ST CATHERINE'S BRAMLEY

EDUCATIONAL VISITS POLICY

'Believe… Achieve… Succeed'

Policy Holder	School Administrator
Date Approved	December 2025
Approval	Academic Committee
Date for next review	December 2027

Rationale / Aims of the Policy

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 the current iteration of KCSIE. Consideration at each stage of planning should be given to pupils with protected characteristics appropriate provision made for participation to be achieved by all within their capabilities. Under the Equality Act 2010, there are nine protected characteristics in the UK: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

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

Objectives

To ensure that:

- visits are well-planned and significant risks are identified and managed
- there are contingency plans in place for changes in circumstances during a visit that are reasonably foreseeable
- those in charge of visits have the necessary competence to manage situations appropriately

where applicable, that the requirements of the Early Years Foundation Stages (EYFS) Checklist and Monitoring Reference for Inspectors are me

School Procedures

Staff leading and accompanying trips do so in compliance with this policy and in line with the School's detailed Procedure and Guidance, which is an appendix to this policy. They are required to liaise closely with the EVC.

This policy should be read in conjunction with the First Aid Policy, Critical Incident Management Policy, Driving/Minibus policy and Drugs and Medical policy. Refer also to the Risk Assessment policy where applicable. Please note that there is a separate policy covering Exchange Trips and Study Tours which may apply.

Types of visit

The procedure and guidance for this policy outlines the process for organising visits and gives detailed guidelines to take staff 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

Learning outside the classroom environment is an essential part of our curriculum. Trips and visits include the following (non-exhaustive list):

(a) Day trips to historic sites, museums, galleries, natural features, farms, drama productions
(b) Language exchanges abroad
(c) Field trips, e.g. geography, history, art history
(d) Adventure activities, e.g. canoeing, climbing, trekking, sailing
(e) Choir/music concert tours
(f) Sports tours and ski trips
(g) Duke of Edinburgh's Award programme activities, specifically the expedition elements

For EYFS, Trips and visits usually last no more than half a day and may include visits to wildlife & nature activities, museums, external carol services and theatres. Pupils are not taken on overnight or foreign visits.

Key Roles and Responsibilities

1. Governing Body
   - Approves the policy and ensures compliance with DfE guidance.
   - Monitors implementation and reviews the policy regularly.
   - Ensures visits support curriculum aims and safeguarding standards.
2. Headteacher
   - Has overall responsibility for health and safety during visits.
   - Approves all visits and ensures risk assessments are completed.
   - Ensures staff are competent and trained for their roles.
   - Provides resources and support for planning and supervision.
3. Educational Visits Coordinator (EVC)
   - Oversees the planning and management of all visits.
   - Checks that risk assessments, insurance, and safeguarding measures are in place.
   - Ensures staff understand procedures and ratios.

- Maintains records of visits and monitors compliance.

4. Visit Leader
   - Takes full responsibility for the visit while off-site.
   - Conducts risk assessments and ensures emergency procedures are clear.
   - Briefs staff, volunteers, and pupils on safety and behaviour expectations.
   - Maintains communication with the school and parents during the visit.
5. Additional Staff and Volunteers
   - Support the Visit Leader in supervising pupils.
   - Follow safeguarding and health & safety procedures.
   - Report concerns or incidents immediately.
6. Pupils
   - Follow behaviour expectations and safety instructions.
   - Participate responsibly in activities.
7. Parents/Carers
   - Provide accurate medical and emergency contact information.
   - Give informed consent for the visit.
   - Support behaviour expectations and preparation for the trip.

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.

Personal Liability

The Visit leader acts in loco parentis. This means that they have a duty under common law to take care of pupils in the same way that a prudent parent would do. This applies to all staff accompanying a trip.

The school, as employer of the Visit leader, will support them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed school guidelines

This policy will be reviewed annually or sooner if there are statutory revisions.

Appendices:

1. **St Catherines Procedure & Guidance for educational visits**
2. **Example risk assessments**
3. **Crisis Management:**
    a. Extract from Critical Incident Management Policy
    b. OEAP Model Emergency Procedures for Trip Leaders and Staff
4. **Template for Parents information sheet**
5. **Immigration group list letter**

Educational Visits procedure and guidance

Staff are required to comply with the Educational Visits Policy.

This document, which accompanies the Educational Visits Policy, provides details of procedure and guidance for the conduct of trips including day trips, residential trips, sports fixtures and boarders trips.

Please note that this is a live document. Revisions are made continually, as they become appropriate. Staff are therefore required to refer back to the procedure and guidance regularly.

Staff organising, leading and accompanying school trips are expected to work closely with the EVC (educational visits co-ordinator), a role which is part of the remit of the School Administrator (SMT)

The procedure and guidance document is arranged in sections:

1. **Initial Planning**

2. **Tools:**
   The school calendar & calendar request app (staff portal)
   Trips and Major events folder (All staff drive)
   Edulink & Edumail
   Trippy app
   SIMS report
   MS Teams

3. **Further Guidance:**
   Staffing and staff roles
   Information and meetings required for students, parents and staff
   Transport Arrangements
   Other organisational considerations:
      GDPR and data sharing agreements
      Passports & visas, supporting letters from school for overseas students
      Meal planning
      Money: continency funds and emergency funds
      Tour Operators – what they should provide
      Insurance
      Students phones and other valuables
      SMT Emergency contact
   Pre-Departure actions (1-2 weeks before you go)
   Departure day and during the trip
   At the end of the trip
   After the trip

4. **Appendices:**
   Template Parents information sheet
   Emergency procedures (OEAP Model Guidance)
   Excerpt from St Catherine's Critical Incident Policy
   Immigration group list letter
   An algorithm for creating room/tent/activity groups.

1. **Initial Planning**

Procedure	Guidance
Obtain agreement and consent from SMT	For routine events and well-established trips that follow our normal routine, you can submit a calendar request and wait for approval. For all other trips and major events in school you should contact SK or DI to discuss your proposals in the first instance before you make your calendar request. We will advise if a formal proposal to the Head is required.
Keep it between us for now.	Do not commit to anything until approval has been obtained. This means don't pay for anything, and don't say anything to students or parents!
Initial proposal	When creating your initial proposal you should be aware of the following considerations and have initial answers: Assurance should be sought that suitability checks have been carried out for any staff or another organisation taking responsibility for the school's pupils on a site other than the school Suitable dates Previous experience and requirements for a trip of nature being proposed Key elements of the visit: purpose, location, transport, accommodation, activities, itinerary, number and age of participants Staffing considerations Outline budget, approximate cost to parents Inspection visit; plan a reconnaissance visit to the location if the school has not visited it before, or a reference from another school where this is not possible. Establish the minimum and maximum numbers for the visit to be viable Establish any visa and medical requirements (e.g vaccinations) Travel advice from the Foreign and Commonwealth Office for your destination(s)
Provisional bookings	Obtain quotation(s) from providers. Check availability and make provisional bookings. No payments can be made until : 1. The trip has been approved 2. Participants are confirmed. Confirmation means that (i) parents have given consent and agreed payments and (ii) if required, a deposit or full payment has been received for every student being booked.
Overseas trips - Requirement for a tour operator	Trips travelling overseas must be booked entirely through a tour operator. This applies to all transport, accommodation and provision of activities. Trips that link together two or more different types of travel services may be subject to The Package Travel and Linked Arrangements Regulations 2018 which means that if, for example, flights and accommodation are booked directly by the school, then the school may be subject to the legal and financial obligations that apply to package tour operators. Furthermore, it is vital to have the practical 'on the ground' support of a tour operator in the event of significant problems during the trip (e.g. travel disruption, substandard accommodation, participant needing hospital treatment or early return home, etc). In such an event, staff focus will need to be on taking care of the students; the tour operator will be responsible for arranging alternative accommodation, transport, meals etc.

Planning your activity	Excellent information specific to a range of activities is provided by the OEAP. Complacency is a major risk. So even if you have led many trips before, please check the list below for activities and specific hazards relevant to the trip you are planning. You should read this advice now, and re-visit it when you are completing your risk assessment. Follow this link to find the page shown in the screen shot below. https://oeapng.info/guidance-documents/  Specific Hazards 4.4e Terrorism Role: evc, head/manager, Outdoor Education Adviser, visit leader 4.4k Coronavirus Role: evc, featured, head/manager, Outdoor Education Adviser, visit leader 7.2a Sepsis Role: visit leader 7.2e Bites and Stings 7.2i Group Safety at Water Margins 7.2j Weather and Group Safety 7.2k Group Safety in Crowded Places 7.2p Drinking, drugs and smoking Specific Activities 4.2b Residentials Role: employer, evc, visit leader 7.1a Adventure activities 7.1b Duke of Edinburgh's Award Expeditions 7.1c Collaborative Provision 7.1d Trampoline Parks 7.1f Exchanges and homestays 7.1g Farm visits 7.1h Field studies 7.1i Visiting the Countryside 7.1j Visiting Cities 7.1k Unaccompanied Expeditions 7.1L Camping 7.1m Places of Worship 7.1n Museums, Galleries and Heritage Sites 7.1o Natural Water Bathing 7.1q Overseas Expeditions 7.1r Overseas Visits 7.1s Hosting a Homestay 7.1t Provider-led Study and Sports Tours 7.1u Woodland Activities 7.1v Snowsport visits 7.1x Swimming pools 7.1y Using Armed Services Providers 7.1z Visitor attractions
External providers	Tour operators should have appropriate accreditation and financial protections. Check that the tour company / airline is ATOL / ABTA bonded so that cover is provided in the event of the bankruptcy of the provider If an adventurous activity is involved, confirm that the provider is licensed (such as the Adventure Activities Licensing Authority) and individual instructors possess an appropriate, recognised qualification. Obtain relevant details from the intended Centre regarding acceptance of responsibility and copies of risk assessments before committing to the visit.

	Ask for sight of pubic liability insurance certificate
Individuals	Consider whether there may be any students or staff whose circumstances will require specific actions and management. This includes, but is not restricted to, medical and safeguarding issues. Also any actions necessary to ensure inclusivity. Prepare a personal risk assessment where appropriate.
Activities	If the trip will involve adventurous activities, i.e. snow sports, water sports, open water, wild country, caving, climbing, this must be discussed with SMT. Specific risk assessment will be required.
Journey	Confirm that modes of transport are safe, that the route is safe (quality of roads, areas traversed, etc.) Consider the length and comfort of the journey.
Destinations	Consider the climate, geology, socio-political situation and likelihood of civil unrest, etc.
Impact on school life	Consider the impact on lessons, House events, extra-curricular activities and other school events. Consider impact on staffing in terms of cover needed for lessons and duties for staff on the trip. (See Further Guidance)

2. Tools

The Calendar Request form

The calendar request form can be located via the Staff Portal

Submit a calendar request	Check the school calendar carefully before you start, to ensure that your trip will not clash with existing entries. For bookings more than a term ahead check previous calendars to establish whether regular events are likely to coincide with your dates. Check with SK/DI if in doubt. In Senior School cross-check with the S&L grid for major school events in each term.
Dates and times	If your trip/event cuts across curriculum time, approval is needed from the Director of Studies. If timings are not finalised then give earliest possible start and latest possible finish. Update timings with School Administrator when confirmed. If you requests a change to timings outside of tour original window, this may not be allowed due to impact on other subsequently added events. In senior school trips should not coincide with: Senior School Monday morning assembly (8:45 – 9:30) Senior school House lunches (Wednesday and Friday, 1pm – 2:15) Boarders Chapel and community supper (Wednesdays 6:30 – 8pm) Sunday morning family services (before 11am) In senior school, academic departments are allowed one day trip per subject per year group, annually. No trips or events to be put in place for U5 and U6 in the spring and summer terms before the end of public exams. No trips for L6 in the summer term before the end of school exams feedback week. No trips for U3 – L5 in the lead-up to school exams and during exam feedback week. Trips should not be planned that clash with House Communions or with major school events such as St Catherine's Day, Speech day etc, the long house rehearsals for House Drama and House Music in the penultimate weeks of the autumn and spring terms

	Be aware of major external events such as public holidays, National Schools Lacrosse Championships. If you have a proposal which may justify an exception to these rules please speak to SK. It is likely that you will be advised make a case to the Head or to the Senior Housemistress.
Locations	Give locations as precisely as possible (e.g. 'Sports Hall and Gym' not 'Anniversary Halls' or 'St Cat's Use correct/full names for other organisations and spell/punctuate correctly (e.g. Prior's Field School, not Priorsfield).
Base categories and base category group	This may not be obvious! Check with SK or DI if you are not sure which categories to use.

The Trips and Major events folder – all staff drive.

Create a file in the Trips and Major Events folder, in the All Staff Drive.	Use this for **all** of documents pertaining to the trip and for your work in progress. **Do not** keep files/information/ documents anywhere else. It is essential that all information can be easily located in the event that someone else needs to take over. You can share the file give access and viewing/editing rights to other staff involved in the trip. Ultimately, *final* versions of many documents will be uploaded into your Microsoft Team Staff Channel for the trip, but during the planning and preparation phase, keep everything together in this central location. The folder should be shared with all of SMT. Always share to SK or DI as editors please so that we can help you at any stage if needed.

Edumail and Edulink

Requirements for parental consent	For senior school students, parents give consent for local trips (typically within walking distance or a short minibus ride, no further afield than Guildford), during the normal school day and for which there is no charge, as part of their acceptance of a place at the school. Therefore there is no need to ask for consent, however you must inform parents about the trip. Send information via Edumail. Parental consent is required for any trip out of school hours and for any trip where there is a charge to parents and for any trip that travels beyond the immediate local area. Parents will be notified in advance of: • selection of a child for a sports team where they will be given a list of fixtures • a child attending a day out on a trip / visit, including details of any extra charge and details of visit duration • planned trips and visits for whole class, year groups, etc. Individual written consent will be obtained where pupils are taken on a trip or visit that: • extends beyond the normal school day • involves an overnight stay

	• drop-off or collection from a different venue • overseas visit • extra cost to a parent • Last more than one hour and / or involves transportation.
Trip Launch: notify parents via Edumail	An Edumail message to parents will include, as appropriate: Purpose of the trip Dates Which group of students the trip is available to Times if possible or guidance on expected timings Destination(s) or outline itinerary Cost and arrangements for payments. Requirement to give consent and agreement to fees being charged, via Edulink Requirement to provide updates to medical and dietary information and any other circumstances which may affect the student before or during the trip. Advise parents that personal travel documents (Passport/visas) are parents' responsibility Insurance information
Edulink consent from	Where parental consent is required, direct parents to login to their Edulink account to complete the consent form. Give a closing date for the form. Generally speaking a short deadline (up to a week) is most effective. Create a form on Edulink. *A clonable master document is available.* The consent form should: • Require the parents' consent to their child's participation • Require agreement for costs. Include the phrase "**I am the fee payer and I agree to** ...." e.g. *"... the costs for this trip being added to my school bill"* The Edulink consent form also prompts parents to provide information of any changes to personal circumstances medical details etc. If any such information is provided ensure that it's passed to the Sims Manager and Health Centre.
Confirmation of places	For optional trips you should confirm allocation of places. Check with Accounts team and Health centre to approve participants <u>BEFORE</u> places are confirmed to parents. Send an Edumail to parents either confirming their child's place on the trip. Confirmation of costs and any other details which have been confirmed in the interim since launch. <u>*Or*</u> Condolences if no place, in which case waiting list arrangements, other opportunities etc., and arrangements for return of deposits. It is important to send both messages at the same time.
Admin support	If invitees need chasing for consent after the deadline, send a reminder clarion just to those who have not replied asking them to do so within 48 hours. Beyond that, you may ask the office manager to arrange for a member of the admin team to follow up individually

Further information & updates before the trip	Use Edumail to send further info, such as kit lists, confirmed travel arrangements, arrangements for parents information briefing, etc.
Gather information	Use an Edulink form to gather further information, e.g. passport data, etc. Send an Edumail to parents to alert them. You can add other sections to the form as appropriate. *e.g.* *My daughter will bring her a packed lunch or My daughter will collect a packed lunch from school* *I will drop off/collect my daughter from…* You can either include any such items on your initial consent form, at the confirmation of places or send out subsequent requests.
Communications to parents during the trip	There is a facility to send messages to parents via Edumail whilst away on the trip. This should only be used if absolutely necessary. SIMS manager will provide details of how to use this, prior to your departure. This must not be used before departure, when a normal Edumail message can be sent with the security of SMT approval. Copies of all messages sent via Edumail (whether via the school office or directly) are forwarded to SMT.

Trippy

Trippy is a St Cat's app, developed in house by our IT Support team. It provides a structure to guide staff through the organisation and planning for a school trip or school event. It is building a bank of information, including external providers, suggestions for risks and mitigations.

Trippy collates organisational information pertaining to your trip.

For repeating trips, you can re-use an archived Trippy and update it for the current excursion.

Trippy triggers the creation of a Microsoft Team, generates your trip summary document and an outline for your risk assessment

Trippy will continue to be developed and refined, becoming more capable, with the intention of alleviating the administration load on staff planning and leading trips.

Create your trip	When your calendar request has been approved, go to the Trippy App and select 'Create a trip'. Your trip will appear in the list displayed.
Phase 1: Initial Planning	Trippy Phase 1 requires an initial risk assessment and a detailed budget. You will need to complete Phase 1 and submit for approval:
Phase 1: Initial Risks	This section requires you to review your initial planning to ensure that it is sound and that suitable checks and mitigations are in place. Such considerations will include: • Are you using known or recommended providers? • Do the providers have suitable financial protections (i.e ABTA, ATOL) and industry accreditations (such as AALA, LOtC) • Do providers have suitable public liability insurance? (You can assume that major 'household name' institutions, e.g. The Natural History Museum do have it. For small er organisations you are advised to ask for sight of it). • Suitable and safe transport • Appropriateness of the destination & accommodation • Appropriateness & safety of activities

	• Are there any concerns in respect of individual participants (e.g. mobility/access, management of long term physical or mental health conditions). • What will you do if the trip does not reach minimum viable numbers or is very oversubscribed? • What are the insurance arrangements? • Does the trip clash or compete with other events in the school calendar? If so then any potential conflict for students must be managed and agreed by the staff concerned for both events. If necessary, students must be advised that existing commitment take priority.
Phase 1: Create a budget and agree it with School Administrator	The budget for a trip or event must cover **all costs** including all staff costs. Give careful consideration to all costs involved and use the trippy app to complete a detailed budget. Allow a contingency for delays and emergencies Agree the budget and cost to be charged to parents with SK or DI before launching the trip. All costs must be covered either by charges to parents or by agreed school budgets. If part of a school budget, then you will either be the budget holder or you must liaise with the budget holder and agree costs with them. Agree schedule for charges to parents, ensuring that money will collected from parents **before** it is scheduled to be paid out to external providers All aspects of the trip must be accounted for in budgeting. This includes: Minibus running costs at 45p per mile per bus. *This is for trips charged to parents; costs for trips funded form school budgets are not subject to this cost.* Employment of drivers for school minibuses Additional meals at school or packed meals from school Costs associated with an inspection visit, including staff mileage Costs which staff can reclaim* such as mileage or train tickets, parking, meals, visas, vaccinations Budget items: Tour operator invoice Additional transport Staff costs: transport, parking, meals, visas, vaccinations Special equipment/clothing Contingency (to cover incidentals such as a trip to the doctor/pharmacy, taxi fare) *Reasonable expenses include Main meals if not provided Necessary transport (e.g. mileage to meeting point) Vaccinations Visas Airport parking/drop-off (arrange lift shares etc where possible) It is not reasonable for staff to be reimbursed for the following Alternative accommodation Snacks/drinks Additional transport (e.g. member of staff chooses to drive rather than travel on the coach) e.g. camping trip where a member of staff chooses to take their own camper van

	Check with SK or DI if you are not sure whether expenses are reasonable. **Payments direct to Tour Operator:** Sometimes tour operators arrange payments directly to them from parents. In this case you will need to check very carefully for additional costs. For example, staff transport/airport parking, staff vaccinations, a contingency fund for students. Discuss with EVC, but the likely course of action will be to inform parents that a small additional charge to cover those costs will be added to their school account. You are advised to be very transparent and tell parents what the additional charge covers. You can go further and state that staff do not receive any additional remuneration for accompanying school trips out of school hours, as this is part of our contracted commitment to the extra-curricular programme.
Submit Phase 1	This sends an automated email to the EVC, who will then review your planning and discuss any queries with you. EVC must approve phase 1 before you can progress to Phase 2.
Phase 2: **Trip Details**	Phase 2 adds participants and the planned activities, prompts some internal comms, records external organisations involved. At the ned of phase 2 you can 'announce' your trip, i.e. set up your team for staff and for students.
Discuss & agree staffing with SMT	Staffing needs and personnel should be discussed with EVC in the first instance, and before you approach people. In selecting staff to lead and accompany the trip, First aider(s) required on all trips Mental health first aider may be desirable on some trips. Implications for cover Suitability and experience, required qualifications (e.g. language skills, nature of activities) Opportunities for staff professional development: Selection of staff should endeavour to provide a balance of experience with opportunities to gain experience. Also consider a fair distribution of opportunities to participate in prestigious and sought-after trips among staff who would like to participate. Major overseas trips should be led by a senior/experienced HoD, senior teacher or member of SMT For prestigious trips or trips that are particularly attractive to staff, be sure to liaise with SMT before offering staff places to individuals. This is to ensure fair access to everyone who would like to have the opportunity to participate.
Add staff to Trippy	There is an option to select if passport details are needed Click on the envelope to generate an automated email to participating staff which sends them a link to add their details.
Add students.	Use the drop-down menus, and/or search bar.
Student approvals	The School Office team will monitor Edulink forms from parents and update Trippy
DSL consultation	Use Trippy to send a list of participants to DSLs and agree meeting(s) to review and plan for any pastoral or safeguarding issues.
Accounts and Health Centre approval	Use Trippy to send a list of Participants to the Accounts Team approval. Accounts will contact you if there are any students on the list for whom there are financial concerns and, due to the confidential nature of such information, they will address this on your behalf. In the case of students in receipt of bursaries and hardship support, if your trip has an important curriculum relevance or other strong reason for a girl to participate for whom family finances preclude, it is possible that support may be offered from school. Refer to SK/DI

	Use trippy to send a list of participant to the Health Centre for approval. The Health Centre team will liaise with you in respect of any students with medical concerns that may affect their participation in a trip. As a general rule, In line with our inclusion policy, we would endeavour to facilitate any child to participate in a trip if at all possible
Internal Comms: Booking minibuses, drivers, coaches	This page prompts you to arrange minibus, driver and coach bookings. This will be done for you, on request. There are dedicated school email addresses for both.
Bus lists	If travelling in more than one vehicle, then be sure to pre-plan which staff and students will be aboard each vehicle. Add these lists to your staff team files before departure. If possible, note any last minute changes.
Driving	If school staff will be driving you must comply with guidance: **see Further guidance: Transport - Driving**
Internal comms: Catering	Contact catering if: - any students will need an early or late meal - any packed meals are required. There is no additional charge if the packed meal replaces a meal that would normally be provided, i.e weekday lunch for everyone, other meals for weekly/full boarders. You can give day students the option to bring their own packed meal from home if they prefer. Always liaise with BHMs re .provision for boarders, for packed meals and for early/late meals.
Internal Comms: Trip Phone	Arrange for the loan of a school mobile phone. This is done through the Trippy app. If you are travelling overseas discuss your requirements for data, e-SIM etc with ITSupport
Internal Comms: Cover for lessons, duties, etc.	Staff participating on a trip must complete a cover request form for any lessons they are scheduled to teach whilst away. Individual staff must make arrangements with colleagues to swap duties etc., and for cover for any other commitments, such as extra-curricular activities.
Internal Comms :	Mark as complete when you are ready.
Activity Planner	Take care to identify and select all the activities that may be part of your trip. This is very important because Trippy will use this selection to create your draft Risk Assessment. Mark as complete in order to progress. You can go back and alter it, but you would then need to re-generate your list of risks.
External attendees	Select names from the list of people currently registered at school as volunteers. Add any others (e.g. parents) who are joining the trip. These participants must be discussed with EVC. Remember that any such persons should not be left alone with students.
External Companies	This list includes coach operators, tour operators and other organisations, such as museums, hotels & hostels, etc. There is a growing database of providers previously used by the school. Select from this list or add new providers. You can the edit details at any stage.

Phase 3: Risk assessment and management	There are three phases to the risk assessment process, which is ongoing from initial planning through to review of the trip: 1. Initial risk assessment (Trippy Phase 1). 2. Risk assessment and risk management plan (Trippy phase 3) 3. Dynamic risk assessment; this happens during the trips and refers to the need for all staff to be vigilant and ready to respond conscientiously to situations arising during the trip.
When is a risk assessment needed?	Consider whether any individuals (students, staff, other participants) require a personal risk assessment(s) for medical or safeguarding reasons. Routine trips that are straightforward, local and involve 'everyday' activities need minimal risk assessment. Trippy will suggest risks based on your activity planner in Phase 2 and beyond reviewing those with the trip staff team you many need to do no more. Routine activities, such as a netball 'away' match, will have a standard risk assessment that accompanying staff will be familiar with. 'Everyday' activities, such as a trip to a local museum, do not need a specific risk assessment. Longer journeys, residentials, overseas trips, activity trips etc. require a risk assessment. For all but the most straightforward trips, you are advised to refer to the OEAP guidance again at this stage: https://oeapng.info/guidance-documents/
Initial risk assessment.	This refers to thoughtful selection of providers, activities etc. at the initial planning stage and was completed in Phase 1.
Risk assessment and risk management plan (Trippy phase 3)	It is essential that all staff accompanying a trip are actively engaged with risk assessment and risk management. The GL will produce the first draft of the plan, but must then consult and discuss with the rest of the team, both to ensure a reasonably thorough anticipation of potential problems and to ensure that all members of the team understand the plan and their responsibility to trip participants and their families. It is not possible to anticipate every conceivable eventuality. However, a team discussion around the risk management plan will enable the team members to recognise and to respond more effectively to unanticipated problems. The risk assessment/risk management plan has three columns: 1. Risks 2. Controls (mitigations) 3. Actions Risks: Trippy will suggest a list of trip risks based on the activities identified in phase 2. The GL and team members should consider whether there are any other risks that they can anticipate, and these should be added. Controls:

	Controls are things that the team will do to avoid or reduce the impact from a risk. Each risk must be linked to one or more controls (mitigations). Trippy will suggest controls and the trip team should discuss these and add/adapt as appropriate. Actions: Anticipate what you might need to do is something does go wrong. **Personal risk assessment:** Where an individual (students, staff, other participants) require a personal risk assessment for medical or safeguarding reasons the Visit Leader will need to liaise with Heath Centre, Pastoral team, parents etc. as appropriate to prepare the risk assessment. Agree what information should be shared with other participants and how this will be done appropriately. The personal risk assessment should be added to the trip summary document.
Dynamic risk assessment	This will be done in response to any unexpected events or issues that arise during the trip, e.g. transport delays/cancellations, issues with accommodation, unplanned changes to itinerary, illness, injury or upset. Wherever possible the staff team should discuss the issue and agree a plan of action. Consult SMT if appropriate, or if unsure how to proceed. Ensure that all staff are fully informed, as soon as possible. Ensure that students have clear information. Notify parents as appropriate. It is important that you record details of the issue, your response and the actions taken. Make notes as soon as possible. Upload to your trip staff Team as soon as possible. This is your record and evidence in the event of any concerns or queries being raised by parents, for example.
Risk assessments/safety management plans from providers.	Tour Operators and activity providers will have their own risk assessment or safety management documentation. Ask for sight of this. Often it will be provided as a website link or pdf. Whilst you do not need to interrogate it in depth, you should have a brief look through it so that you have an overview of it's scope. You do not need to print a hard copy. Add a link to it (either web address or link to a pdf copy) to your trip team staff channel.
Mark as complete	You can revisit and edit your risk assessment at any point.
Phase 4: Checks completed	Phase 4 prompts you to complete your preparations for the trip and will reassure you that you have everything in hand.
Journey planner	Record the details of each journey here. Note the name of the provider here, and add their details in the list of External Providers in Phase 2. Note any special arrangements (such as participants with different arrangements).
To-do list	A useful check list
Ready to go?	Ready to go!
Phase 5: Evaluation	After the trip please collate feedback from participants and record it here. This will then be available to review and to inform staff if the trip is repeated. Please record any information on risks, controls or actions that came to light and should be added to Trippy for future users. Once the review is complete, the trip will be archived.

The SIMS report

The SIMS report includes:

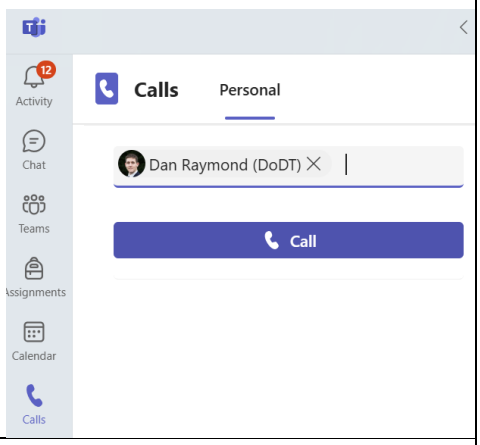
Photo
Student's personal mobile number
Medical/ Health information
Dietary information
Home address & contact details
Visa type (for overseas trips)

How to get the SIMS report	The SIMS manager will create the report and upload it to your trip Team staff channel files.
What to do with it?	The Visit leader is advised to delegate these actions to another member of the staff team. Collate a list of students with medical conditions: - Those who carry emergency medicines (typically inhalers and epipens) to check they have them at departure. - Liaise with Health Centre and parents re. students with medical conditions. Collate a list of dietary requirements. Sometimes this can be rather vague! You may need to check with the student and/or parent whether a statement such as 'Does not eat dairy' refers to a personal preference, an intolerance or an allergy. You will need to pass details to organisation(s) providing catering during the trip. Ensure that all staff accompanying the trip are aware f students with medial and dietary needs, and can access the information readily.
Medicines, etc.	**Please refer to Further Guidance: Staffing and staffing roles – medicines and medical lead**

Teams

At the end of Trippy phase 2, your MS Team for the trip will be created

Members and Owners	Add students via Trippy. They will be added as members of the general channel. Add staff via Trippy. They will be added as owners to both the general and staff channels Please add SK or DI and your SMT emergency contact as an Owner. You will need to do this twice; firstly for the General Channel and then also to the Staff Channel.
General	Use this channel to post announcements to students. Staff will also see them. Upload documents, such as group lists, kits lists Send out forms, e.g. Packed meal google form
Staff	Use this for comms with staff Use staff channel to record details of dynamic risk assessments and actions
Staff - files	SIMS Manager will upload SIMS report here for you Upload Trip Summary here. Upload final versions of all other documents <u>Required documents:</u> • Trip Summary • SIMs report • Any additional dietary or medical information

	• Model Emergency Procedures document *(see appendices)* • St Catherines Critical incident policy *(see appendices)* • Travel insurance summary information (for residential trips) <u>Other documents may include, for example</u>; • Travel documentation • Tour Operator/Activity provider documents • Safety management plan (risk assessment) from Tour Operator/Activity provider • Detailed itinerary • Lists: rooms, groups You are advised to download final copies of documents before departure so that you are not reliant on WiFi/5G.
Using Teams for messages and calls	Teams can be used to send messages and you can also call people on their mobiles via the Teams App, if they have it installed. Ensure that both staff and students have the teams app installed on their phones so that you can use it to send messages and to call them. If messaging/calling via the app, then you can use your personal mobile rather than a school trip phone. 
After the trip	Please archive the team

3. Further Guidance

Staffing and staff roles:

Staffing ratio	Staffing ratios depend very much on age of participants and the nature of the trip. Staffing levels should be discussed and agreed with EVC. Staff pupil ratios recommended by the DfE for off-site activities are: 1:6 for Years 1-3 inclusive (higher ratio for under 5's) 1:10 for years 4-6 1:15/20 for Years 7 upwards (with a larger ratio permitted for overs 16's) 1:10 for all visits abroad Any trip travelling outside of the local area must have a minimum of 2 two staff. An exception may be made for sixth form groups where students are old enough to travel independently. Discuss with EVC. Overseas trips or trips travelling to remote locations require three responsible adults at a minimum. These will be school staff but in certain circumstances & by agreement with SMT, the third adult may be contracted by an external organisation (e.g. the L6 Expedition is accompanied by a technical leader provided by the tour operator, D of E expeditions managed and led by external providers. Such persons must be suitably qualified, experienced and hold an DBS).

	Non-teaching staff can assist with day trips and sports fixtures An additional adult may be a volunteer, registered with The School in compliance with Safer Recruiting procedure and DBS.
Volunteers	The school holds a list of volunteers who are currently registered as such with the school following a Safer Recruiting procedure which included DBS. These include recently retired staff, spouses and adult children of current staff and current parents. Where parent (or other) volunteers participate they must be accompanied by school staff at all times or if they may have unsupervised responsibility for children then they must be recruited according to school procedure as a registered volunteer.
Visit leader and deputy visit leader	The EVC will hold a briefing session for all those nominated as a GL, which will cover: conducting risk assessments emergency procedures school insurance cover budgeting for visits staffing circumstances when a trip may be terminated The GL will hold a valid first aid certificate or ensure that one of the accompanying teachers does There must be one (and only one) designated visit leader. While roles and tasks will be shared by other members of staff on the trip it is understood that ultimate responsibility lies with the visit leader. In addition there must be a named deputy visit leader who must be prepared and able to take over at any time in the event of the visit leader being indisposed. Staff must liaise closely with the EVC when planning their first St Catherine's school visit so that they can be supported in assimilating our procedures and requirements.
First aiders	All trips out of school require at least one member of staff with the current first aid certificate.
Medicines & Health Lead	Nominate a member of the staff team to oversee health and medical needs and medicines: Liaise with health centre in respect of any students with medical conditions. Ensure that all staff are aware of individuals with health and dietary needs The health centre will provide first aid kit(s) for the trip. Arrange collection Students with emergency medicines (asthma inhales, adrenalin pens) should carry these themselves. Staff may carry spares, but the affected individual must have her own emergency medication with her at all times. Record all medicines administered and other treatment given. Ensure that all staff on the trip can access this record and know to do so before giving medicines, etc, to ensure that medicines are administered at correct time intervals, etc.

	Local medical services: Find locations and opening hours of local medical services (GP, Minor injuries unit, A&E, hospital). Ask tour operators to provide this. Record this information in the trip summary document.
Pastoral lead	Liaise with SHM's and form tutors in respect of any students with pastoral needs and in creation of groupings for the trip. Ensure that all staff are aware of pastoral concerns and know how to respond to them. There is an algorithm for creating dorm lists or activity groups in the appendices to this document.
Reserve staff	Unless staffing ratios are very generous it is advisable to have a reserve member of staff nominated. In the event that one of the participating staff is indisposed the reserve must be ready to travel with or to join during the trip.
Staff wishing to bring family members including their own children	This must be discussed and approved with the EVC at the outset. Staff children (under 18) can participate if they are eligible as members of The School in an appropriate year group. In any other circumstance where staff children are travelling then another parent/guardian must come to look after them. It must be recognised that trip staff act *in loco parentis* for the students during the trip. In an emergency (e.g. coach accident, fire alarm in accommodation) the school staff must prioritise the students and cannot risk being distracted by the safety of their own children. On residential trips (and in certain circumstances for day trips) any staff family over 18 (including adult children) must be recruited as volunteers by The School and obtain a DBS. This would not necessarily be funded by The School If a member of staff wishes to bring along other family members (typically a spouse/and or children): All travel as full paying passengers (unless tour operator discounts apply). No part of the costs to parents can be used to fund any part of a member of staff's family. The exception to this would be where a staff spouse has been recruited as a volunteer member of the staff on the trip, within the required staffing level.

Information and meetings required for students, parents and staff:

Pre-departure trip meeting for parents and participants.	For residential trips offer an information meeting to parents. This is better done in person, but may be done remotely, or a live-stream offered. Liaise with ITSupport to organise a virtual meeting or live stream. Invite parents (and participants) to the meeting via an Edumail message Prepare a short presentation, but allow plenty of time for questions from parents, both as part of the meeting but also anticipate that some will want to speak to you privately afterwards. Be prepared to take notes. You may decide to update the information sheet in response to questions raised at the meeting, hence…
Parents information sheet	Prepare an information sheet for parents and participants. You are advised to send it via Edulink promptly after the parents information meeting.

	A template is provided as an appendix to this document. The sheet will include information such as:- Meeting and collection arrangements Travel information (e.g. flight numbers) Itinerary Contact details for hotels / hostels/ names and addresses of host families The need for details of pupils passports and visas Requirement for update on any physical or mental health issues: Requirement for update on any dietary requirements Arangements for dealing with emergencies and informing parents of them Emergency contact information: Tour Operator 24 hour number School Trip phone numbers SMT out of hours emergency contact number: 01483 899799 Insurance information and need to advise of any circumstances which may affect insurance Kit list - equipment, dress code Pocket money guidance Expected rules of behaviour for the trip and the arrangements where such rules are not followed by pupils (including possibility of sending pupils home at parents expense).
Pupils pre-departure meeting	Hold a briefing meeting for pupils ahead of the trip usually 2 to 4 weeks ahead. Remember that boarders will need a weekend for last minute organisations and packing. Ensure students are aware of the Trip Team and remind them to install it on their phones. Tell them that as well as messaging staff, they can also use it to 'phone' staff in an emergency. Run though organisational arrangements and the kit list, etc. Brief pupils on expected standards of behaviour and cultural differences Allow plenty of time for questions both with the group and individually.
Individual parent/pupil meeting	It may be appropriate for the Visit Leader (or a delegated member of the team) to liaise with parents/guardians directly to ensure than a specific need is understood and can be managed during the trip. (e.g. a severe food intolerance, administration of medicines, monitoring of well-being). Liaise with Health Centre & Pastoral team as appropriate.
Liaise with DSL	Check for pastoral or safeguarding issues
Staff meeting(s)	Hold staff team meetings ahead of the trip to discuss: Details of trip procedures and itinerary Allocation staff roles and tasks Specific special circumstances pertaining to any individual participants Risk assessments Ensure all staff are aware of the Model Emergency Procedures, *and* critical incident procedures; St Catherines Critical incident policy and guidance for OEAP https://oeapng.info/search-results/?download_search=critical+incident Arrange a final meeting shortly before departure date.
Pre-departure meeting with EVC (SK or DI)	One week ahead for day trips or two weeks ahead for residential trips to agree summary documents and risk assessments

Transport arrangements

Coaches	Coach transport will be organised for you by the main school office. Email coachbookings@stcatherines.info with your requirements. Please note that it may not be possible to make significate changes or to cancel your booking after a certain notice period. This varies between different companies. There should be at least two members of staff on the coach. Only book vehicles that have front-facing seats fitted with seat belts. Obtain the drivers name, mobile phone number and vehicle registration If travelling in more than one vehicle, ensure that lists of passengers (including staff) on each vehicle are pre-prepared and included with your trip documents. Record any last minute changes in the Teams staff channel.
Minibuses	Minibuses and the people-carrier will be booked for you by the estates team Email minibusbooking@stcatherines.info with your requirements. You can also request a driver, but this must be budgeted for. If trips are charged to parents then running costs for school vehicles (minibuses, people carrier, transit van) must be included in the budget. Allow 45p per mile per vehicle. If school staff are to drive they must adhere to the rules on driving hours working hours (see below) Please note that it may not be possible to make significate changes to your timings later, as the buses may be booked for other users around your booking. If travelling in more than one vehicle, ensure that lists of passengers (including staff and drivers)for each vehicle are pre-prepared and included with your trip documents.
Staff personal cars	The car must be registered with the School. Contact Estates team well in advance to arrange this. A member of staff should not transport a student alone. If school staff are to drive they must adhere to the rules on driving hours working hours (see below) Budget for the trip must include claimable mileage allowance.
Driving	Adhere to the **Driving and Minibus Policy.** **Minibuses:** you must be approved to drive a school minibus. A short test is required to gain approval. Contact Estates Team to arrange a test. **Private cars: Transporting students in your own car is discouraged. Y**our car must be registered with Estates Team before you drive students. You must confirm that the terms of your insurance policy cover this. Observe the rules for driving & working hours for minibuses even if you are driving your own car. Nursery children can only be transported in private cars that are fitted with special child seats. **Drivers:** for all but very local trips a second adult is required. Fewer than 40 miles (round trip) or up to 20 minutes journey time each way: No relief driver or adult supervision required. For journeys over an hour the second adult should also be able to drive the vehicle.

40 miles to 100 miles (round trip) or up to 1.5 hours total journey time: Another adult is to be carried to supervise the passengers. A second driver is not required but may be desirable.

Over 100 miles (round trip) or in excess of 4 hours total journey time: A second driver is always required who can act as the supervisor when not driving. A break must be taken for both drivers after every 2 hours which must be for at least 20 minutes.

Over 250 miles or in excess of 8 hours total journey time: Procedures to be discussed and agreed by Senior Management team (EVC, COO or Head)

You may request a driver to be booked for your trip. Please note that this is person is paid and so the cost must be included in your budget. The minimum contractable time is 2 hours. There must be a member of staff with the driver in the vehicle.

Working hours and driving hours:
You should only drive during your normal waking hours. You must therefore not plan to drive on a trip that departs very early, returns very late, or travels during the night. Consider your own journey to and from school. How will that impact your working day?

When your working day includes driving, there is a limit of 13 hours work you can do. This is irrespective of whether or not you are transporting students; it applies to any time for which you will be driving for work. Furthermore, you must have an overnight break of at least 11 hours before driving the next day.

You must not drive if you feel tired or unwell or if you have taken medication which could affect or impair your ability to drive. You must not consume alcohol.

In the UK teachers who drive a **school minibus** on a **school trip** are subject to specific **working time and driving rules**, particularly if the trip involves **passenger transport**. These rules are generally set by the **Driver and Vehicle Standards Agency (DVSA)**, **Department for Transport (DfT)**, and informed by **Working Time Regulations (WTR)**. Here's a breakdown of the key guidance and limits:

If a teacher is driving a minibus as part of their **work**, they are subject to **domestic drivers' hours** and **working time rules**.

Maximum Working Hours (Including Driving and Other Duties)
Under the **Working Time Regulations (WTR)**:

- **Maximum working time** per day: **13 hours.** This includes **teaching**, **supervising students**, and **driving**.

Maximum average working week: **48 hours**

Driving Time Limits (Domestic Drivers' Hours Rules)
Maximum driving time per day: **10 hours**. This refers to actual **time spent driving**, not time in control of the group or resting.
Driving time is separate from other duties, but **total work (driving + non-driving duties)** cannot exceed **13 hours** in a day.

Breaks and Rest Requirements

- After **5.5 hours of driving**, a **30-minute break** must be taken.
- Alternatively, after **8.5 hours of combined duty** (driving + other work), a **45-minute break** must be taken.
- A **minimum daily rest** of **11 consecutive hours** between workdays is required.

	Combining Driving with Other Duties (e.g., Supervision) This is critical: • If a teacher **drives** and also **supervises** or **teaches** during the trip, **all time counts as "duty"**. • So, if a teacher spends **4 hours teaching**, then **4 hours supervising**, and **3 hours driving**, that's **11 hours of total work**, within the daily limit. **Best Practices and Recommendations for Schools** To remain compliant and safe: 1. **Keep total working hours (teaching + supervision + driving) within 13 hours.** 2. **Limit driving time to a maximum of 10 hours.** 3. **Ensure adequate rest and breaks:** o At least **30 mins after 5.5 hours driving**. o Or **45 mins after 8.5 hours of mixed duty**. 4. **Rotate drivers if possible**, especially on long trips. 5. **Avoid very early departures after a full teaching day unless proper rest is assured.** **Example Scenario** A teacher on a school trip: • 2 hrs teaching in the morning • 2 hrs supervising students • 3 hrs driving the minibus • 2 hrs at the venue helping students • 2 hrs driving back Total: **11 hours working, 5 hrs driving** — this is acceptable, but they must take appropriate breaks (e.g., 30 mins mid-day) and have 11 hrs rest afterward.
Parents	Times and locations and any other arrangements to do with drop-off and collection must be notified and confirmed to parents with as much notice as possible. The School cannot ask parents to transport students other than their own children. However it can be suggested to parents that they arrange lift shares between themselves, independently of the school. Ask parents to notify you if they have arranged for their daughter to be collected at the end of a trip by someone else. If different travel arrangements are requested for any student theses should be agreed with the EVC and must be detailed. on the trip summary document **Some FAQ's** **Overseas trip.** Q. *Can we collect our daughter at the end of the trip in country?* A. Yes, but be absolutely clear that if parents don't make the rendezvous, you cannot wait for them. You will keep the student with the group. You must retain her return ticket/flight so that in any circumstance where the parents don't arrive to meet her, you can bring back to the UK. Full details must be laid out in the journey planner Q. *Can a participant join the trip in country after the start (e.g. can a family on holiday bring their child to join the group).* This may have an insurance implication. Insurance may not be valid if the participant does not depart from the UK with the group. Check with insurer.

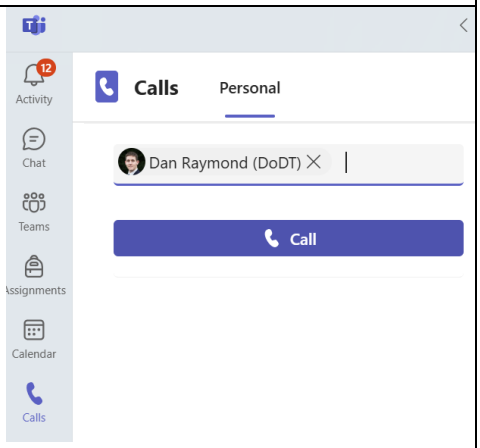
	As above, be absolutely clear that you cannot wait and that you must have valid return tickets, even if they will not be used and so no refunds on the cost of travel are possible. **Day trip** Q. *Can we collect our daughter from the event rather than her travelling back to school.* A. If you are happy with the arrangement, and provided it is in place in time for you to have recorded it on your journey planner. Request must be in writing/email. Advise parents that if the rendezvous is not made the group cannot wait for them nor leave the student behind, so she will be brought back to school. You are advised to follow up email requests with a short phone call to the parent. Do not agree to any requests at late notice or during the trip. *Q. I would like my fifth form daughter to travel home from the London trip on her own on the train* A. Discuss with EVC/SMT. If you are happy with the arrangement, and provided it is in place in time for you to have recorded it on your journey planner. Request must be in writing/email. Advise parents that if, on the day, anything gives cause for concern, then she will be brought back to school. You are strongly advised to follow up email requests with a short phone call to the parent to confirm.
Independent travel	*Q. Can sixth form students self-drive in their own cars?* A. Notify parents is their daughter is going to drive herself and if she is taking others in the car with her. For any students who will be passengers where another student is driving, you must have parents consent to this. *Q. Can sixth form students travel independently on public transport?* Provide parents with details of the travel arrangements, making it clear where students will be unaccompanied.

Other organisational considerations

GDPR and data handling, sharing data with external companies	Please note that sensitive data must be securely handled. If you need to pass data to an external organisation (e.g. sending names, DoB's and passport details to an outside organisation) then two actions are required: 1. Have a data handling agreement with the organisation or check their data handing policy. DR will advise. 2. Data sent electronically must be encrypted. IT support will advise.

	Increasingly, external providers have their own 'parent portal' and require parents to create an account with them and enter data directly. There are advantages to this! However it is recommended that you ask companies to share dietary and medical info gathered so that you can cross-reference with school records. In case of discrepancies, contact parents for confirmation and update Health Centre.
Passports and Visas	This is the link to the EU regulations. https://www.legislation.gov.uk/eur/2018/1806/body#:~:text=This%20Regulation%20determines%20the%20third,in%20terms%20of%20tourism%20and To ease border crossing, prepare a list on headed paper with details of the pupils concerned. This must include the full name, date and place of birth, nationality of the non-EU school children and must be signed and dated by the Head of the school Mainland China passport holders do need to apply for a VISA to enter countries who have not given an exemption to students travelling as part of a school group. For up to date info contact the embassy of the countries your trip will be passing through and ask them to provide a written confirmation of the exemption. *Parents arranging visas may require supporting letters etc from The School. Registrars/HoB will assist.* *European 'ETIAS' is expected to come into existence in mid 2027. Please check online for updates.* Overseas students (including Australia exchange) have an ETA number issued by UKVI. A copy can be obtained from Diane Haeffele and should be carried. For overseas students (including Australia exchange) a letter on school headed note paper should be obtained from Jo Adams (PA to head of boarding): Travel Permission – Confirmation of education at St Catherines.
Meal planning	Consider whether your trip will impact any meal times. Will boarders need an early breakfast or late supper? Arrange this with BHMs. The budget for the trip must include funds to cover cost of main meals for staff during the trip. Packed meals can be ordered from the school catering team or day students can be offered the option to bring their own packed meal. Packed meals that replace a meal that would have been taken at school do not incur an extra cost (i.e. lunch for day girls term-time weekdays and all meals during term time for boarders, including weekend meals for full boarders) All other packed meals must be paid for. Refer to Catering Manager for current prices.
Students phones and other valuables.	Give clear information to students and parents on whether phones and other devices (such as iPads) may be brought on the trip. If phones and devices are allowed, note that staff cannot or take responsibility for them in any way. Make this clear to parents and students. In particular, do not collect students' mobiles from them; the insurance will not cover their loss, theft or damage in your care; note the terms of the insurance in respect of personal belongings and

	recognise that if you were to take change of students' property you would quickly be beyond the scope of the insurance, and also not covered for property that does not belong to you. The same applies to their pocket money, cash cards or other valuables.
Money	Liaise with the Accounts Team to arrange for a school cash card to be issued for the duration of the trip and for some cash on sterling and/or local currencies as appropriate. Contingency funds: Your trip budget will some contingency funds. These will be credited to a pre-paid cash card and/or supplied in cash. Please check the limits on personal cash covered under insurance. It may be necessary to split the cash between members of staff on the trip. During the trip keep careful accounts of money spent and retain receipts. Emergency funds: If a situation arises that involves a large additional expense then contact the tour operator and/or School for assistance. Emergency funds can be made available to you
Tour operators	Your tour operator should provide: Full details of itinerary Accommodation – addresses, phone numbers, rooming plan. Transport arrangements ad details such as Coach company, contact number, drivers' names and mobile numbers Flights: airports, terminals, fight numbers, baggage allowances Details of channel crossings Details of first and last meal that will be provided, other meals during the trip Details of insurance (if this is being provided instead of using the school policy) including 24 hour emergency assistance phone number Location and other information about local medical services (GP, health centre, MIU, hospital) Tour operator's 24 hour emergency contact Ensure all the information above is included in the trip summary document; any details not entered via trippy can be added to the word document when the final copy is exported from Trippy.
Insurance	Most day trips and many residential trips are covered by the school insurance policy. Details can be found on the school website. If your trip includes adventurous activities you will normally require specialist insurance. If this is not provided by the tour operator then you must ensure that the School policy provides suitable cover. Tour operators will usually include insurance within their package. If this is similar, or inferior, to the School cover, it may be possible to decline it (but you would only do so for a discount on the price!). Your communications to parents must include a link to the insurance documentation, whether this is a the school policy (which is viewable on the school website, here *https://www.stcatherines.info/community/whole-school-pages/key-documents*) or a Tour Operator Policy, which will normally be accessible via a web link. Advise parents to familiarise themselves with the extent of insurance cover and with exclusions. In particular they must be alert to the requirement to notify any circumstances that may affect insurance cover.

	The school has Employers Liability Insurance and Public Liability Insurance The GL should ensure that they have a copy of the travel insurance summary information with them on the trip Travel involving staff using their own cars is discouraged. If you plan to do this please agree it with EVC. It is essential to confirm that you have appropriate insurance cover in place.
SMT emergency contact(s)	Your SMT emergency contact will normally be the EVC (DI in Prep School, SK in Senior School). Please confirm with them. During school holidays they may be away themselves, in which case another member of SMT will be the emergency contact and 'older of the Folder'. Add your emergency contact as a staff member/owner of your team. Calling or messaging the emergency SMT number (01483 899779) will divert to the personal mobile number of an SMT member.  ***<u>It is essential that you inform SMT of any events, incidents or problems during the trip, in case they are contacted by parents.</u>*** Provide the SMT emergency contract with a printed copy of the GL pack (i.e. the documents saved in the Trip Team, including the SIMS report and the Trip Summary Document). **You can also call or message any member of SMT via Teams.** At the end of the trip let your SMT contact know that the group is home

Pre-departure (1-2 weeks ahead)

Residential trips	Arrange a meeting with EVC to review the risk assessment, the trip summary document, and other planning.
Day trips	1 week before departure: Send the trip summary document to EVC for review
Final briefings	Final staff team briefing/meeting to discuss all practical arrangements for the trip and roles and responsibilities and to review contents of the staff pack. Final student briefing/meeting Final information to parents (if necessary, i.e if any late updates)
Visit leader pack (The Folder)	Prepare three hard copies of the Visit leaders folder, one each for GL, deputy GL and SMT contact ('Holder of the Folder'). This will include the Trip Summary document and SIMS report, as well as any other documents prepared for the trip. All of these documents will also be uploaded to your MS team staff channel, but a hard copy is carried in case electronic access is not available when needed. The trip pack will include:

	the itinerary, with all addresses of locations during the trip mobile numbers of participating staff emergency contact numbers for the EVC and/or designated member of SMT on-call. a list of pupils with parental contact details and medical conditions details of all passports, visas and travel documents on exchanges contact details / addresses for schools and host families copy of travel tickets, transport bookings and insurance documents copy of the trip risk assessments details of cash/ cash cards etc. location of nearest hospital, MIU, GP or other medical practice. travel insurance summary information for overseas trips, address and contact details of nearest British Consul
Staff pack	Accompanying staff have access to all documentation via Teams, but should be given a printed copy to pack and to be reasonably accessible in the event that electronic copies are not accessible at then moment of need. Staff pack should contain the Trip Summary document and SIMS report, plus any other doc's deemed to be essential.

The trip

Emergency/Critical incident	Ensure all participating staff have read Appendix 6 of the School's Critical incident policy Ensure all staff are aware of the Model Emergency Procedures, which will be included with the Trip Summary document As well as access via Teams, all staff must have ready access to hard copy of the Model Emergency Procedures during the trip. In addition, a laminated copy can be found in school first aid kits.
Before departing	Give trip information packs to SMT contact and accompanying staff. Collect foreign currency, cash cards etc from the Accounts safe. Collect packed meals Collect Trip Phone Collect first aid kits etc from Health Centre Ensure students have emergency medication (adrenalin pens, inhalers etc) before departure. Students who do not have their emergency medication must not depart on the trip. Check each participant has their passport and visa Give each pupil the names, addresses and phone numbers of their accommodation
During the visit	Primary responsibility for the safe conduct of the visit rests with the GL. They have overall responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions. They will liaise with the partner school in the event of difficulties between a pupil and their host family. They may delegate part or all of the responsibility for the following to one or more of the accompanying staff: Reminding pupils to wear their seat belts and checking them periodically. Checking the fire exits and escape routes at each hotel or hostel. Ensuring that every pupil walks through the emergency escape route at each hotel. Ensuring that sleeping accommodation is suitable and located together. Setting times for pupils to be in their rooms at night. Conducting checks (using the other staff).

	Setting agreed times and locations for checking pupils when they work or are allowed out unsupervised in small groups. Maintaining expected standards of behavior Reminding pupils how to keep passports and valuables safe Keeping an account of all expenditure Recording all accidents and near misses Illness or minor accidents: If a pupil has a minor accident or becomes ill, the GL, or another member of staff, will take him/her to the local hospital or clinic. If the trip is outside the UK, he/she will notify the insurers The GL will phone the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment – as opposed to minor cuts and bruises. Emergency or critical incident: refer to the model Emergency procedures document and St Cat's Critical incident policy. All staff accompanying the trip have a printed copy in their pack, as well as electronic copies via the trip Team Staff channel.
Dynamic risk assessment and management	Conduct dynamic risk assessment for any unexpected circumstances. This must be communicated to all staff on the trip. This will include: • Significant changes to the itinerary or a change of activities. • Any incidents, accidents or illnesses • Change of location, accommodation or transport arrangements. As soon as possible record details of the incident and actions taken. Note directly in the MS Team or write it down (keep the written copy) and upload a photo to the team Contact the health centre in the event of illness or injury. Contact Parents. In all but the most trivial cases, you must inform senior management. Inform senior management immediately of any significant changes to travel plans or activities or of any issues that occur during the trip.
Update parents of expected return time	Remember that many parents will have a journey of 30 minutes or more to meet their children at the end of the trip. If expected return time is significantly different to that published, then endeavour to inform parents of updated time about an hour ahead. Use EduMail to send a message to parents. In addition, If students have their mobiles with them you can ask them to let their parents know.
Social media	Only if there is a member of staff on the trip willing to administer it! Private Instagram only. Followers to be approved by manager (who must confirm they are either school staff or students' direct family) Check photo permissions list and do not post images including girls whose parents have not consented Always ask another member of staff to check your draft before posting. Delete the account when the trip returns

At the end of the trip:

Let SMT know when you are back	For residential trips, if your arrival home is out of school hours, let EVC or your SMT contact know that the group has returned safely.
Clear data and images from devices.	Instruct all pupils to delete their records of any staff mobiles. The GL will remind all staff to delete any records of pupils' mobile numbers that they may have acquired during the visit and any photos where students are identifiable.

After the trip:

Return stuff	Return first aid kits etc to Medical Centre Return trip phone and nominate folder for photos to be uploaded
Photos	All staff to upload photos to school photos drive and delete from their personal devices.
Assembly report	Senior School: Organise photos for assembly and reporters
Finalise finances	Return payment cards and any unused cash to Accounts Team. Liaise with accounts team to arrange for refund to parents of any unused funds
Social media	Send suitable images and info to marketing team. Delete trip social media account.
End your trip	Complete the trip review in trippy and archive the trip
School magazine report	VL to ensure that a report is written for the school magazine, with suitable photos. This can be delegated to students!

Example Risk assessments:

- **Day trip outside local area, no adventurous activities** *e.g. year group day trip to a historic building*
- **Field trip (day trip)** *e.g. Geography field trip incl. river studies*
- **Overseas, residential trip, adventurous activities** *e.g. Ski Trip*

a) Day trip outside local area, no adventurous activities: U3 trip to Knole Park

Risks	Controls
Student misbehaviour	Awareness of venue rules and regulations. Clear instructions on behaviour and boundaries. Meeting points and times established.
Lost Persons	Meeting points and times established. Emergency contact information. Fire safety procedures. Fire safety procedures of venues/public spaces etc. Supervision and buddy system.
Environmental or Spontaneous Emergency Situations	Fire safety procedures. Fire safety procedures of venues/public spaces etc. Monitor weather forecasts in the lead-up to the trip and issue advice/reminders if poor conditions are possible.. Seatbelts. Wearing a seatbelt on all equipped vehicles
Threats from external persons	Supervision and buddy system.

Action Points	Notes
Talk with girls at the entrance to the venue, regarding appropriate behaviour Report concerns to venue management Party leader to have knowledge of ages and proximity of other groups or individuals	
Reminder of seatbelts at the start of every journey	
Fire Safety Meeting for all on arrival to the venue	

b) Field trip (day trip) *e.g. Geography field trip incl. river studies*

Risks	Controls
Threats from Wildlife	Avoid attracting insects, rodents, scavaging animals: All food, food waste and wrappers to be thoroughly cleared up & disposed of effectively. .
Lost Persons	Supervision and buddy system. Meeting points and times established. Emergency contact information. Fire safety procedures. Fire safety procedures of venues/public spaces etc.
Threats from external persons	Supervision and buddy system. Check DBS or local equivalent for external provider. Check DBS or local equivalent for external provider Pre-departure briefing to include advice on safe retreat from unsafe/threatening situation. Check local regional news, online information 24-72 hours ahead. Timer on unsupervised activity.
Drowning	Supervision and buddy system.

Crowds: e.g. major sports event, festival, demonstation	Check local regional news, online information 24-72 hours ahead. Check for planned major events in the locality. Check online e.g. 'Whats on ...guides' request information from tour operator,
Local/Regional issues, threats, risks	Check local regional news, online information 24-72 hours ahead. Check the Foreign & Commonwealth Office website for information on your destination.
Slips, Trips and Falls	First Aid Kits. Kits on bus and at centre. Staff with each walking group should have first aid kits with them. Appropriate footwear and clothing.
Water: falling in, being swept away	Appropriate footwear and clothing. Checking water quality and temperature. Awareness of tides and currents Seek information about water quality. Refer to OEAP guidance 7.2 Group safety at water margins for sources of information (https://oeapng.info/downloads/specialist-activities-and-visits/) Clear instructions on behaviour and boundaries. Consult the coastguard or lifeguard service about tides, rip currents, quicksand and other hazards. Protective equipment eg personal floatation devices or helmets.. any activity that requires such equipment should be regarded as an adventure activity Pre-plan how a person falling in water might safely be rescued. Consult local people about whether there have been recent changes in an area, or what happens to water levels after heavy rainfall or in strong winds. Pre activity safety briefing from suitably qualified persons. Check what lies downstream from activity site. Hazards such as a fallen tree, a fence, a weir, a waterfall or a pothole could be very dangerous if someone lost their footing or fell in and were swept downstream Check for any underwater hazards. rocks, roots or wire which could trap feet, sharp stones or broken glass which could cut, slippery rocks, deep mud, quicksand or strong currents Consider carrying a throwline. If you have been trainind and are competent in the use of throwlines you could decide to take one with you, but having a throwline is not a reason to take a risk.
Group becomes split	Meeting points and times established.
Environmental or Spontaneous Emergency Situations	Fire safety procedures. Fire safety procedures of venues/public spaces etc. Seatbelts. Wearing a seatbelt on all equipped vehicles
Illegitimate, unsafe or disreputable coach company	Coach company is on the list of operators approved by the school.
Delays	Route planning and familiarity.
Dirty or contaminated Water	Checking water quality and temperature. Awareness of tides and currents Seek information about water quality. Refer to OEAP guidance 7.2 Group safety at water margins for sources of information (https://oeapng.info/downloads/specialist-activities-and-visits/) Clear instructions on behaviour and boundaries.
Coast: e.g. tides, rip currents, quicksand, steeply shelving shingle beaches	Consult the coastguard or lifeguard service about tides, rip currents, quicksand and other hazards. Observe instructions given by signs or flags which warn of hazards and designate zones for different activities. Protective equipment eg personal floatation devices or helmets.. any activity that requires such equipment should be regarded as an adventure activity Pre-plan how a person falling in water might safely be rescued. Consult local people about whether there have been recent changes in an area, or what happens to water levels after heavy rainfall or in strong winds.

Action Points
Fire Safety Meeting for all on arrival to the venue
Check DBS or local equivalent for external provider
Talk with girls re safety and reporting external adults' behaviour
Reminder of seatbelts at the start of every journey

Pupils told not to wear headphones when walking in the field
Pupils told not to eat after going in the river until they have washed their hands
Pupils will not enter the river if it is above knee height
Pupils are in groups and there will always be a teacher near by when working in the river

c) Ski Trip: Overseas, residential, adventurous activities

Risks	Controls
Illegitimate, unsafe or disreputable coach company	Coach transfers organised by tour operator. Added by user
Poor Driver/condition of vehicle/mode of transport	Coach transfers organised by tour operator. Added by user School staff should be alert for potential issues with vehicle or driver and must raise concerns immediately.
Delays	Coach transfers organised by tour operator. Added by user Staff to be alert to students' well-being and monitor for concerns. Added by user
Illness and Fatigue during activity	Staff on hand to withdraw student from activity, remove them to a suitable location to rest and supervise them there. . Added by user Staff to be alert to students' well-being and monitor for concerns. Added by user Ensure everyone is well-informed about possible weather conditions.. Pre-plan adjustments for adverse weather. Be prepared to amend routes if necessary Weather protection (sunscreen, hats, goggles, layers). Suited for sunny and snowy conditions Sun protection: Protective clothing, sunglasses, sunscreen, shade – consider taking a shelter, water. Adults to lead by example.. Suited for sunny and snowy conditions
Environmental or Spontaneous Emergency Situations	Staff on hand to withdraw student from activity, remove them to a suitable location to rest and supervise them there. . Added by user Monitor weather forecasts in the lead-up to the trip and issue advice/reminders if poor conditions are possible..
Substandard accomodation	Staff to be alert to students' well-being and monitor for concerns. Added by user
Sharing Accomodation Overnight	Staff to be alert to students' well-being and monitor for concerns. Added by user
Parent or participant excessively anxious	Staff to be alert to students' well-being and monitor for concerns. Added by user
Fire	Fire safety procedures. Fire safety procedures of venues/public spaces etc. Clear instructions on behaviour and boundaries.
Skiing-related injuries	Ensure everyone is well-informed about possible weather conditions.. Pre-plan adjustments for adverse weather. Be prepared to amend routes if necessary Weather protection (sunscreen, hats, goggles, layers). Suited for sunny and snowy conditions
Slips, Trips and Falls	Weather protection (sunscreen, hats, goggles, layers). Suited for sunny and snowy conditions

Local/Regional issues, threats, risks	Check local regional news, online information 24-72 hours ahead.
Emergency evacuation	Clear instructions on behaviour and boundaries.
Group becomes split	Clear instructions on behaviour and boundaries.
Intruder	Clear instructions on behaviour and boundaries.
Lost Persons	Clear instructions on behaviour and boundaries.
Student misbehaviour	Timer on unsupervised activity.
Student does not arrive at meeting point	Timer on unsupervised activity.
Terrorist threat, terrorist action, heightened level of threat	Students to be briefed about awareness of others in public areas. . Added by user Airport: Students to be briefed about emergency evacuation in airports. staff remain within sight os students at all times. . Added by user
Threats from external persons	Students to be briefed about awareness of others in public areas. . Added by user
Drowning	Hotel pool only to be used with direct permission of school staff, in small groups, for pre-agreed time and only under supervision of qualified life-guard.. Added by user Thermal baths at Monetier are monitored by lifeguards. School staff present in the pools. Added by user
School party in vicinity when a specific security threat is made	Airport: Students to be briefed about emergency evacuation in airports. staff remain within sight os students at all times. . Added by user

Action Points	Notes
Reminder of seatbelts at the start of every journey	
Fire Safety Meeting for all on arrival to the venue	
Include Sun Protective equipment in instructions to students	
Pre-plan adjustments for adverse weather. Kit list provided and importance of suitable clothing discussed at pupil briefing.	
Talk with girls re safety and reporting external adults' behaviour	
Check DBS or local equivalent for external provider	
If driver appears fatigued or standard of driving gives cause for concern insist that the vehicle is pulled over as soon as it is safe to do so. Contact tour operator.	

Raise any concern about the condition of the coach immediately. Decline to board if necessary. Contact tour operator.	
Students to be withdrawn from an activity session if unwell, injured or over-tired or if not eating	
Talk with girls at the entrance to the venue, regarding appropriate behaviour Report concerns to venue management Party leader to have knowledge of ages and proximity of other groups or individuals	
Photograph and report any issues to venue management	
Ensure that sudents have trip phone number and teams app installed and enabled.	
Ensure that sudents have trip phone number and teams app installed and enabled before start of the trip.	
In the event of flight or coach delays staff will actively plan for comfort breaks, meal breaks etc. in liaison with tour operator.	
Staff should be faliliar with OEAP guidance on snowsports. Document filed in the staff channel on the ski trip Team. file:///C:/Users/skelsall/OneDrive%20-%20stcatherines.info/Downloads/7.1v-Snowsport-visits-2%20(1).pdf	

Crisis Management:

The full critical incident and fire management policy may be found here: All Staff - Critical Incident and Fire Management June 2025.pdf - All Documents

Extract from Critical Incident Management Policy

St Catherine's School, Bramley

Whole School Critical Incident and Fire Management Policy including specific procedures

Whole School refers to all students in the St Catherine's Preparatory and Senior Schools which includes: the 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 first devised in 2005/06 (originally as the policy previously known as the Emergencies, Disasters and Crises Policy) and subsequently updated in line with the School's Policy Review Schedule in each of 2007/8, 2009, 2012, 2014 (minor amendments), 2015, 2018 and 2020 (for COVID-19). This policy now incorporates the Emergency Evacuation policy updated in September 2007 and then incorporated into this policy from 2009.

This policy should be read in conjunction with Health & Safety and Risk Assessment policies.

Student and staff safety and welfare is a primary concern at St Catherine's School. Each Critical Incident Management Plan has been developed to ensure that all reasonable steps are taken to identify and minimise risks of exposure to potential critical incidents and to plan for appropriate action and support, should a critical incident occur either on the School premises or during School Trips/Tours or other activities off site. Please note that the specific types of incident/threat/risk therefore require different procedures, and these are all outlined in the Appendices to this Policy.

A critical incident is a traumatic event, or the threat of such (within or outside the United Kingdom) which causes extreme stress, fear, injury or death. This may include, but is not limited to:

- serious injury, illness or death of a student or staff member
- physical assault
- the disappearance or abduction of a student
- the radicalisation of a student by an outside organisation or persons, in person or via the internet, leading to her leaving the country
- the online grooming of a student and subsequent serious injury or damage to that student
- student or staff witnessing a serious incident
- natural disasters (e.g., storm, flood, hailstorms, fire)
- fire, bomb threat, explosions, gas or chemical hazard
- hostage/siege/firearms/intruder
- aircraft crash

- major transport incident
- collapse or major damage to building equipment
- environmental threats (e.g., toxic emissions of gas, chemical, fuel; threat to water supply) or incident in Bramley village that impacts on School, e.g., nearby major fire/flood
- outbreak of disease; pandemics
- social issues (i.e., drug overdose, sexual assault)
- student or staff lost or injured on camps or excursions
- a serious incident which may have an adverse effect on the reputation of the School

Critical Incident Team

The School has a Critical Incident Team to assist the Headmistress in the prevention and management of critical incidents at the School, or offsite. The team consists of:

- The Headmistress who is the Critical Incident Team Leader
- The Headmistress of the Prep School and Senior Management Teams of the Senior and Prep Schools
- The Headmistress, or her delegated Acting Head in her absence, would delegate the role of liaising with staff, Governors, parents and members of the extended School community to a responsible person who would be seconded to the Team
- The Headmistress, or her delegated Acting Head in her absence, would delegate the role of all external communications with outside agencies and the press to a responsible person with relevant media training who would also be seconded to the Team
- The Chief Operating Officer and her team will be responsible for the safety of the buildings including any risk from utilities affected by the critical incident

The responsibilities of the team include:

- establishing an operating base
- adopting a critical incident management plan
- making risk assessments of hazards and situations which may require emergency action
- analysis of requirements to address these hazards
- establishment of liaison with all relevant emergency services (e.g., police, fire brigade, ambulance, hospital, poisons information centre, health services, legal advisors, reputational damage consultant)
- facilitating 24-hour access to the contact details for all students and their families (this also includes agents, homestay families, carers, consular staff, embassies and interpreting services if necessary)
- facilitating 24-hour access to the contact details for all relevant staff members needed in the event of a critical incident
- dissemination of planned procedures
- organisation of practice drills
- regular review of the Critical Incident Plan
- arranging appropriate staff development/training for critical incidents
- creating budget allocation for emergencies
- liaising with local community organisations

- managing resources as the nature of critical incidents is such that resources cannot always be provided in anticipation of events. The Critical Incident Team uses its discretion to provide adequate resources – both physical and personnel – to meet the needs of specific situations.

Critical Incident Management Plans

The Critical Incident Management Plans identify the potential risks to which students and staff may be exposed and the manner in which critical incidents will be managed by the School. The Plans identify roles and responsibilities of staff and students during critical incidents. They describe all actions to be taken in the event of specific critical incidents.

Critical Incident Plans include consideration of immediate, medium- and long-term actions and follow-up and timelines for action.

The Plans group incidents into those which require evacuation, those which require containment and those in which serious personal injury/fatality has occurred. See Appendices for specific Plan details.

Managing the Media

The Headmistresses should, if possible, consult the Chairman of Governors and determine the official School response and should co-ordinate all media enquiries, but may delegate this responsibility to another member of the staff who has had media training (media/external communications co-ordinator) or may also consult the School's legal advisors.

- All enquiries from the media should be directed to the Headmistresses (media/external communications co-ordinator)
- The media/external communications co-ordinator should maintain a database of local and regional press contacts (telephone numbers and email addresses)
- All enquiries and communications with the media and outside agencies should be logged by the media/external communications co-ordinator
- Draft 'holding statements' will be held by the media/external communications co-ordinator and be available for immediate use
- No comments or interviews should be made by staff to the media, and nothing should be said 'off the record'
- No interviews with students should be permitted
- Camera crews should be kept at a distance
- No student should be photographed without parental permission
- The Headmistresses should confirm all facts before speaking to the media. If accurate information is not available or is sensitive, the Headmistresses should explain that questions cannot be answered at this time
- Do not blame or imply fault for any part of the incident as this can have significant legal implications
- Do not speculate on events but stick only to known facts
- Avoid the use of jargon and technical language
- Do not use the phrase 'no comment,' instead explain that you are unable to comment at this time
- Any inaccuracies reported in the media will be corrected immediately by the media/external communications co-ordinator

Evaluation and Review of Management Plan

After every critical incident, a meeting of the Critical Incident Team will be held to evaluate the critical incident report and the effectiveness of the management plan in order to review the Disaster/Recovery plan and make modifications as required. If appropriate, this process will incorporate feedback from staff members, students, School community members and local community representatives.

Appendix 6: CRITICAL INCIDENT MANAGEMENT PLAN IN THE EVENT OF A CRITICAL INCIDENT ON AN EXCURSION OR TRIP

What follows is given in the way of guidance that will need to be adapted to suit the situation. This written guidance should be read and assimilated in advance of a trip by each adult member of the party. Staff accompanying a trip should carry a copy of the OEAP Model Emergency Procedures document, which is appended to the Educational Visits policy and which can be found on the OEAP website on this page: https://oeapng.info/downloads/model-forms-mind-maps-and-checklists/

- Establish the nature and extent of the emergency
- Make sure all other members of the party are accounted for and are safe and, if possible, cordon off the scene to prevent further problems
- If there are injuries, establish their extent and administer appropriate first aid if you have been trained and feel capable. Be aware of consequences that might follow were you to give incorrect treatment. Have regard to your own safety viz a viz blood contact. Call the appropriate emergency services
- Advise other party staff of the incident and of actions taken. Decide, if appropriate, who is in charge and responsibilities to be undertaken by each adult member of the group
- Ensure that an adult accompanies any casualties to hospital if possible. If not then endeavour to make a considered decision as to the best course of action
- Ensure that remaining pupils are adequately supervised and arrange for an early return to base
- Arrange for one adult to remain at the site of the incident to liaise with the emergency services until the incident is over and all children are accounted for
- Contact the senior member of staff on call for the specific trip who will immediately inform the Headmistress who informs the Chairman of Governors. Control access to telephones until the senior member of staff has contacted parents/others directly involved. Give full details of the incident including:
- nature, date, location and time of the incident
- details of injuries, etc.
- names of those involved
- action taken so far
- telephone numbers for future communication

- Once informed senior management should be ready to assist with the following actions, as necessary:
- Sending staff to the scene of the incident to support the group;
- Arranging food/drink/shelter/accommodation/transport as necessary;

• Making emergency funds available – for example, for repatriating a group or for staff and/or parents to travel to the scene of an incident;

• Addressing any safeguarding issues, and alerting social services if necessary;

• Appointing a member of staff to act as a contact point and liaison person for parents etc.;

• Arranging counselling and practical support for those affected directly or indirectly – there may be a need for this both immediately and in the long term;

• Informing insurers;

• If the incident happens overseas, communicating in different languages and translating documents;

• Practical arrangements for the group travelling back to base and being reunited with parents etc.;

• Dealing with the media

Informing parents of any delays that will be necessitated.

- Do not discuss matters with the media. Refer the Press to the Head and/or Media/External Communications co-ordinator. The senior members of staff should contact the Head and establish who will take charge of the situation and what immediate action will be taken.
- The party leader should, at the first opportunity, make notes on the incident, as should other people involved. A record should be kept of the names and addresses of any witnesses or people involved
- Do not discuss legal liability
- Ensure accident forms are completed as soon as possible.

N.B.

You are advised to take a copy of this policy on School trips and all staff should carry a copy of the OEAP Model Emergency Procedures document to refer to in the event of an emergency or critical incident.

School mobile phones are provided for staff to use on School trips.

Please do not make any comment to the Press but refer them to the Head and/or the Media/External Communications Co-ordinator and/or Chief Operating Officer. Staff should try to ensure that pupils do not use mobile telephones to exacerbate the situation.

OEAP Model Emergency Procedures for Trip Leaders and Staff

Immediate Action

1. Ensure your own safety.
2. REMAIN CALM - Assess the situation.
3. If possible, delegate actions to other leaders and participants so you can keep an overview, and to allow concurrent activity.
4. Ensure the safety of the group. Make sure everyone is accounted for and adequately supervised.
5. Call relevant emergency services if necessary (see phone numbers below).
6. Carry out first aid to the best of your abilities.

First Aid: The aims of first aid are to

1. Preserve life:
   a. Casualties need to be able to breath – if they are unconscious put them into a safe airway position.
   b. Try to find and stop any serious external bleeding.
2. Prevent the condition worsening:
   a. Protect the casualty from the environment - keep them warm and dry.
   b. Monitor their condition.
3. Promote recovery:
   a. Talk to them, reassure them, hold their hand, provide emotional support.

Missing Person: If someone is missing:

- Urgently check any hazards nearby, particularly water;
- Check the activity area, and the last place they are known to have been;
- Depending on the circumstances, try to contact them, for example:
  - by mobile phone, if they have one;
  - by shouting or blowing a whistle and then listening;
- If a child is missing for more than a short time, or if an adult is missing for long enough to cause concern, alert the emergency services and your Emergency Contact (see below);
- Check any key points (e.g., a previous meeting point; accommodation; your immediate destination) to which they may have gone;
- Consider what they might have done, or what might have happened to them, from the last time and place they were known to have been, and use this to plan further searching;
- Continue the search process until emergency services take over or the person is found;
- In consultation with SMT, decide whether to continue with the visit/activity while the search continues under the control of the emergency services or another member of staff.

Other Urgent Action

Take stock and plan, delegating where possible.

Call your SMT Emergency Contact if any of the following apply

- You need support;
- The emergency services are involved;
- The incident is serious;

- Someone is missing;
- The press/media are involved.

SMT could need the following information:

- Who you are and what your role is within the group;
- The number you can be called back on;
- The nature of the emergency and details of the incident;
- What help you need;
- Whether the emergency services are involved;
- How many casualties there are and their status;
- The number of people in your party;
- Your location, and whether you plan to move.

Liaise with, and take advice from, the emergency services if they are involved.

Address the urgent needs of the group:

- Ensure adequate supervision;
- Ensure they understand what to do to remain safe;
- Physical needs, e.g., shelter, food and drink, transport;
- Emotional needs, e.g., remove them from the scene, provide reassurance and emotional support (they can often do this for each other), give them useful things to do, protect them from intrusion.

Control communications – prevent group members from using phones or social media unsupervised, or talking to the media, until SMT, external providers and affected parents have been informed, and explain to them the importance of not spreading inaccurate information.

Start a written log of actions taken and conversations held, with times.

Further Actions and Follow-Up: Take stock again and re-plan the next phase – what have you forgotten?

Deal with any casualties who are in the care of the emergency services:

- Allocate a member of staff to accompany them to hospital;
- Keep track of who is where.

Consider the needs of yourself and fellow leaders – are you/they coping?

Liaise with SMT and external provider – hand over what you can to them, to reduce the stress on you.

Continue the written log with all details of the incident of the actions taken, including names and contact details of any witnesses.

Address the further needs of the group, for example:

- Information about the incident and what is happening;
- Toilets, washing facilities, clean/dry clothes;
- Transport;
- Accommodation;
- Contact with home.

Refer all media, parental or other enquiries to SMT.

Contact relevant agencies as necessary (via School or external provider if possible).

Keep receipts for any expenses incurred – insurers will require these.

Report the incident using your employer's procedures.

These model procedures are based on the guidance in OEAP National Guidance document 4.1c "Emergencies and Critical Incidents – Guidance for Leaders". These procedures include copyright material from a model document published by OEAP National Guidance at oeapng.info.

https://oeapng.info/search-results/?download_search=management+of+visit+emergencies

5. Immigration group list letter:
Add this template to the school letterhead and complete it. Have it stamped and signed by The Head.

To whom it may concern

*[*VL name]* is leading this school group to travel to [*Destination country, city*] via [o*ther counties where applic*] for the purpose of a school trip organised by St Catherine's School departing on ***** and returning on *****

The below students are all registered on the school roll and have the right to travel to the destination as part of an organised school trip.

FIRST NAME	LAST NAME	DOB	PASSPORT NUMBER	PASSPORT EXPIRY DATE	COUNTRY OF ISSUE	NATIONALITY