

### ***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**  
**(Prep 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: Pre-Prep School (which includes the Early Years Foundation Stage (EYFS) and 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 2022 replacing that written in 2001 and updated in 2003 in line with the School's Policy review Schedule which ensures that all policies are kept up to date. It was substantially revised in April 2007, and updated in 2009, 2010, 2012, 2015 and 2016. 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)

This policy should be read together with the First Aid Policy, Critical Incident Management Policy, Driving/Minibus policy, Child Protection Policy and Drugs and Medical policy. Refer to risk assessment policy where applicable.

### **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 ethos of the Every Child Matters agenda (2003 – 2010) replaced by Helping Children to Achieve More (2010). 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
- Allow for reasonable adjustments to be made for SEND pupils

## **RESPONSIBILITY FOR SAFETY**

Responsibility for the safety of pupils at St. Catherine's rests ultimately with the Governing Body through the Headmistress. Educational visits are overseen by Deputy Head, Staff in the Prep School who assumes responsibility as Educational visits Co-Ordinator (EVC). 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. External activity providers are always checked to ensure appropriate safety standards and liability insurance. If an organisation does not hold a LOtC (Learning Outside the Classroom) Quality Badge the school will always check they are the appropriate organisation to use, checking:

- their insurance
  - they meet legal requirements
  - their health and safety and emergency policies
  - their risk assessments and control measures
  - their use of vehicles
  - staff competence
  - safeguarding
  - accommodation
  - any sub-contracting arrangements they have
  - that they have a licence where needed.

## **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.

## **STAFFING**

### **Prep School suggested ratios:**

<b>EYFS</b>	1 adult to every 4 young people (with a minimum of 2 adults),
<b>Years 1 to 2,</b>	1 adult for every 6 young people (with a minimum of 2 adults)
<b>Year 3,</b>	1 adult for every 10 young people (with a minimum of 2 adults).
<b>Years 4 to 6,</b>	1 adult for every 10 to 15 young people (with a minimum of 2 adults).
	On residential visits this is 1:10.

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 Deputy Head, Staff. (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 Head but responsibility would lie with the trained teachers rather than volunteer helpers.
- Volunteers or other adults who are not members of the school staff must be recruited under safeguarding regulations with a DBS check, interview and references. This is essential for residential trips. For day trips, volunteers who have not had a DBS check must be supervised at all times. Please seek advice from the Deputy Head, Staff or Chief Operating Officer as an interview must be conducted by a person trained in safer recruitment.
- The duty of care, in loco parentis, applies to all girls including those over the age of 18.

**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 as 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.

Residential visits are evaluated after completion on an R5 form. Day visits are evaluated, and notes written when necessary to take account of any incidents.

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Mrs A M Phillips  
Headmistress

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Miss N Bartholomew  
Headmistress of Preparatory School

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Appendices

- A. Guidance for Party leaders including completion of forms.
- B. Forms
- C. Sample documents
- D. PE dept. Match transport procedure

## **APPENDICES**

### **APPENDIX A : Guidance for Party leaders including completion of forms**

#### **CODE OF PRACTICE FOR THE ORGANISATION OF EDUCATIONAL VISITS**

Deputy Head, Curriculum is the budget holder for KS2 trips and Head of Pre-Prep for Pre-Prep trips (both day and residential). All whole year group trips are within the school budget therefore parents are not charged. Budgets must be approved by Deputy Head, Curriculum in line with the school budget schedule for the forthcoming year. Extra trips e.g. sports tours are charged. The details and costs must be discussed with Deputy Head, Curriculum and Deputy Head, Staff before contacting parents.

#### **Party Leader and Mobile Contact Number**

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. The Party Leader should check suitability of girls subscribing to the trip and arrange appropriate physical preparation for all activities. **If it is intended to take anyone other than members of the school, this should be brought to the attention of the Deputy Head, Staff before any definite arrangements are made.**

#### **DAY VISITS: PLANNING AND PROCEDURE**

##### **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**

**The trip must be approved and noted on the calendar before there is any consultation with pupils and parents.**

This is an electronic form located on the staff portal. This must be submitted to the Deputy Head, Staff, 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 Deputy Head, Staff 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

**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 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.**

Where there is a charge, trip letters must be approved by the Chief Operating Officer before they are sent, to ensure that financial details are correct.

**Form D2** Confirmation Information and Risk Assessment must be submitted to the Deputy Head, Staff 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 Deputy Head, Staff.

For **day trips** all girls should be informed of the administrative details of the trip. The details should also be written and distributed so that they can be referred to by parents. Copies of this information should be forwarded to all teachers whose timetable may be affected. Details of leaving and return times, place for collection, clothes, spending money, provisions and equipment should be included.

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

**Day Trips - Party leader's checklists**

***Staff planning and leading school trips must liaise with the Deputy Head, Staff 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>
Obtain approval of trip from Deputy Head, Staff	
Consult the calendar and then complete a calendar request form and obtain approval.	
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 and create a budget sheet itemising all anticipated expenditure (if applicable).	
Send a bespoke letter to parents, approved before sending by SMT (copy to Deputy Head, Staff) to include the following: <ul style="list-style-type: none"><li>• Purpose of trip</li></ul>	

<ul style="list-style-type: none"> <li>• Dates and timings</li> <li>• Destination and venue including accommodation</li> <li>• Programme of events</li> <li>• Transport arrangements</li> <li>• Details of insurance must be made available to parents. This can be posted on the website, or emailed via your clarion call group.</li> <li>• Code of Conduct, if appropriate, or rules for the trip.</li> <li>• Party leader and any confirmed staff accompanying trip.</li> <li>• 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 appropriate.</li> <li>• Tear-off slip for parents to confirm their interest and for the fee payer to agree to meet the payments (where applicable).</li> </ul>	
Send copies of all relevant information, letters, insurance documentation etc. to Katie Malins (IT Co-ordinator), to be posted on the 'Community' (password protected) area of the website.	
For charged trips collate a list of participants and copy to the Chief Operating Officer as soon as possible and before confirming bookings.	
Send the list of participants to Natalie McAlister. 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 Deputy Head, 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 , via Deputy Head, Curriculum.	
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.	
Form D2 working/draft copy must be saved in Drive/Prep School > EVENTS & EDUCATIONAL VISITS (WG)\EDUCATIONAL VISITS (WG) /D2 forms	
Form D2 with declaration signed by the party leader, to be submitted 2 weeks in advance to Deputy Head, Staff & saved as above, labelled 'final'	
Collect Annual Medical Parental Consent Form SIMS summaries with photo from Natalie McAlister on the last working day before leaving.	
Notify colleagues (Prep, Senior & VMTs via Sarah Jones) of any disruption to timetabled lessons.	

Cover request form submitted- at least a week in advance, including duty swaps, clubs etc.	
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 and ensure all staff on the trip are fully informed about participants with serious medical conditions or other special needs	
Request first aid kits from Medical centre.	
Ensure pupils are aware of arrangements for the day approx. 48 hours in advance.	
Where appropriate discuss potential marketing opportunities/ press coverage with a member of Marketing staff in the Association office or Caroline Cheng	

**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.	
Annual Medical Parental Consent Form summaries with photos.	
School's Critical Incident Management Policy (All staff share/policies/whole school, Critical incident management policy) and class trip Folder.	
Transport company give the name and telephone numbers and email of the coach company.	.
Coach driver's mobile number and coach registration number (leave a copy in the Prep office).	

**After the trip:**

Return first aid kits and medical kits (epipens, inhalers etc)	
Submit accounts to Accounts Department, if applicable, within one week of return and confirm billing details.	
Return medical information etc to Natalie McAlister for shredding.	



Ensure a write-up of the trip is submitted to Lesley McLaren for Cat’s Eyes with a suitable photo (& considered for School Magazine).	
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**PROCEDURE FOR LOCAL SPORTS/PE MATCHES**

Please refer to the PE department ‘Match Transport policy’ and risk assessment for sports fixtures

- All details of matches/fixtures are placed in the Web Calendar.
- All parents of children involved in the match/fixture are sent a Clarion on a Thursday for all fixtures on the following week. This includes specific details and a Google Form to complete with arrangements for collection after the match/fixture including additional contact details and name of person collecting the child if not a parent.
- Team lists will be put on the PE notice board for the girls to see.
- A list of potential girls, who may be involved, will be available to staff a week before the event and the final list will be emailed to staff on the day of the event.
- Fixtures and matches are always adequately staffed.
- Risk assessments are to be found in the Risk Assessments file on the w drive. If unsure, ask for assistance from the Director of Sport

## RESIDENTIAL TRIPS: PLANNING AND PROCEDURE

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

First consult the calendar and discuss possible dates with the Deputy Head, Staff.

The following forms are required;

**Calendar request** This is an electronic form located on the desktop and can also be accessed from the y-drive in the folder 'Bulletins and Calendar'. It must be submitted in full to the Deputy Head, Staff, copying PA to the Headmistress, 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.

**For optional trips which fall during school holidays where 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 Deputy Head, Curriculum and the Chief Operating Officer **before** the letter is issued. A sample letter is included in appendix C.

**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 Deputy Head, Staff, 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 Deputy Head, Staff. If detail changes 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 with medical information, to update Annual Medical Parental Consent Dat on SIMS.

**Evaluation R5** Evaluations must be completed and submitted to the Deputy Head, Staff 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 Deputy Head, Staff 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 Deputy Head, Staff.	
Complete a calendar request form.	
Consider making an inspection/familiarisation visit for venues that are new to you.	
Calculate projected costs for the trip, and check with Deputy Head, Staff and/or Business Manager	
Make appropriate insurance arrangements for your trip.	
Make a provisional booking for the expected number of participants.	
Create a budget sheet itemising all anticipated expenditures.	
Circulate an information letter to parents (Letter PR).	
For optional charged trips outside of school hours collate a list of participants and copy to the Chief Operating Officer as soon as possible and before confirming bookings.	
Send copies of all relevant information, letters, insurance documentation etc. to Natalie McAlister, copying in Katie Malins, to be posted on the 'Community' (password protected) area of the website.	
Give parents the insurance key facts leaflet and inform them that full details are on the website. Advise them to read the key facts and to consult the full document for detailed information.	
Send the list of participants to Natalie McAlister. Request a Clarion Call group to be set up. <b>Please remember to forward any changes.</b>	
For trips that are optional confirm allocation of places to participants and their parents.	
Confirm your booking, including staff places.	
For overseas trips check that all participants have current passports and GHIC, and any visas needed or are included in a British Council list of travellers at least six weeks prior to departure.	
Make the required checks on companies/organisations providing services for your trip.	
Schedule a parents' meeting (several weeks ahead of the trip). Prepare an information sheet for parents. Submit a calendar request for this meeting.	
Send letter R3 to parents (invitation to parents meeting) and form R4 (updates to AMPCF). Copy to Deputy Head, Staff.	
Arrange for collection of R4 forms approx. 4- 6 weeks before travel.	

Schedule a pre-trip briefing meeting for girls a few days before departure.	
Ensure volunteers or others who are not members of the school staff are registered with the Business centre. DBS checks will be required.	
Pass invoices and requests for payment to the Business Centre via Deputy Head, Curriculum.	
Arrange transport.	
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 Deputy Head, Staff at start of term (in electronic copy). Working copy must be saved in V:\EVENTS & EDUCATIONAL VISITS (WG)\EDUCATIONAL VISITS (WG).	
Collect Annual Medical Parental Consent Form summaries from SIMS with photos from Natalie McAlister.	
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 for R2 form.	
Final version of Form R2 to be signed by Party Leader & Deputy Head, Staff two weeks before departure & and saved in Allstaff share/Prep School\EVENTS & EDUCATIONAL VISITS (WG)\EDUCATIONAL VISITS (WG).	
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. 2 weeks for foreign currency/currency pre-paid cards	
Hold a briefing meeting for staff, 1 – 2 weeks in advance and ensure all staff on the trip are fully informed about participants with serious medical conditions	
Request first aid kits from the Medical Centre.	
Ensure pupils are aware of trip and travel arrangements 48 hours in advance.	
Where appropriate discuss potential marketing opportunities/ press coverage with a member of Marketing staff in the Association office or Caroline Cheng	

### **On the day of departure:**

R2 Form (includes a register of the girls and staff on the trip.)	
Documentation regarding bookings including receipts.	
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.	
Collect school mobile phone(s)	
Collect class trip folder including School's Critical Incident Policy (Appendix 1) and	

AMPCF.	
Insurance details.	
2 Photocopies of all passports, visas and British Council list of travellers where applicable.	
2 Copies of R4 and Annual Medical Parental Consent form summaries with photos for all girls.	
Before departure ensure girls' passports, visas, GHIC have been collected in.	
Instruction on use of Clarion Call.	
Emergency contacts for all staff on the trip.	
Staff must collect in and look after all passports when abroad. Girls must carry one of the copies.	
Coach driver's mobile number and coach registration number, a copy of which to be left in the Prep School Office.	

### **After the trip:**

Phone/text to home contact immediately on your return. This will usually be the Deputy Head, Staff, or SMT member 'on call' during your trip.	
Submit accounts to Accounts Department, if applicable, within one week of return and confirm billing details already sent to Accounts Department where appropriate	
Review the roll call list – inform relevant staff of any pastoral, medical or other issues/concerns	
Return phones to IT and check staff have removed any photos taken on personal devices.	
Complete R5 evaluation form to Deputy Head, Staff within 10 working days.	
Ensure a write up of the trip is submitted to Lesley McLaren for Cat's Eyes with a suitable photo (and considered for the School Magazine).	

### **R2 - Confirmation Information for residential trips**

Inform staff of any disruption to timetabled lessons by emailing relevant staff, including Senior School staff at least two weeks in advance.

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 DBS 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 outstanding. Photocopies of all passports should be held by the team leader.
- EHIC for EU citizens only, GHIC for others
- Visa (if necessary) or British Council list of travellers.
- Vaccinations. Consult the school's medical officer/sister for up-to-date requirements.
- Data and medical summary with photos from SIMs and R4 forms for residential trips

- Data and medical summaries with photos from SIMs 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 Deputy Head, Staff 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 (a copy should always be in the blue file with the girls' details), then confer with the Deputy Head, Staff, 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 Deputy Head, Staff, or designated member of SMT, and the parents to advise /discuss procedures. For Day trips during the school day the school office should be contacted, and during the evening the Deputy Head, Staff or a member of SMT.

### **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, email Natalie McAlister (coach) [minibusbooking@stcatherines.info](mailto:minibusbooking@stcatherines.info) who can advise you. Remember 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 Facilities Manager. Ensure you have referred to the Driving and Minibus policy.

### Transport 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 Chief Operating Officer or Deputy Head, Staff.

For all trips, ask coach companies for the driver's mobile number and the registration number of the coach. A copy of these should be left in the Prep School office.

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. Staff should advise the Prep School office or Deputy Head, Staff once a reasonably accurate E.T.A. can be ascertained.

### **Finance**

Year group residential trip costs are included in the fees. Annual trips budget to be agreed with Deputy Head, Curriculum. For additional residential trips, for example, sports tours, 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.

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. 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 Deputy Head, Curriculum and/or Business 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 Chief Operating Officer for approval before bookings are confirmed.

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 department 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 department

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 Deputy Heads, Staff and Curriculum 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.

## **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 good practice for all day trips. A written risk assessment is required for all residential trips outside of the UK. 'Trips abroad also need careful attention to duties under health and safety'

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. Check that the activity centre is licensed under the Activity Centres Act 1995 (AALA) for centres in the UK (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.

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.

The risk assessment should be done by the party leader and other staff on the trip, approved by the Deputy Head, Staff 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 into 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. All staff are advised to complete the form on computer so that a future R2 can be written more quickly. Seek advice from Deputy Head, Staff on completion of risk assessment if necessary.



**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

The governor in charge of Health and Safety will read the R2 forms ahead of each trip.

**Once completed Form R2 should be sent to the  
Deputy Head, Staff  
Prep School Office  
All staff members on the trip**

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

For **residential trips** For residential trips a letter should be sent to all parents inviting them to a meeting where all information will be presented and discussed. An information sheet will have been produced giving the girls and parents all information including any 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 for the party leader and the contact information for the Deputy Head, Staff or designated SMT member.

Copies of the parent information sheet must be forwarded to any parents unable to attend and the Prep website assistant 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 given to the Deputy Head, Staff so that the advice given to all pupils is known by the school

Parents should be advised that mobile devices and valuables must not be brought on school trips.

**Form R4: Parental Consent and any Medical Information additional to the Annual Medical Parental Consent Form.** The R4 is normally given out at the parents’ briefing. It is explained and parents encouraged to complete and return it asap, preferably at the end of the meeting. It must be sent to all other parents to complete and return approximately 4 – 6 weeks before departure so that all information is up to date.

If girls are not present at the briefing meeting then they must be gathered together to receive the advice within the school day. In practice it is often sensible to have a second meeting with all the girls concerned nearer to the date of departure.

### **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.

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 you should collect photocopies of passports and visas, GHIC cards, and insurance documentation for any participant using their own private/family policy.

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 all together and **not all at the front**. For the purpose of effective supervision of students and to spread the risk 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 from the vehicle safely.

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. If parents accompany a trip they are only able to stay in a room alone or with their own child.

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 and any essential medical*

*information (ie. allergic to penicillin).* 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 Deputy Head, Staff and Prep School Office 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 staffing before or during a visit should be discussed with the Deputy Head, Staff or if unavailable, with another member of Senior Management, before such changes are implemented.

Accidents, illness: All accidents should be reported as soon as possible to Medical centre in the first instance and then copied to the Deputy Head, Staff and the Assistant Business Manager (~~Buildings and Resource~~) 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 direct to him/her at the end of the consultation.
- The party leader should contact the parents/guardians (and a member of SMT 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 contact a member of SMT. Refer to the critical incident policy. Do not contact the parents, 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 and the SIMS medical report.
- 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 in most cases. Travel insurance including cancellation insurance and medical cover is required for all trips abroad. This insurance must be in place before any payments are due to outside organisations. **If in doubt, consult the Chief Operating Officer.**

Parents should be informed in writing of the scope of the insurance offered. It is usual to send them a copy of the Insurance detail as supplied by the tour company. Ask parents to read the insurance documentation.

The Party leader will certainly need to know about medical conditions (of either the participant or their immediate family members, pre-existing or new condition arising subsequent to booking), non UK passport holders and non EU residents. 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). On occasions pupils may have private family travel insurance policies. If so check that they are covered 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.

Always check any queries with your insurer. Seek advice from the Business Team PA if needed.

All trips to the EU should ensure that the girls have GHIC cards with them. This card grants exemption from medical expenses occurred in the event of illness abroad. (Please note that ~~some non~~-EU residents may ~~not~~ be eligible for an EHIC card. Ensure that your insurance cover is still valid for ~~them~~ all)

### **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) and also the
- Annual Medical Parental Consent Forms,(which include girls' emergency contact numbers and details of medication required, dosages etc) and any additional medical information submitted for the trip (R4 forms for residential trips). 2 copies are carried, one for the party leader, one for the first aider.
- 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 on [www.epipen.co.uk/hcp](http://www.epipen.co.uk/hcp) , [www.emerade.com/instruction-video](http://www.emerade.com/instruction-video), [www.jext.co.uk/](http://www.jext.co.uk/) .Medical staff are always happy to give a demonstration before the trip.
- Their role as a prudent parent at all times and a reminder of safeguarding procedures should a pupil make a disclosure during the trip.
- Safeguarding reminder – reminder of safeguarding procedures including what to do should a pupil make a disclosure during the trip.

Please seek advice from the Deputy Head, Staff about your pre-departure staff meeting if needed.

### 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	<a href="mailto:Tripsphonepink@stcatherines.info">Tripsphonepink@stcatherines.info</a>
Red Trips Phone	07783 142809	<a href="mailto:TripsPhoneRed@stcatherines.info">TripsPhoneRed@stcatherines.info</a>
Black Trips Phone	07783 142813	<a href="mailto:Tripsphoneblack@stcatherines.info">Tripsphoneblack@stcatherines.info</a>
Blue Trips Phone	07783 142815	<a href="mailto:Tripsphoneblue@stcatherines.info">Tripsphoneblue@stcatherines.info</a>
Green Trips Phone	07783 142816	<a href="mailto:Tripsphonegreen@stcatherines.info">Tripsphonegreen@stcatherines.info</a>
White Trips Phone	07783 142818	<a href="mailto:Tripsphonewhite@stcatherines.info">Tripsphonewhite@stcatherines.info</a>
Purple Trips Phone	07783 142821	<a href="mailto:Tripsphonepurple@stcatherines.info">Tripsphonepurple@stcatherines.info</a>
Yellow Trips Phone	07783 142838	<a href="mailto:Tripsphoneyellow@stcatherines.info">Tripsphoneyellow@stcatherines.info</a>

### 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 medical summaries (and R4 forms 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 are 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.

- 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.

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

- Roll call of participants
- Copy of details sent to travel company
- Copy of R2 form
- Photo report of participants from SIMS
- Copy of parents information booklet
- Travel insurance policy document
- Copies of providers' public liability insurance. Also ABTA numbers, AALA certificate where appropriate
- Travel itinerary
- Summary AMPCFs from SIMS manager with photos
- Copies of all R4s
- Copies of all passports, visas & GHIC cards
- Contact details for the member of SMT designated for the trip, medical centre and Prep School Office.
- Staff emergency contact details
- Copy of school Critical Incident policy
- 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)
- Daily programme

### **FORM R5 - Evaluation of trip to be submitted to Deputy Head, Staff**

- Upon return from a residential trip the party leader should immediately communicate with SMT and if necessary tour company.
- The Party Leader should submit form R5 to the Deputy Head, Staff 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 closed.
- 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.

- Where applicable, transfer photos and videos to photo drive. Staff must not have images of pupils on their personal devices.

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### 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 Deputy Head, Staff & Prep 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.*

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 not take photos without prior permission. Please be much more vigilant abroad.





# St Catherine's BRAMLEY

Patron: Her Majesty The Queen Consort

Preparatory School Headmistress: Miss Naomi Bartholomew, BEd Cantab, QTS, MA London

## Appendix C: SAMPLE DOCUMENTS

**SAMPLE Letter PR** for a residential visit.

16<sup>th</sup> January 2015

Dear Parents,

### **U11 Residential Trip to France – Monday 27<sup>th</sup> –Thursday 30<sup>th</sup> April 2015**

After the great success of this trip in previous years, we are pleased to have finalised arrangements for our seventh Upper Two residential trip to Normandy in France. We have arranged with Normandie À La Carte, an approved educational tour operator, to visit the area surrounding the Bay of Mont St Michel, from 27<sup>th</sup>-30<sup>th</sup> April 2015. We shall be staying at La Grand' Ferme - a gîte owned by the company, which is situated in the village of Le Fougeray, between Granville and Avranches, 2km from the coast ([www.lagrandferme.co.uk](http://www.lagrandferme.co.uk)). The main house and barn were built around 1780 of stone from an abbey destroyed during the French Revolution. We will be travelling there and back by coach via the ferry from Portsmouth to Caen.

Each outing or activity will be supervised by our own teachers and guided by trained and appropriately qualified members of staff. This visit is obviously of great linguistic benefit and the use of French is encouraged, even at mealtimes! Guided visits into the local area also provide the girls with an insight into the culture, geography and history of France. Our walk across the Bay at Mont St Michel has always proved hugely successful. A programme of activities will be given later, with all the necessary details. The cost of the trip will be funded by the School.

Please return the enclosed permission form by **Tuesday 27<sup>th</sup> January**, when we are holding a briefing for the trip straight after school in the U11L classroom at **3.45pm** and will distribute further information. There will be an informal waiting class in U11J if normal waiting is full. Please return the slip below by **Friday 23<sup>rd</sup> January** if you would like to attend this meeting. Information will be sent on to anyone unable to attend.

**NB. Brittany Ferries require six valid months on passengers' passports, so please double-check the expiry on your daughter's passport now and if less than six months remains, please apply for a new one as soon as possible. Please also check the dates on your daughter's GHIC Card.**

Yours sincerely

Mrs Sophie Edwards (Modern Foreign Languages Coordinator)  
Inc: Parental Consent/Briefing attendance

.....

**(TO BE RETURNED BY Friday 23<sup>rd</sup> January 2015)**

I would like to attend the French Trip briefing on **Tuesday 27<sup>th</sup> January at 3.45pm.**

Name .....

Daughter ..... Form .....

Sample agenda for pre- trip staff briefing

### **SAMPLE AGENDA FOR PRE-TRIP STAFF BRIEFING**

**LIII PGL TRIP staff meeting 4.30 pm 27<sup>th</sup> June 2015 LIIIM**

**Agenda & Minutes,**

**Attended by**

**Apologies**

- 1. Staff responsibilities**
- 2. Travel arrangements**
- 3. Packed lunches and dietary requirements**
- 4. Medicines.**
- 5. Lists, important documents**
- 6. Accommodation**
- 7. Girls. Who have we got ? Anticipation of any potential problems.**
- 8. Action in the event of an incident**

**Please read the R2 risk assessment (attached) and school disasters policy.**

**Please enter other staff phone numbers into your mobile.**

**If there is any kind of problem/issue with a girl**

- **1st aid if necessary & qualified. Your instructors will all be first aiders.**
- **Accompany the child to hospital. Contact party leader/assistant party leader asap.**
- **Report all issues/incidents to party leader/assistant party leader and the rest of the team & log in file.**
- **Party leader will phone home if appropriate.**
- **Call/email school to report any injuries/illnesses & other incidents. 24 hour cover from medical centre – call for advice if needed.**

- 9. Safeguarding reminder – reminder of safeguarding procedures including what to do should a pupil make a disclosure during the trip.**

## **10. AOB**

### **APPENDIX D – St Catherine’s PE Department Match Transport Procedure**

For all away matches the School has always undertaken to provide transport for every girl, day girl or boarder, should she require it, from School to the fixture and when using the mini-bus from the fixture. When coaches are used for local schools, the coach journeys are one way and parents collect from the match. This is due to so few girls who return to school after fixtures/matches.

#### **STAFFING for fixtures**

##### **Prep School suggested ratios:**

**Years 1 to 2,** 1 adult for every 6 young people (with a minimum of 2 adults)

**Year 3,** 1 adult for every 10 young people (with a minimum of 2 adults).

**Years 4 to 6,** 1 adult for every 10 to 15 young people (with a minimum of 2 adults).

On residential visits this is 1:10.

For all matches and fixtures, 2 members of staff are always present on each school mini-bus.

#### **FIXTURES**

#### **INFORMATION**

- All match information is sent to parents as a Clarion on a Thursday for all fixtures on the following week. This includes specific details and a Google Form to complete with arrangements for collection after the match/fixture including additional contact details and name of person collecting the child if not a parent.
  - Cancellation of matches is made by the home team. If possible, this should be done by 1pm and a clarion call will be sent by the school office. The information going onto the clarion call must be approved by a member of the Senior management team before it is sent out.
  - The member of staff in charge of the fixture is responsible for ensuring that all girls are collected at the end of the school day if a match has been cancelled. Match teas should be cancelled.
  - Parents should be contacted using the relevant contact numbers in the office. The office staff should be informed if the pupil is sent to Cat Club, so that the parent knows where their child is.
  - PE staff are responsible for looking after the girls until they are collected or delivered to Cat Club

#### **CAT CLUB**

- Cat Club is an after-school club available for girls until 6pm. Some girls are signed in to Cat Club if they are involved in an after-school club or fixture.
- It is the responsibility of the teacher in charge of the after-school activity or fixture to check with the Cat Club staff if any girls should be taken to Cat Club after the activity or fixture. Arrangements should be made to how the pupil will get back to the Cat Club.

## HOME FIXTURES

- At the assigned time, the girls meet the teacher in charge of the fixture. If necessary they change in to their PE kit. They bring their school bag and all their school uniform and cross the road with the teacher. They store their belongings at the far end of swimming pool changing rooms or on the field depending on the activity and weather conditions and go to the area for their fixture.
- The teacher will meet the visitors. The match will start at the previously arranged time.
- When the match finishes all girls will have a take away tea.
- Girls act as polite hosts, ensuring that all the visitors needs are met before their own.
- They will say good-bye to the member of staff in charge who will dismiss them to their parents or assigned contact on the google form.

## AWAY FIXTURES

- We travel by mini-bus or coach to away fixtures and are accompanied by **at least two adults**. We aim to leave in good time for the fixture and carefully follow the mini bus safety regulations.
- Girls meet already changed, with their school bags and clothes, in the courtyard.
- Parents are encouraged to come and watch away fixtures.
- When the match finishes all girls stay for tea. They may travel home with their parents and should 'sign out' with their member of staff before leaving. All arrangements should be confirmed on the Google Form before the fixture. The captains should say good-bye to the host staff and girls and thank them for the fixture.
- Girls who are travelling back to school on the mini bus should be collected from the Prep School.

## WEEKEND FIXTURES

- For local weekend fixtures we do not provide transport for the girls as we find that the parents enjoy coming to watch and transport is usually not required. If parents are unable to transport their own daughter they make their own arrangements for getting her to and from the fixture.
- For residential weekend fixtures and fixtures that are a considerable distance away then we transport the girls in the minibus and make arrangements for their accommodation etc. We carefully adhere to the school's educational visits policy when making arrangements.



# St Catherine's BRAMLEY

Patron: Her Majesty The Queen Consort

Preparatory School Headmistress: Miss Naomi Bartholomew, BEd Cantab, QTS, MA London

## APPENDIX C SAMPLE Form PR

Dear Parents/Guardians

I am organising an educational visit to:

La Grand'Ferme, Le Fougeray, Bacilly, Normandie, France

On:

Monday 27<sup>th</sup> April – Thursday 30<sup>th</sup> April 2015

The visit will support our study of:

French language and culture

We will leave school at:

6:00am

We hope to return

11:00pm

Girls must return to school for collection. If it is dark, they will wait with a member of staff inside the Pupils' Entrance.

If the trip is significantly delayed on the return journey Clarion Call is in place. Please contact the Prep School Office if you need further information.

The school's policy, should your daughter require prescribed medicines during the visit, is that prescribed medicines should be given in the presence of two members of staff. Both staff sign a medical log giving details of what was given, at what time and that this matches the medical requirements given by parents on the trip consent form. Medicines are overseen by an individual(s) other than the member of staff leading the visit and pupils are not involved in making decisions about medication. In an emergency staff will seek to contact the parents on the emergency contact number to update them and or to seek advice, should this not be possible they will seek medical advice locally; the Headmistress will be kept fully informed by staff. Once the visit returns to school parents will be informed of any prescribed medication given to their daughter.

If your daughter requires any medicines during the day please complete and sign the additional Information section on the reply slip below. All medicines must be in their original container with the child's name and dose to be given printed on the label by the pharmacist.

If you are aware your child suffers from travel sickness, and usually takes medication for this, please ensure she takes the medication at the required time before the journey.

Please return the slip below by:

**Tuesday 27<sup>th</sup> January 2015**

Yours sincerely

Please return this slip to:

UII Form Teacher

Date:

Organiser:

Sophie Edwards

Form returned by:

27/1/15

Daughter's Name:

Form:

I have given details of any medical condition relevant to my daughter on the Annual Medical Consent Form, and confirm that these are still current.

**Please note that it is the responsibility of the parent to update the Annual Medical Form at any stage during the year as appropriate.**

Additional information relevant to this trip, including any medicines required during the day.

I agree to my daughter taking part in this trip.

Signed:

Date:

Name printed:

**APPENDIX C**

**SAMPLE FORM R2**

**St Catherine's School, Bramley.  
Educational Visits Confirmation Details for  
Residential Trips  
Prep School Form R2 for trip to**

**Hooke Court**

Destination address and telephone number Hooke, Nr Beaminster, DT 8 3NX 01308 862260		Party Leader: M Kelly	Mobile Phone:
Purpose: practical activity/ Roman history Residential trip			
Date of leaving Wednesday 25 <sup>th</sup> February 2015	Leaves school at: 9 am	ETA at destination: Dorchester 12.30pm Hooke Crt. 4pm	
Date of return Friday, 27 <sup>th</sup> February 2015	Leaving destination at 12pm	ETA at school: 4pm	
Additional Staff and mobile numbers i.a.:			
EH1C required? NA	Passport required? NA	Visa required? NA	Vaccinations required? If yes please specify. NA
Exact details of meals required and ordered from Catering Manager Packed lunch requested			
<b>Emergency Contact</b> at Home (member of SMT):			

**Please paste a list of girls and their form (in alphabetical order or state complete year group)**

**Total number of girls: 40**

**Total number of staff: 4**

## Transport Arrangements

Method of Travel (include flight no/ferry/train time i.a.): coach	Transport Company with tel no and fax no: Taylors Coach Travel Ltd Tel: 01935 423177 Fax: 01935 427775
Collection Arrangements upon return: From school by parents	

## Finance

Cost/Method of Payment: part of the school fee	
Cost of Preliminary Inspection visit i.a. NA	Contingency sum allowed for trip no

<b>All Staff</b>	<b>Relevant qualifications, experience and responsibilities relating to this trip</b>	<b>Minibus Driver Y/N/NA</b>	<b>Mobile telephone number</b>
M Kelly	Teacher	NA	
Julie Micklethwaite	Deputy Head Teacher	NA	
S Edwards	Teacher	NA	
	GAP student	NA	
<b>Reserve</b>			

## Risk Assessment

**Potential hazards;** consider potential hazards and actions required for all transport, accommodation and activities involved with this trip

**Prep School should complete the Risk Assessment Review for School Trips.**

**The following information must also be included. They may be attached separately or copied here.**

1. Programme of events
2. Insurance documents
3. Copies of all Prep School Form R4 from all pupils' parents
4. Contact details for all staff accompanying the trip
5. Advice given to girls regarding clothes, spending money, provisions and equipment
6. Copies on any letters sent to parents about the trip



**Party Leader's Checklist**

- Have you submitted meal requests to Catering Manager?
- Have you completed all forms for travel company?
- Have you forwarded names to Bursary for charging?
- Have you requested cover for all staff for both lessons and registrations?
- Have you organised cover for any staff who will miss duties?
- Have names been given to the Deputy Head and the Office?
- Do you have first Aid kits and epipens? (Please remember to return to medical room/ staffroom)
- Have you organised identity cards for all girls?
- Have you organised photocopies of passports and GHICs/other medical insurance?

Completed by			
Signature			

## Form R4 PARENTAL CONSENT FORM FOR RESIDENTIAL VISIT

*This form is to be completed by the Parent/Guardian and returned to the Party Leader*

Trip to  Party Leader

<b>Pupil's Name</b>		<b>Date of Birth</b>	
<b>Parents' name and Initials:</b>			

**Please tick either a) or b)**

- a) **I confirm** I can be contacted on the numbers given on the Annual Medical Parent Consent Form
- b) I am unavailable through my normal contacts during this period, but may be contacted via *(please give details in the box below)*

### INSURANCES

- The school carries public liability insurances to pay damages arising out of claims for negligence resulting in injury or death. This cover applies both at school as well as anywhere in the world in respect of school journeys.
- The school does not insure pupils' personal property, nor does it insure a pupil against accidental injury, although the majority of parents have cover through the HSBC Pupils' Personal Accident Scheme.
- In cases of travel abroad, the tour operator's insurances will normally be taken up to provide medical cover. The relevant insurance details are available on the school website.

### DECLARATION

1. I agree to my daughter taking part in this visit and, having read the information letter, agree to her participating in any or all of the activities described.
2. I acknowledge the need for obedient and responsible behaviour on her part.
3. I agree to reimburse any member of staff for any costs or expenses reasonably incurred and/or other sums reasonably disbursed by him/her on behalf of the above pupil during or as a result of the visit.
4. I have noted where and when the pupils are due to be picked up and returned and understand that I am responsible for my daughter being on time and being picked up on time.
5. I understand the extent and limitations of the insurance cover provided.
6. I understand that any mobile phone, Ipod or other valuable is entirely the responsibility of my daughter.
7. I take responsibility for ensuring that my daughter brings with her any necessary medications
8. **I have given details of any medical conditions/ dietary needs relevant to my daughter on the Annual Medical Parent Consent Form, which might affect her during the visit and have**

agreed to inform the School should any details on that form change.

**Any additional medical information relevant to this trip**

**Signed:** ..... **Dated:** .....

**St Catherine's Prep School, Bramley.**  
**Educational Visits Evaluation Details for Residential Trips**  
**Form R5 for trip to**

If you have any observations which do not "fit" the questions, then please add them at the end.

Party leader: Name:

Date

Group's general composition:

Destination:

1. Was the trip successful?
  
  
  
  
2. Give three highlights of the trip.
  
  
  
  
3. Would you change anything for a future trip?
  
  
  
  
4. Were the staff with you supportive and useful?
  
  
  
  
5. Was there any further support that you wished for from school?
  
  
  
  
6. a) Give details of any accidents or "near-misses" on the trip?  
  
b) If applicable, how might they have been avoided, if possible?
  
  
  
7. Please give details of any staff/students ill on the trip?

Your comments are helpful for future planning and much appreciated.

W. Gibbs  
Deputy Head, Staff