then complete a calendar request form and obtain approval. Provisional details of staffing must be included	
Consider making an inspection/familiarisation visit for venues that are new to you	
Make a provisional booking for the expected number of participants	
Calculate projected costs for the trip	
Create a budget sheet itemising all anticipated expenditure	
Circulate an information sheet for parents	
Ensure BHM's receive all information sent to parents	
Where appropriate send copies of parents' information to the website manager to be posted in the 'Community' (password protected) area of the website	
For charged trips collate a list of participants and copy to the Finance Manager as soon as possible and before confirming bookings	
Send the list of participants to the SIMS Manager. Request a Clarion Call group to be set up. Please remember to forward any changes	
For trips that are optional confirm allocation of places to participants	
Consult the Director of Staff re. intended staffing	
Confirm your booking, including staff places	
Make the required checks on companies/organisations providing services for your trip	
Ensure volunteers or others who are not members of the school staff are registered with the Business centre. DBS checks may be required	
Pass invoices and requests for payment to the Business Centre	
Arrange transport. If using minibuses, ensure adequate provision is made for drivers (see Minibus policy and ROSPA guidance)	
Submit requests to Catering Manager at least 2 weeks in advance. Confirm final numbers 48 hours in advance	
Book school mobile phone(s) for use on the trip. Note numbers and email addresses on the D2 form	

Provide participants and their parents with the school phone numbers. Staff should not use their own personal/private mobile phones to communicate with participants	
Form D2 working/draft copy must be saved in y/staff information/trips & extra-curricular/D2 forms	
Form D2 with declaration signed by the party leader, to be submitted 2 weeks in advance to School Administrator & saved as above, labelled 'final'	
Remind Sixth Form to obtain permission from their subject teachers to miss lessons	
Collect SIMs reports from the SIMS manager (medical/dietary info, contact details etc)	
Post D2 on staff room notice boards 10 days in advance to inform staff of any disruption to timetabled lessons. Paper or electronic copies to school office and BHMs	
Cover request form submitted- at least a week in advance	
Request petty cash from the Business Centre, if required, at least a week before departure	
Hold a briefing meeting for staff, 1 – 2 weeks in advance	
Request first aid kits from Medical Centre	
Ensure all staff on the trip are fully informed about participants with serious medical conditions or other special needs	
Ensure pupils are aware of arrangements for the day approx. 48 hours in advance	
6 th form who will miss lessons must collect a form from Head of 6 th and ask their subject teachers to sign if they are willing to consent to them missing lessons. Teachers may decline!	
Where appropriate discuss potential marketing opportunities/ press coverage with a member of Marketing staff in the Association office	

On the day of the trip you need:

D2 Form (includes a register of the girls and staff on the trip.)	
Documentation regarding bookings including receipts	
Emergency funds or access to funds	
Copy of detailed itinerary	
First aid kit(s)	
Girls' medication which should be labelled	
Medical/dietary/contact info etc. (SIMs report)	
School mobile phone(s)	

School's Critical Incident Management Policy (Y-staff share/policies/whole school/critical incident management policy)	
--	--

After the trip:

Return medical supplies to the staff room and medical centre (epipens, inhalers, first aid kits etc).	
Return school phones to IT and remind all staff to remove any photos taken on personal devices	
Submit accounts to Accounts Department, if applicable, within one week of return and confirm billing details	
Return medical information etc to SIMS manager for shredding	
Submit a short report or nominate girl(s) to report for Monday assembly. (assembly@stcatherines.info)	
Provide written report on day trip to School Administrator if this might inform planning for future trips	
Ensure a pupil writes up the trip and submits the article with a suitable photograph to the magazine editor or the website manager if appropriate	

PLANNING AND PROCEDURE FOR RESIDENTIAL TRIPS

All Tours abroad must have prior approval from the Headmistress and should be entered on the Tours overview at least 18 months ahead of event.

First consult the calendar and discuss possible dates with the School Administrator

The following forms are required;

[Calendar request form](#) This is an electronic form located on the y-drive in the folder 'Bulletins and Calendar' This must be submitted in full to the School Administrator, and approval received, before any further plans are made. Dates for residential trips will normally be noted on the calendar a year in advance. Details should be added as soon as they are confirmed.

The following forms are listed as Appendices to this document and can be accessed, and completed, electronically

Letter PR Specific letter/email sent by trip organiser to parents regarding trip with return slip for confirmation to include parental permission, information on payment and activities to be undertaken.

If there is a charge, then the consent slip must include the phrase 'I am the fee payer and I agree to the payment of.....being added to my bill'

All financial details must be approved by the Finance Manager before the letter is issued. A sample letter is included in appendix C. You must pass your letter to the School Administrator and to the Headmistress (via her PA, cc to the School Administrator) and obtain approval before it is issued to parents or pupils.

Form R2 Confirmation Information and Risk Assessment must be submitted by the end of the first week of the term in which the trip is to take place. At this stage it may be a working/draft document, but should include all known details. As soon as further details are confirmed please update the R2 form and copy to the School Administrator, indicating whether it is still a draft or final copy. The final copy must be submitted 2 weeks before departure, signed by the party leader and countersigned by the School Administrator. If details change beyond this date you must send updates.

Letter R3 Specific letter/email sent to parents regarding information evening and pupil briefing.

Form R4 Parental consent form and declaration, with medical information, to update Annual Medical Parental Consent Form. This can be incorporated in to the reply slip accompanying letter PR

Evaluation R5 Evaluations must be completed and submitted to the School Administrator within 10 school days of the end of the trip.

Residential Trips - Party leader's checklists

Staff planning and leading school trips must liaise with the School Administrator throughout.

The following check list is designed to be printed and used as a working document. It must be used in conjunction with detailed guidance given below.

	<i>Tick</i>
Consult the calendar & discuss possible dates with the School Administrator. Complete a calendar request form and obtain approval. Provisional details of staffing should be included	
Consider making an inspection/familiarisation visit for venues that are new to you.	
Create a working folder in y drive/pupil admin/trips and major events/residential trips	
Calculate projected costs for the trip, and check with School Administrator and/or Finance Manager. Create a budget sheet itemising all anticipated expenditures	
Check that School Insurance is suitable for your trip or confirm specialist insurance is in place	
Make a provisional booking for the expected number of participants	
Circulate an information letter and send by Clarion Call to parents (Letter PR)	
Ensure BHM's receive copies of all information sent to parents	
For charged trips collate a list of participants and copy to the Finance Manager as soon as possible and before confirming bookings	
Send copies of all relevant information, letters etc. to the school website manager to be posted on the 'Community' (password protected) area of the website	
Ensure parents are aware of insurance arrangements. Provide a link to details on the website	
Send the list of participants to the SIMS Manager. Request a Clarion Call group to be set up. Please remember to forward any changes	
For trips that are optional confirm allocation of places to participants and their parents.	
Consult the Headmistress, Director of Staff & School Administrator re. intended staffing. Participating staff to complete a cover request form for any school sessions	
Nominate an assistant/deputy party leader	
Confirm your booking, including staff places	
For overseas trips, request passport report from SIMs manager. Check that all participants have current passports and any visas needed or are included in a British Council list of travellers	
Make the required checks on companies/organisations providing services for your trip	
Ensure volunteers or others who are not members of the school staff are registered with the Business Centre. DBS checks and a short interview will be required	

Schedule a parents' meeting (several weeks ahead of the trip). Submit a calendar request for this	
Send letter R3 to parents (invitation to parents meeting) Copy to BHMs	
Prepare an information sheet for parents	
4- 6 weeks before travel: If R4 (Parents Consent and Declaration) was not incorporated into initial reply slip, then distribute R4 forms and ask Office Junior to collect/collate all forms at least two weeks before departure	
If R4 (Parents Consent and Declaration) was included in initial reply slip then send a Clarion message reminding parents of their obligation to inform staff of any changes to personal circumstances (see appendix for standard Clarion message)	
Schedule a pre-trip briefing meeting for participants a few days before departure. Submit a calendar request	
Ensure volunteers or others who are not members of the school staff are registered with the Business Centre. DBS checks etc. will be required	
Pass invoices and requests for payment to the Business Centre	
Arrange transport. If using minibuses, the people carrier or staff cars, ensure adequate provision is made for drivers (see Minibus policy and ROSPA guidance)	
Submit requests to Catering Manager at least 2 weeks in advance. Confirm final numbers 48 hours in advance	
Form R2 to be submitted in draft form to the School Administrator at start of term (in electronic copy). Working copy must be saved in y/staff information/trips & extra-curricular/R2 forms	
Request SIMS report from the SIMS Manager (Photos, dietary & medical, contact info for parents & students' mobile no's, passport details)	
Request petty cash from the business centre, if required, at least a week before departure. 2 weeks for foreign currency/currency pre-paid cards	
For residential trips abroad consider creating and issuing girls with identity/contact info cards	
Book school mobile phone(s) for use on the trip. Note numbers and email addresses on the R2 form.	
Provide participants and their parents with the school phone numbers. Staff should not use their own personal/private mobile phones to communicate with participants	
Arrange to meet School Administrator 2 weeks before departure to review paperwork & planning and sign off R2 form	
Final version of Form R2 to be signed by Party Leader & School Administrator & posted to staff room noticeboard 2 weeks before departure. Electronic copy to front office and BHMs	
Hold a briefing meeting for staff, 1 – 2 weeks in advance	
Request first aid kits from the Medical Centre	
Ensure all staff on the trip are fully informed about participants with serious medical conditions or other special needs	
Ensure pupils are aware of any final trip information and travel arrangements 1 week in advance	

6 th form who will miss lessons must inform their subject teachers	
Where appropriate discuss potential marketing opportunities/ press coverage with a member of Marketing staff in the Association office	

On the day of departure:

R2 Form (includes a register of the girls and staff on the trip.)	
Documentation regarding bookings including receipt.	
Cash and access to contingency funds. Access to emergency funds	
Copy of detailed itinerary	
First aid kits	
Ensure girls are carrying their own emergency medication where required	
Additional supplies of Girls' medication which should be labelled	
School mobile phone(s)	
School's Critical Incident Policy (Appendix 1), available from SIMS Manager	
Insurance details	
2 Photocopies SIMs passport report, visas and British Council list of travellers where applicable	
2 Copies of R4 and SIMS medical/dietary/contact report	
Before departure ensure girls have their passport & visa	
Instruction on use of Clarion Call	
EHIC cards for trips within the EU	
Emergency contacts for all staff on the trip	
A SIMS photo report for all girls on the trip	
Staff must collect in and look after all passports when abroad. Girls must carry one of the copies	

After the trip:

Phone/text to home contact immediately on your return. This will usually be the School Administrator, or SMT member 'on call' during your trip	
Return medical supplies to the staff room and medical centre (epipens, inhalers, first aid kits etc).	
Return school phones to IT and remind all staff to remove any photos taken on personal devices	
SIMs reports, passport reports & any other personal data to be shredded	
Submit a short report or nominate girl(s) to report for Monday assembly (assembly@stcatherines.info)	
Review the roll call list – inform relevant staff of any pastoral, medical or other issues/concerns	
Submit accounts to Accounts Department, if applicable, within one week of return and confirm billing details already sent to Accounts Department where appropriate	
Complete R5 evaluation form to School Administrator within 10 working days	
Ensure a pupil writes up the trip and submits the article with a suitable photograph to the magazine editor or the website manager if appropriate	

APPENDICES

Appendix A – Completion of forms and guidance for Party Leaders

Party leaders are required to make and use a folder in y/staff information/Trips and extra-curricular. This must be clearly labelled, e.g. 'Ski Trip' and should be used as the working folder and repository for all documents pertaining to the trip. Do not use other folders/files elsewhere. This folder will be set up with access permissions for the party leader, deputy party leader and school administrator only. Other users will have read-only access. All D2 and R2 forms must be lodged in the relevant folders in the same area and clearly identified as 'draft' or 'final'.

- Staff planning visits should first check in the school calendar that the proposed date is available.
- Forms or letters are generally sent to parents via Clarion Call email. A paper copy may be given to girls as well. In either case, a copy must be sent to BHMs.
- All forms are to be found in Appendix B.

Calendar request form - Educational Visit Approval and Submission to the School Administrator

This form is the same regardless of the type of visit. It is a preliminary request to ascertain suitability of the trip and feasibility regarding the calendar and other factors. Ideally all requests would be for future terms, and will be submitted by the published deadline date, about two weeks before the end of the previous term (although late requests in the current term are also considered). All residential trips should be discussed with the School Administrator in the first instance, and approved by the Headmistress, before submission of a calendar request form. Overseas trips should be planned a year ahead. ***The trip must be approved and noted on the calendar before there is any consultation with pupils and parents.***

FORM PD - Information for Parents (Day trips) and LETTER PR - Information for Parents (Residential trips)

Day Trips: Parents should be informed of the trip. Parental consent may be needed, in which case use form PD. This is in the form of a letter which should be adapted as appropriate. It will normally be sent by Clarion Call. It is the Party Leader's responsibility to fill in as much information as possible before copying it to parents. This form should be signed and returned and parents ***must include any update on their daughter's Annual Medical Parental Consent Form.***

Residential trips: Trip letters must be approved by the Finance Manager before they are sent to ensure that financial details are correct.

Staff organising residential trips should send a bespoke letter to parents (PR). This will normally be sent by Clarion Call email.

This should refer in detail to :

- Purpose of trip
- Dates and timings
- Destination and venue, including accommodation
- Programme of events
- Transport arrangements
- Cost and methods of payments, including notification that parents will forfeit their deposit and any committed expenditure if no replacement is found should they cancel/withdraw, in accordance with regulations fixed by any external tour operators, if applicable.

- Details of insurance must be made available to parents. This must be posted on the website and can also be emailed via your clarion call group.
- Code of Conduct, if appropriate, or rules for the trip.
- Party leader and any confirmed staff accompanying trip.
- Reply slip for parents to confirm their interest and for the fee payer to agree to meet the payments, incorporating the parents' declarations (previously found on the R4 form).

Clarion call: The Clarion call messaging service is available for all school visits. It can be used to send information to parents via email, text message or voicemail message both before the trip and remotely during the trip. The clarion call group should be set up as soon as you have a list of participants. It should include the SMT member who will be the 'home' emergency contact, and the BHM's of any boarders participating in the trip. Pass the list to the SIMS Manager and ensure that you forward any changes. The party leader must ensure that they can operate the system remotely whilst away. Instructions and training are available from the SIMS Manager.

It is recommended that you send all information to parents via Clarion Call email, rather than in hard copy by post or by hand. Information can also be posted on the school website. Contact the Website Manager.

Clarion call email messages sent before departure or after you return must be copied to a member of SMT (usually the School Administrator) who will proof-read and approve before sending.

Boarders: ensure that BHM's receive copies of all information sent to parents. Bear in mind that weekly boarders may need one or two weekends to prepare, so issue kit and equipment lists in plenty of time. Ensure that BHM's are informed of travel times. Ensure that meals are requested for boarders if they will miss the normal meal time.

D2 and R2 - Confirmation Information D2 for day trips and R2 for residential trips

Inform staff of any disruption to timetabled lessons by posting the front page of form D2 or R2 and list of names on the staff room noticeboard at least two weeks in advance.

D2 forms should be given to the School Administrator 2 weeks before departure.

The School Administrator will collate R2 planning forms for residential trips and submit them to Governors at the Health and Safety Committee meeting at the start of each term. Please submit your working document, with as much detail as you can, by the end of the first week of the term of your trip. Please include any risk assessment documentation supplied by external organisations, a file copy of which should be passed to the Business Centre. Please submit your complete and final R2 for signing off, not less than 2 weeks before departure.

Please re-send R2 or D2 if there are any last-minute changes, highlighting what has been changed. Please adhere to the circulation list at the top of the form.

The SIMS Manager will provide a summary report of contact details, medical conditions and dietary requirements. For residential trips these should be used alongside form R4. Ensure that you have made provision for all pupils with medical conditions and special dietary requirements at every stage of your journey, in particular travelling days.

Purpose

This should be compatible with the aims of the School or be linked to the work of the group involved. It is not a description of the activities undertaken.

Party Leader and deputy/assistant party leader

Each visit must have a Party Leader, who is a qualified teacher and a current member of staff. If hazardous activities are included in the programme, the leader must be experienced and hold an appropriate qualification (and make other accompanying staff aware of current regulations applicable to the activity) or employ an experienced practitioner.

An assistant or deputy party leader must also be nominated. The deputy/assistant should work alongside the party leader in undertaking the planning and preparation for the trip and be willing and prepared to stand in for the Party Leader or to take over the leadership at any stage should that be necessary.

The Party Leader should check suitability of girls subscribing to the trip and arrange appropriate physical preparation for all activities.

Mobile Contact Number

The school has a number of mobile phones that should be used by party leaders on school trips (especially residential trips). Please contact ITSupport to book a mobile phone for your trip.

Pink Trips Phone	07783 142806	Tripsphonepink@stcatherines.info
Red Trips Phone	07783 142809	TripsPhoneRed@stcatherines.info
Black Trips Phone	07783 142813	Tripsphoneblack@stcatherines.info
Blue Trips Phone	07783 142815	Tripsphoneblue@stcatherines.info
Green Trips Phone	07783 142816	Tripsphonegreen@stcatherines.info
White Trips Phone	07783 142818	Tripsphonewhite@stcatherines.info
Purple Trips Phone	07783 142821	Tripsphonepurple@stcatherines.info
Yellow Trips Phone	07783 142838	Tripsphoneyellow@stcatherines.info

Staff must NOT use personal phones to communicate with students (except in an emergency situation). Students' contact information must not be retained on personal phones, iPads etc. belonging to staff. Please refer to ICT & Safeguarding policies for further details.

Dates

Please note that an abundance of trips in school time has a serious impact on other studies. It is therefore imperative that every trip has a serious purpose and is considered in the light of other commitments and impact on curriculum time. The School Administrator can advise you on the frequency of other outings for any particular year group. The Sixth Form should not be taken out during the day in the Summer Term before Study Leave and staff should avoid the week after the mock examinations to allow uninterrupted return of papers. Staff may refuse to allow Sixth Formers to go on trips if they are behind with their work, after consultation with the Head of Sixth Form.

In the Senior school, trips and events must not normally be arranged during Monday morning whole school assembly (8:45 - 9.30am), on Sunday mornings before 11am and on Wednesday evenings from 6pm (Boarders Chapel). In exceptional circumstances (such as prestigious sports/music events) during these times permission may be requested from the Headmistress or Head of Boarding as appropriate.

U3-L5 should not be taken out during exam feedback week (the week after school exams in the summer term), nor public exam year groups during mock feedback week.

Evening social events should be arranged for the latter half of the week i.e. Thursday – Sunday to avoid loss of prep time and tiredness.

Staffing

The appropriate level of supervision depends on:

- The nature of the visit;
- The age and maturity and specific learning difficulties or disabilities of the pupils;
- The nature of potential hazards;
- The ratio of responsible adults to pupils must not be less than 1:15 and usually will be 1:10, particularly for hazardous activities and trips outside the UK. Any queries should be referred to the School Administrator. (Pupil to staff ratios for school trips are not prescribed in law. Those planning trips, on the basis of risk assessment, should decide the ratios, taking into account the activity to be undertaken and the age and maturity of the pupils).
- The inclusion of other adults as responsible volunteer helpers shall be at the discretion of the Headmistress but responsibility would lie with the trained teachers rather than volunteer helpers.
- Volunteers or other adults who are not members of school staff must be recruited under safeguarding regulations with a DBS check, interview and references. This is essential for residential trips. Please seek advice from the School Administrator or Director of Staff as an interview must be conducted by a safeguarding-trained person.
- The duty of care, in loco parentis, applies to all girls including those over the age of 18.

For residential trips, the Party Leader should liaise with the School Administrator, Director of Staff and Headmistress as to which members of staff s/he would like to accompany the trip, *before* approaching anyone. Senior Management oversight of this is required to ensure a reasonable balance of commitment and opportunity for individual members of staff. He/she should also ensure that the Director of Staff is notified of, and approves, the staff who will be out of School. Submit a cover request form as soon as possible and not less than 1 week beforehand. All staff are expected to arrange 'swaps' for missed registrations, duties and prep. As party leader please remind them to do so.

Include names of all staff and give reasons why they have been included on the trip in terms of strengths, qualifications, skills and experience. Consider whether specialist training is required for any staff (e.g. Ski Course Organiser training, Mountain leader training). It is most important that consideration should be given to ensuring that there is a qualified First Aider on every trip where appropriate/possible. Staff should be invited on trips as part of their professional development and will therefore be a supportive member of the group despite lack of previous/relevant experience. Responsibilities should be allocated to each and every member of the trip in accordance with their experience. All mobile phone numbers should be included. It is advisable for a reserve member of staff to be approached so that no trip is delayed in the case of staff sickness.

Visitors (voluntary or paid) for more than 3 days per month, or any volunteer on a residential trip, must be registered in accordance with safeguarding procedure and sufficient time must be allowed to obtain a DBS check and references. Suitable personnel must be interviewed by the Party Leader with a qualified member of the recruitment team. Therefore at least a month's notice is required for the process.

Documentation

- Valid passport i.e. with at least six months' validity

- EHIC for EU citizens
- Visa (if necessary) or British Council list of travellers
- Vaccinations. Consult the school's medical officer/sister for up to date requirements
- SIMS report (AMPC summary) and R4 forms for residential trips
- SIMS report (AMPC summary) for day trips

Meals required from School

All meals ordered should be recorded. Please budget £2:00 per packed lunch ordered from the Catering Manager, unless it replaces a meal that would have been taken in School, and £2.00 for additional meals taken in School (e.g. supper before a theatre trip for non-boarders).

Emergency contact at home

This is usually the School Administrator whose name and numbers appear on the forms. In the event that she/he is away, another member of SMT will be nominated by the School. In the event of a critical incident on the trip the Party leader will deal with all emergencies, in accordance with the Critical Incident Policy, then confer with the School Administrator, or designated member of SMT, to decide on course of action after emergency medical care has been given. In the case of illness and/or injury then the Party Leader must contact both the School Administrator, or designated member of SMT, and the parents to advise and discuss procedures. For day trips during the school day the School Office should be contacted, and during the evening the School Administrator or a member of SMT.

Keep SMT informed.

In the current era of instant information, news (good or bad) will reach parents very quickly. Parents are very likely to contact the School or SMT directly. Please keep us informed of anything out of the ordinary that arises, so that we have up-to-date information if approached by parents. In a serious incident you will obviously attend to the safety of student(s) and staff first, but as soon as practicable, send a message to SMT. This may be a text or call to your SMT home/emergency contact in the first instance, followed up with an email to your SMT home/emergency contact or to SMT-SeniorSchool@stcatherines.info or SMT-PrepSchool@stcatherines.info.

For all trips we would like to know that you have arrived safely at your destination and, at the end of a trip, that you are home.

Some examples of the types of things that SMT should know about are:

- Any situation in which you have contacted a parent, or when a parent has contacted you.
- Any situation in which a participant on the trip (student, staff or other) has had medical attention, or been very unwell
- A significant change in your travel itinerary
- Incidents of 'upset' between the girls that have required significant staff intervention
- Significant travel delay

List of girls and total number of girls and total number of staff

Please list participants in alphabetical order and by year group. Any high-risk students must be identified clearly, e.g. all girls requiring an epipen, diabetics or other medical problem. Consult the Medical Centre for advice and, where appropriate, meet a parent to discuss the child's needs before departure.

Other participants

If it is intended to take anyone other than members of the School (staff or students), this should be brought to the attention of the School Administrator before any definite arrangements are made.

Transport arrangements

Method of travel

List all methods that are being used. Only coaches with seat belts should be used. Air flight numbers and scheduled times should always be included.

If you require coach or minibus transport, use the School internal booking systems. Email coach.bookings@stcatherines.info. Email minibusbooking@stcatherines.info to book school minibuses and to request drivers if you will need them. If staff cars are to be used, these must have been authorised for use in advance by the Business Assistant. Ensure you have referred to the Driving and Minibus policy. In particular, careful consideration must be made for provision of drivers, and working and driving time. See ROSPA guidance.

Any parent who takes girls in their own car, *as part of an arrangement made through school staff*, must be on our driving register with all car details on that register and the form signed by the driver. There is a material difference between a parent telling you that her daughter has a lift home with a friend (a private arrangement between the parents), and you asking a mother, who is going along to support an event, to take a couple more girls with her. The latter is not allowed.

Transport company

For day trips give the name and telephone and fax numbers of the coach company.

For residential trips give the name of your tour operator. You must have written confirmation of the company's ABTA registration number and the name under which the company is registered. Keep all receipts. For overseas companies obtain as much information as you can and confer with the Finance Manager or School Administrator.

Ask coach companies for the driver's mobile number.

Collection arrangements

It is to be noted that it is the responsibility of staff on the outing/trip to supervise all day girls until they are collected. In the winter months this should be from The Aquarium (the lobby of the Centenary Building) where there is plenty of light and cars can be identified as they drive in. It is also their responsibility to negotiate in advance the delivery of all boarders to the relevant boarding houses. It is advised that staff send a Clarion Call text message or girls use their mobile phones to ring ahead to ensure parents are ready to collect once a reasonably accurate ETA can be ascertained. If your return time is late in the evening, after the boarding house has been locked for the evening, please ask the Head of Boarding for arrangements for returning boarders.

Finance

Cost/Method of payment

Include exact details of how money has been collected/ added to bills. Consider whether costs will be met from existing school budgets or added to bills. (Local day trip costing less than £5.00 should be financed from department budgeting and not added to individual bills).

All trips need to be fully paid 6 weeks before departure. If they are not, the outstanding balance can be put on the bill or if special circumstances are identified the space can be allocated to another pupil.

For residential trips, all payments should be collected in advance so that funds have been collected before they are paid to travel companies. The consent form for payment must be signed by the fee-payer and must include the phrase:

'I am the fee payer and I agree to the payment of.....being added to my bill'

The Party Leader should create a budget sheet detailing, as accurately as possible, all anticipated expenses for the trip. Budgeting for the trip must make provision for all essential expenses that will be incurred by staff and participants. (e.g. additional vaccinations, travel expenses, insurance). There should also be provision for some emergency/contingency funding for evening/social activities, medical costs, tips, etc., as there are no separate funds for these. Unused funds can be reimbursed to parents after the trip.

Please ask the School Administrator and/or Finance Manager to check your planning and please seek advice where necessary. When you have all the costs for the trip, forward a list of the names and amounts to be charged to each participant to the Accounts department. The deadline for charges to be added to end of term bills is normally about two weeks before the end of term.

For all charged optional trips, a list of participants must be passed to the Finance Manager for approval before bookings are confirmed. This is to facilitate consideration of support for students in receipt of bursaries and also to ensure that where fees are in arrears, students are not intending to participate in expensive 'optional' trips (such as the ski trip).

For trips that are optional, confirm to participants that a place has been allocated. For day trips this might be a list of participants posted on a noticeboard. For residential trips it is suggested that a clarion call message is sent. Ensure that any applicants not selected are informed in a timely and tactful manner.

Please use correct budget codes (as advised by the Accounts Department) when depositing payments or when making payment requests.

Cash should be ordered from the Finance Manager two weeks before the trip. The Business Centre will provide foreign currency and pre-loaded currency cards on request.

After the trip, complete your budget sheet to show actual expenditures and return unused cash and cards to the Business Centre. Finalise all finances with the Finance Manager.

Cost of Preliminary Inspection visit

The Party Leader should make every effort to undertake a preliminary visit before the group travels if it is a new trip not previously undertaken - contact the School Administrator to discuss this. All costs must be budgeted in your costing for the trip and will ultimately be passed on to parents but care should be taken to avoid making the cost prohibitive.

Theatre trips

Please add on a £1.00 charge to the cost of each and every theatre trip. This will be collected in a fund by the Business Centre and used to reimburse participants in the event that part or all of a performance is missed due to events such as unavoidable traffic delays. Please inform the Accounts Dept so that they can adjust accounts.

Risk Assessment

Staff should always assume the role of a prudent parent. The group leader and other staff should monitor risks throughout the trip and take appropriate action as necessary. All staff must be diligent in their supervision at all times and should be prepared to stop an activity at any time if they have concerns about pupils' welfare. Whilst you should take advice from local experts, you must always remember to oversee all decisions as you will be held responsible for their consequences.

A written risk assessment is not required for all day trips except for those which may include potentially hazardous activities. A written risk assessment is required for all residential trips outside of the UK. Please note that *'trips abroad also need careful attention to duties under health and safety'* [ISI reg. handbook 2017].

When required, a risk assessment is not needed for every part of a trip. Teachers should assume that they only need to carry out a risk assessment in exceptional circumstances, such as adventurous activities (mountaineering/caving, trekking, canoeing, sailing, water sports). Skiing can never be off-piste. Students must not swim unless a qualified life-guard is present. When planning for adventurous activities the Party Leader must check that the provider holds a current licence as required by the Adventure Activities Licensing Regulations 2004 (this is essential for caving, climbing, skiing, trekking or water sports) For further information please refer to DfE "[Health and safety advice on legal duties and powers](#)" (hyperlinked here) which includes further sources of information.

For potentially hazardous activities, Party Leaders should check that centres are approved by The National Governing Body of the Sport. Such approval is a good indication of high safety practices.

When planning an activity involving caving, climbing, trekking, skiing or water sports (other than rowing) schools must currently check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004.

Before booking a trip the group leader should obtain written assurance that providers such as tour operators have themselves assessed the risks and have appropriate safety measures in place.

For trips to activity centres and/or including hazardous activities, the Party Leader should have had sight of the site's safety procedures, risk assessments and fire regulations before completing his/her own risk assessment if at all possible. He or she should also be satisfied that all adults from this, or any other outside agencies, have a valid, enhanced DBS check.

Where overseas providers are used (and AALA, DBS are therefore not applicable), party leaders must ensure that they follow the spirit of these UK regulations as closely as possible. Refer to local equivalents if available. Seek statements on safeguarding and safety management policies from local providers and check that they are satisfactory (the party leader will need English language versions or to be sufficiently fluent in the original language to read and understand such documents fully). Party leaders and accompanying staff must pay close attention to safety and safeguarding of pupils in this situation.

The risk assessment should be done by the party leader and other staff on the trip, approved by the School Administrator and distributed to all staff members on the trip. It is therefore essential that every member of staff carries with them at all times a copy of the R2/D2 which lists all people on the trip and the risk assessment. There is a need to appoint a deputy party leader to take charge in case of absence/injury/death of the Party Leader.

The risk assessment should list all potential hazards with the safety measures that have been put in place to minimise the risks.

Obviously hazards and appropriate safety measures are dependent on activity and venue and therefore it is important that each trip will be considered separately. Frequent visits to particular venues may use previous risk assessments where appropriate but staff are responsible for ensuring that the assessments remain relevant.

Considerations when assessing the risks should be given to:

- type of visit/ activity
- location, routes and modes of transport
- competence, experience and qualifications of supervisory staff
- group members' age, competence, fitness and temperament and suitability of activity
- medical needs of pupils, especially food allergies
- pupils with specific learning needs or disabilities
- quality and suitability of available equipment and clothing
- seasonal conditions, weather and timing
- emergency procedures
- how to cope if a pupil becomes unable or unwilling to continue
- need to monitor the risks throughout the visit.

When a risk assessment is required, it is expected that staff will add further rows to the table as required. Seek advice from School Administrator on completion of risk assessment if necessary.

Extra information for Residential trips may be included in separate documents or copied into R2.

It is envisaged that some information may already have been produced in another format or have been produced by the tour company. Such documents may be attached as appendices to the R2 form or may be copied into the main document. If any item is not submitted, then consultation with the School Administrator is essential.

Form R2 will also include:

- Contact details for all staff accompanying the trip
- Copies of letters PR and R3 relevant to the trip
- Information leaflet issued to parents

Once completed Form R2/D2 should be sent to the:

School Administrator
School Office
BHMs (if applicable)
Outings noticeboard (front page only)
All staff members on the trip

Pupil Briefing (Day Trip) and LETTER R3 – Parents Information evening and Pupils’ briefing

For *day trips* all girls should be informed of the administrative details of the trip. This should be given to them in a lesson, House meeting, tutor time, or at a special meeting. The details should also be written and distributed so that they can be referred to by parents and Boarding House Mistresses. Copies of this information should be forwarded to all relevant Form Tutors and Boarding Housemistresses on the day of the meeting. Details of leaving and return times, place for collection, clothes, spending money, provisions and equipment should be included.

For *residential trips* a letter should be sent by email to all parents including those of overseas boarders and to Boarding House Mistresses inviting the parents/guardians, House Mistresses and usually girls to a meeting where all information will be presented and discussed. This meeting will give the parents/guardians an opportunity to question staff accompanying the girls on any aspect of the organisation and safety of the trip. An information sheet will have been produced giving the girls and parents all information including staff accompanying the trip, details of leaving and return times, modes of travel, place for collection, clothes, spending money, provisions, equipment, accommodation, programme of events, insurance details, size of group and the level of supervision including any times when remote supervision may take place, procedures for pupils who become ill and standards of expected behaviour.

The information sheet must include emergency contact information. Parents must be issued with a mobile number (school phone) for the Party Leader and the contact information for the School Administrator or designated SMT member.

Copies of the parent information sheet must be forwarded to any parents unable to attend and to Boarding Housemistresses and the Website Manager for posting on the secure (Community) area of the website. The written format should have the date on which it was issued and a copy should be sent to the School Administrator so that the advice given to all pupils is known by the School.

Mobile Phones and Valuables: It is the collective advice of previous party leaders that the advantages of pupils taking mobile phones outweigh the disadvantages. They can be immensely useful for contacting parents at the end of the trip and also reassuring for some girls and parents. However, in the unlikely event of an emergency, staff should be aware of the effect of girls calling home with inaccurate and unnecessarily inflammatory detail. In these circumstances, staff should monitor the use of phones and the party leader should contact the school with accurate and up to date information, so parents may be informed. Where possible, and in consultation with SMT, a Clarion Call voice message giving the correct facts/information should be sent to all parents as soon as possible.

Girls should be made aware that all mobile phones and other valuables are entirely their responsibility. Girls to be encouraged to use hotel room safes where available. The party leader may consider collecting passports and depositing them in the hotel safe.

Advise parents to consider electronics and other valuables that their daughters might take on the trip. Include a section in the parents' information leaflet along these lines:

Phones, iPads and other electronic devices.

We are happy for pupils to bring their mobile phones.

- *It is important that in the event of a problem, large or small, pupils MUST approach a member of staff and should not phone home until they have the member of staff's agreement to do so. As soon as we have assessed the situation we will arrange a call home if that is appropriate.*
- *Pupils are entirely responsible for their own phones.*
- *Parents – please advise your daughter about the costs involved in making and receiving calls and texts and data roaming whilst overseas.*

We know that electronic devices are very useful for entertainment during long journeys and during 'down time'. If your daughter is downloading material for her own entertainment during the trip, please would you ensure that what she has is age-appropriate. Please appreciate that she is likely to share the material with her friends, and whilst you may have made a judgement that a particular film, say, is suitable for your daughter's age and emotional maturity, please understand that other girls may not be ready for such material or that other parents may not share your view. Please ensure that parental controls (PIN numbers, etc.) are in place for subscription services so that your daughter cannot download inappropriate material whilst she is away.

If your daughter's device is 4G enabled, please ensure that you have discussed data usage with her and that she has a clear understanding of your expectations in terms of costs for data and content downloaded.

Your daughter must be mindful that valuable possessions are not left behind or stolen whilst in public places. We will remind the girls to lock their hotel room and leave valuables out of sight. Whilst we will be as vigilant as we reasonably can, please appreciate that we cannot undertake to ensure the absolute safety and security of any such items. Before your daughter brings away an item of this nature, please check that data is backed up and that you have satisfactory insurance cover.

The golden rule for every school trip is 'don't bring anything you can't afford to lose'.

Form R4: Parents' Consent and Declaration

The R4 form can be incorporated into the initial reply slip. If not, then it must be sent to all parents to complete and return approximately 4 weeks before departure. The form covers a great deal, not least of which is a parent's signature authorising the staff on the trip to give consent, *in loco parentis*, for emergency medical treatment.

If the R4 (Parental Consent and Declaration) was included in the initial reply slip, then you must send a Clarion Call to parents approximately 4 weeks prior to departure, reminding them of their obligation to inform us (and possibly insurers) of any changes to the information already given. This would include changes to contact details etc., but more importantly it will cover medical conditions (physical and mental health) and any other personal circumstances that staff on the trip would need to be aware of (such as illness of a close relative). A standard Clarion message is available. Please check with the SIMS Manager that all parents have received and opened the message.

Further guidance

GDPR

As ever, printed copies of personal data should be looked after and kept safely so that confidentiality is preserved. Electronic copies of data can be circulated on *internal* email.

If you need to share data (electronic, via email, or in hard copy) with an external organisation, such as your tour operator, then you will need to obtain a signed data handling agreement from the organisation. Data to be sent by email must be encrypted. Contact ITSupport for assistance.

If there is a data breach (e.g. a paper list misplaced, electronic data sent unencrypted, 'unauthorised' persons gaining access to data) this must be reported to SMT and logged as a data breach.

Exchange trips, sports tours etc, where girls stay with host families.

Exchange trips are typically organised through a UK tour operator, who works with local in-country agents to arrange host families for students. In this situation it is ultimately the School's responsibility to ensure that adequate and effective safeguarding arrangements are in place.

The Party leader should familiarise him/herself with the procedures undertaken by the tour operator and their local agents and be satisfied that they are suitable and consistent with the requirements of current ISI regulations and KCSIE.

If in any doubt, consult the Senior Management Team.

The party leader must monitor at every step to ensure that policy statements from tour operators and local agents correspond with practice. If at any stage agreed protocols are breached, the party leaders must assess the safeguarding risk and respond appropriately.

If a party leader organises an exchange directly (for example with a 'partner' school in the UK or overseas) then it is up to the party leader to ensure that DBS or equivalent checks are undertaken for host families. Please refer to the current [KCSIE](#) for guidance on Homestays.

This paragraph is paraphrased from KCSIE sept 2018;- It is not possible to obtain DBS for homestays abroad... Liaise with partner schools abroad (or tour operator) to establish a shared understanding of, and agreement to, the arrangements in place for the visit. Use professional judgement to satisfy yourselves that the arrangements are appropriate and sufficient to safeguard effectively every child who will take part in the exchange. Parents should be aware of agreed arrangement. Schools and colleges are free to decide whether they consider it necessary to contact the relevant foreign embassy or High Commission of the country in question to discuss what checks may be possible in respect of those providing homestay outside the UK.

A sensible approach would include:

- Ensuring that an adequate level of vetting of host families has been undertaken and that all host families have 'passed' this to a standard that we would consider satisfactory.
- Party leaders having a list of names, addresses and phone numbers of all host families.
- Students staying with hosts in pairs or larger groups. A student should not be placed on her own with a family (an exception may be considered if she is over 16 and has sufficient command of language to communicate effectively with hosts in their own tongue.)
- Students sharing a room with each other or having their own room. They should never share with other family members or other guests not from St Catherine's
- Party leaders staying in nearby accommodation and having sufficient information and local knowledge to know where the host homes are, so that they could travel to any of them easily and at short notice.
- Party leaders meeting with students daily and check regularly for feedback.
- Students having contact numbers for staff members and know the address and phone number of their accommodation, and know that staff may be contacted at any time.

Please note that exchange students over the age of 16 coming to stay in boarding would require a DBS certificate.

Passports, visas etc: Enquires should be made early about the type/nationality of passports, as some participants (pupils and staff) will need visas for some destinations. Consider using a British Council list of travellers <http://www.britishcouncil.org/home-information-centre-list-of-travellers-scheme.htm>

For overseas visits, passport numbers, expiry date and nationality are now held on SIMS. Please ask for a SIMS report early so that you can check that the data is complete and that students will have valid passports & visas. It is recommended that you should NOT collect photocopies of passports and visas.

For trips within the EU, girls who are EU residents should obtain & bring an EHIC card.

Outside providers: Where a company/organisation is subcontracted to organise (parts of) a trip, all documentation, ABTA Registration Number, risk assessments, staff DBS procedure should be verified by the trip leader.

You must obtain written confirmation that the company/organisation holds appropriate public liability insurance.

Coach transport: On coach and minibus journeys staff must not all sit together and not all at the front. For the purpose of effective supervision of students and to spread the risk of injury in the event of a serious accident, some staff must take seats in the middle and/or towards the rear of the vehicle. Staff must ensure that all passengers use seat belts and embark/disembark safely.

Every trip organiser must check AA Road Watch (or equivalent) before leaving on a trip travelling by car or coach. Discuss any potential traffic hold-ups and alternative routes with your driver before departure.

Driving pupils in your own car or in a school minibus: **You must adhere to the driving/Minibus policy.** Please give careful consideration to the length of your journey and the length of your working day. For all

but local journeys a second driver is needed. ROSPA guidance is that, if driving, your working day should not exceed 10 hours, of which no more than 4 should be driving.

Hotels: On overnight stays in hotels and hostels the team leader should do a walk and talk through evacuation procedures at unfamiliar hotels/hostels on arrival. They should also check all rooms for obvious dangers such as balconies etc. and ensure that all participants are aware of potential hazards.

Staff communication: For visits longer than one day there should be daily briefings in the morning and evening with all staff to aid communication of any risk management that is needed. This is an opportunity for staff to discuss any problems and for a mutually agreed solution to be reached, rather than individual members of staff making independent solutions.

Pupil ID cards: For residential trips abroad, party leaders should consider issuing girls with an identity card to be kept in their purse or pocket. This would include the following information: *The girl's name; Party Leader's name and contact number; Hotel address and number.* The SIMS manager has templates for these, including versions in other languages.

Programme of Events: This should identify who has responsibility for the girls during activities and for supervision overnight, i.e. whether this is solely the responsibility of the centre/the staff or when it is shared. In addition to all official events you should list social/evening activities and be aware of associated risks.

Where routes are known in advance, details should be left with the School Administrator before departure from School. Whilst away, ensure that local staff are informed i.e. coach driver, hotelier, host.

Small alterations to the programme of events, particularly on residential trips, may be made by the Party Leader to accommodate changes in circumstances, for example an early return back at base may lead to a spontaneous game of rounders or a change may occur if an activity has had to be cancelled. However, the D2/R2 forms should accurately reflect the intent of the trip/outing and all planned activities should be recorded in them. Any significant changes to the programme, or to staffing before or during a visit, should be discussed with the Senior Administrator or if unavailable, with another member of the Senior Management Team before such changes are implemented.

Accidents and illness: All accidents should be reported as soon as possible to Medical Centre in the first instance and then copied to the School Administrator (or any member of SMT) when practicable to do so. In the event of illness (pupils or staff) contact the Medical Centre for advice.

If a pupil becomes ill or is injured and medical attention is required

- Provide first aid
- Call for medical assistance or arrange a doctor's appointment. A member of staff should accompany the pupil. Be aware of local customs, e.g. in France a GP will expect you to make cash payment of around €30 direct to him/her at the end of the consultation
- The party leader should contact the parents/guardians (and BHM where applicable) as soon as is practicable. If possible, allow the child to speak to her parents. Provide the parents with accurate information about their child's condition. Keep parents informed regularly
- In the event of a very serious injury or illness, refer to the Critical Incident policy. Do not contact the parents as this will be undertaken by SMT
- Follow medical advice given (e.g. obtain prescribed medications and administer as per instructions). Refer to the child's AMPCF
- Notify the insurance company

- Keep all receipts etc. for expenses
- Always inform SMT of any illnesses, injuries or other incidents.

Insurance: The school's insurance will be sufficient for trips in the UK and overseas in most cases. Occasionally specialist insurance will be provided by the tour operator (e.g. for the L6 expedition). Queries about the School's insurance provision should be addressed to the Business Centre (always cc the School Administrator).

Parents should be informed of the scope of the insurance offered. The details of the School's insurance are posted on the website ([school insurance summary](#)). If there is specialist insurance please post a copy on the website. Take any opportunity you can to remind parents that they must familiarise themselves with the terms & conditions of the insurance provided.

The Party leader will certainly need to know about medical conditions (of either the participant or their immediate family members and of pre-existing conditions or new conditions arising subsequent to booking). If there are any concerns about mental health (such as self-harming, anxiety or eating disorders) it is important that the party leader has full information. All such issues must be reported to the insurer. Failure to disclose pre-existing or new conditions is likely to invalidate the insurance for that individual.

Check with the insurer if there are non-UK passport holders and non-EU residents on the trip.

Participants joining/leaving the trip at a different time may not be covered if their journey with the party does not begin and end in the UK (e.g. a pupil whose parents collect her from the hotel on the last day to begin a family holiday). Please ensure that you have checked individual arrangements with the insurer and keep the School Administrator appraised. Annotate the R2 form with full details of any individual arrangements.

On occasions, pupils may wish to use private family travel insurance policies. It is preferable for them to be included in the group policy. If there are extenuating circumstances, please discuss with School Administrator. Be aware that many family policies do not cover children when not accompanied by their parents. Obtain full details of the policy before the trip and be clear about how to proceed in the event of an incident.

Check the cover for amounts of cash carried. It has often been the policy to collect in younger pupils' 'pocket money' before departure. Insurance may not cover you for the amount you will then be carrying. The school policy covers £1000 personal cash and £2500 for an adult party leader. Depending on the age of the participants, it is usually better to spread the risk and for all pupils to carry their own money, until it can be put in a hotel safe. (If a child were to lose pocket money or have it stolen, it would be reasonable to lend them some money from the trip contingency fund).

Check age restrictions imposed by the insurer (be aware that there is no longer mandatory retirement at age 65 for staff!). The school insurance does not provide any cover for people aged over 75.

On Duty and Off Duty

Residential trips can be very demanding on the staff accompanying them.

It is part of the duty of care of staff to the participants that they take care of themselves, so that they can respond to the needs of the participants (and other staff) during routine activities or if anything unexpected occurs. Therefore, eat properly, keep hydrated, avoid heatstroke, take your inhaler with you, endeavour to sleep well, etc. Avoid alcohol. It would be acceptable to have a small glass of wine with a hotel dinner, for

example, but if alcohol is consumed it should certainly be within the 'drink-drive' limit. There can be no question of impairment to your ability to respond to an emergency situation.

For any trip, but especially for longer trips, the Party Leader should plan for individual members of staff to have some rest time when they are 'off duty'. Staff who are 'off duty' should still be close by and contactable so that they can respond in an emergency. 'Off duty' time is usually best arranged by mutual agreement between the team, and negotiated as needed, rather than pre-determined.

Terrorist threat

If planning for a trip to an area which may be considered at risk of terrorist activity (e.g. Paris in recent years), your plans must be discussed with the School Administrator & Headmistress and likewise, if your destination is affected by a terrorist threat or other disturbance after you have made a booking.

Refer to the appendix 'School trips in times of heightened security' for our own advice and to the link here for [UK Government 'Run, Hide, Tell' advice](#).

Photographs of trip participants

Photo permissions are included on the SIMS report.

The following paragraph is from the ICT agreement sent to parents when girls join the school;

The School may use photographs of the girls participating in school activities and events on both the public and password protected areas of the website. In addition, some activities are filmed and screened within the school, for example, the Pre-Prep nativity or a lesson. We would like you to sign to give us your permission to use images, either photographs or video, of your daughter. In accordance with the best practice in schools, on the public area of the website no photograph of a girl will be identified by her name. In the password protected community section of the website girls may be identified by their first names.

**I allow / do not allow images of my daughter to be used ON THE PUBLIC AREA OF THE ST.CATHERINE'S WEBSITE.*

**I allow/ do not allow images of my daughter to be used IN THE ST.CATHERINE'S COMMUNITY PASSWORD PROTECTED AREA OF THE WEBSITE or to be used in school.*

GUIDANCE FOR PARENTS ON TAKING PHOTOGRAPHS AND VIDEOS Parents will inevitably wish to take photographs and occasionally video clips of their daughter, as they take part in school events. We ask everyone who does this to be mindful that shots or film may include other girls. If other girls feature, the material should not be posted on the internet or any social media site, but be reserved for family albums or electronic folders at home.

Please be aware of others (such as outdoor instructors) taking photos of girls. In the UK most are fully conscious of the current climate & will send you any nice pictures they obtain and know that they cannot retain the images themselves. Please do, however, take a moment to ensure - tactfully - that this is understood. You will need to be much more vigilant abroad.

STAFF BRIEFING - to be held before departure

The Party Leader should make all staff aware of

- Current regulations and requirements applicable to the activity that they are organising
- Supervisory responsibilities for finance, accommodation, meals, first aid, pocket money etc. which must be properly delegated and understood by all
- The importance of carrying at all times the R2/D2 forms (which contain the list of girls and an action plan relating to risk assessment where appropriate)
- Any special circumstances or issues relating to participants on the trip. This may include health/dietary requirements or other personal circumstances. Seek an appropriate balance between 'need to know' and confidentiality
- The specific responsibilities that each member of staff has towards the girls. It is advisable that in large parties, especially when abroad for longer periods of time the staff are given responsibilities for sub-sections of the group e.g. 5-10 girls each. This can be invaluable for distributing medicine, pocket money and for facilitating quick registration checks
- Medical and dietary needs of girls. The party leader may nominate a person to be monitoring medicines
- Any girls who have Epipens/Jextpens, asthma inhalers or other medical equipment or emergency medicines and ensure training has taken place if necessary. Ensure that all staff on the trip have watched the Jextpen (epipen) training film provided by the Medical Centre
- Their role as a prudent parent at all times

Please seek advice from the School Administrator about your pre-departure staff meeting if needed. A sample agenda is available on request.

During the trip

The Party Leader should be in possession of:

- Local information
- Assurances that the programme of activity is suitable and conducted in accordance with any current regulations;
- Fire regulations for any hotels/hostels;
- AALA Licence for Activity centres;
- Evidence of public liability insurance for all significant providers, such as hotels, activity providers, tour operators and transport companies.
- SIMS report (and Parents' consent & declaration (R4) for residential trips) for every girl in the party which will include contact details and permission for emergency medical treatment if the parents cannot be contacted.

In most cases when the group is travelling abroad, it is the responsibility of the tour operator to provide the Party Leader with this information. If it is not possible to reconnoitre before the trip, the Party Leader must do so immediately on arrival looking for any possible hazards such as balconies in any room accessible to pupils or staff. A walk and talk through of the evacuation procedure should take place on arrival.

- Supervision for Recreational Activities
There will be occasions when the girls are given free time but they should be in small groups (no fewer than 3 girls) and they should follow the Party Leader's guidelines for reporting in/out. Parents should always be given details of these arrangements in the parents' information evening. Any girls not meeting deadlines, rules, group size etc may have to accompany staff on any future outings where a degree of freedom is encountered.

- Children must never be allowed to go swimming, unless there is an adult supervisor in possession of a valid life-saving qualification. Consider whether swimming caps should be worn. Observe local regulations. They should never be released in mountain areas or undertake any other hazardous activities unsupervised. Occasionally there may be instances when girls are under remote supervision e.g. during Gold D of E expeditions. The safety of these groups should always be discussed with the School Administrator in advance. Where small groups of girls leave the main activity group they should be accompanied by two members of staff (if this is impractical then they should be accompanied by a member of staff, ideally agreed by party leader who is empowered to make an assessment of the risk at the time, as a prudent parent).

Suggested Contents for a Party Leader's folder for a residential trip

- Roll call of participants – Consider collecting Girls' mobile phone numbers
- Copy of details sent to travel company
- Copy of R2 form
- SIMS report
- Copy of parents' information booklet
- Travel insurance policy document
- Copies of providers' public liability insurance; also, ABTA numbers, AALA certificate where appropriate
- Travel itinerary
- Copies of all Parents consent & declaration (R4)
- Copies of all passports, visas & EHIC cards
- Contact details for the member of SMT designated for the trip
- Staff emergency contact details
- Copy of school emergencies & disasters policy (extract included on R2)
- Travel company's own risk assessment or safety management policy
- Clarion Call list
- Clarion Call User guide + manager information (group number, password)
- Copy of any other documents from Travel company (letters etc)
- Incident log
- Record of accounts (for contingency fund carried on trip)

FORM R5 - Evaluation of trip to be submitted to School Administrator

- Upon return from a residential trip the party leader should immediately communicate with the home link so that any problems or lessons learnt can be shared
- The Party Leader should submit form R5 to the School Administrator within 10 school days of the end of the trip

For both day visits and residential trips

- Letters of thanks should be written, where appropriate.
- Accounts finalised and closed (including action agreed with SMT in respect of unused funds).
- Any medical information given additional to that on a girl's Annual Medical Parental Consent Form and not particular to the trip in question should be given to the Senior Sister of the medical team at school for updating.

- Consider submitting a short report to the Headmistress for Monday assembly (this can be delegated to a participant). Copy to school Administrator. Images should be copied to the Headmistress, School Administrator and to the Anniversary Halls Technician by early evening on Sunday.
- Where applicable, copy photos and videos to R drive. Remind all staff not to retain images of pupils on their personal devices.