

APPENDIX A – COMPLETION OF FORMS AND GUIDANCE FOR PARTY LEADERS

Party leaders are required to make and use a folder in y/staff information/Trips and extra-curricular. The must be clearly labelled, e.g. 'Ski Trip' and should be used as the working folder and repository for all documents pertaining to the trip. This folder will be set up with access permissions for the party leader, deputy party leader and school administrator only. Other users will have read-only access. All D2 and R2 forms must be lodged in the relevant folders in the same area and clearly identified as 'draft' or 'final'.

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

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

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

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

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

Residential trips: trip letters must be approved by the business manager before they are sent, to ensure that financial details are correct.

Staff organising residential trips should send a bespoke letter to parents (PR). This should refer in detail to:

- Purpose of trip
- Dates and timings
- Destination and venue including accommodation
- Programme of events
- Transport arrangements
- Cost and methods of payments, including notification that parents will forfeit their deposit and any committed expenditure if no replacement is found should they cancel/withdraw in accordance with regulations fixed by any external tour operators if appropriate.
- Details of insurance must be made available to parents. This can be posted on the website, or emailed via your clarion call group.
- Code of Conduct, if appropriate, or rules for the trip.
- Party leader and any confirmed staff accompanying trip.

- Tear-off slip for parents to confirm their interest and for the fee payer to agree to meet the payments.

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

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

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

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

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

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

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

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

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

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

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

Party Leader and Mobile Contact Number

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

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

The party leader must have a mobile contact number. This may be the party leader's own/private number or a mobile phone can be requested from the Facilities office. The mobile contact number must be included in the R2 form and will be included in information given to parents of participants (with an indication that it should be used in an emergency only).

Purpose

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

Dates

Please note that an abundance of trips in school time has a serious impact on other studies. It is therefore imperative that every trip has a serious purpose and is considered in the light of other commitments and impact on curriculum time. The School Administrator can advise you on the frequency of other outings for any particular year group. The Sixth Form should not be taken out during the day in the Summer Term before Study Leave and staff should avoid the week after the mock AS and A2 examinations to allow uninterrupted return of papers. Staff may refuse to allow Sixth Formers to go on trips if they are behind with their work, after consultation with the Head of Sixth.

In the Senior school, trips and events must not normally be arranged during Monday morning whole school assembly (8:45 - 9.30am), on Sunday mornings before 11am and on Wednesday evenings from 18:00 (Boarders Chapel). In exceptional circumstances (such as prestigious sports/music events) during these times permission may be requested from the Headmistress or Head of Boarding as appropriate.

U3-L5 should not be taken out during exam feedback week (the week after school exams in the summer term).

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

Staffing

The appropriate level of supervision depends on:

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

- The duty of care, in loco parentis, applies to all girls including those over the age of 18.

Ensure that the Director of Staff is notified of, and approves, the staff who will be out of school. Submit a cover request form as soon as possible and not less than 1 week beforehand. All staff are expected to arrange 'swaps' for missed registrations, duties and prep. As party leader please remind them to do so.

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

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

Documentation

- Valid passport i.e. with at least six months validity outstanding. (Photocopies of all passports should be held by the team leader.)
- EHIC for EU citizens only
- Visa (if necessary) or British Council list of travellers.
- Vaccinations. Consult the school's medical officer/sister for up to date requirements.
- AMPC summary and R4 forms for residential trips
- AMPC summaries for day trips

Meals required from School

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

Emergency contact at home

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

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

There is no need to write out full lists where groups are exactly as recorded in SIMS. If you are taking divisions or voluntary groups you will need to give specific details. Totals must always be

stated . Any high risk students must be identified clearly, e.g. all girls requiring an epipen, diabetics or other medical problem. Consult the medical centre for advice and where appropriate meet a parent to discuss the child's needs before departure.

Transport arrangements

Method of travel: list all methods that are being used. Only coaches with seat belts should be used. Air flight numbers and scheduled times should always be included.

If you require coach or minibus transport, use the School internal booking systems. Email coach.bookings@stcatherines.info. Email helpdesk to book school minibuses and to request drivers if you will need them. If staff cars are to be used, these must have been authorised for use in advance by the Facilities Manager. Ensure you have referred to the Driving and Minibus policy.

Transport company: for day trips give the name and telephone and fax numbers of the coach company.

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

Ask coach companies for the driver's mobile number.

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

Finance

Cost/Method of payment: include exact details of how money has been collected/ added to bills. Consider whether costs will be met from existing school budgets or added to bills. (Local day trip costing less than £5:00 should be financed from department budgeting and not added to individual bills).

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

For residential trips all payments should be collected in advance. The consent form for payment must be signed by the fee-payer and must include the phrase: ***'I am the fee payer and I agree to the payment of.....being added to my bill'***

You should create a budget sheet detailing, as accurately as possible, all anticipated expenses for the trip. Budgeting for the trip must make provision for all essential expenses that will be incurred by staff and participants. (eg. additional vaccinations, travel expenses, insurance). There should also be provision for some emergency/contingency funding for evening/social activities, medical costs,

tips, etc., as there are no separate funds for these. Unused funds can be reimbursed to parents after the trip.

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

For all charged optional trips, a list of participants must be passed to the Business Manager for approval before bookings are confirmed.

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

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

Cash should be ordered from the Assistant Business Manager (Finance and Accounts) two weeks before the trip. The business centre will provide foreign currency and pre-loaded currency cards on request.

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

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

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

Risk Assessment

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

A written risk assessment is not required for all day trips except for those which may include potentially hazardous activities. A written risk assessment is required for all residential trips outside of the UK. 'Trips abroad also need careful attention to duties under health and safety' [*ISI reg. handbook Jan 2013*].

When required, a risk assessment is not needed for every part of a trip. Teachers should assume that they only need to carry out a risk assessment in exceptional circumstances, such as adventurous

activities (mountaineering/caving, trekking, canoeing, sailing, water sports). Skiing can never be off-piste. When planning for adventurous activities the Party Leader must check that the provider holds a current licence as required by the Adventure Activities Licensing Regulations 2004

For potentially hazardous activities, Party Leaders should check that centres are approved by The National Governing Body of the Sport. Such approval is a good indication of high safety practices. Check that the activity centre is licensed under the Activity Centres Act 1995 (AALA) for centres in the UK (this is essential for caving, climbing, skiing, trekking or water sports) For further information please refer to DfE “[Health and safety advice on legal duties and powers](#)” (hyperlinked here) which includes further sources of information.

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

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

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

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

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

Considerations when assessing the risks should be given to:

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

When a risk assessment is required, it is expected that staff will add further rows to the table as required. If not completing by computer, a separate sheet can be added. All staff are advised to complete the form on computer so that a future R2 can be written more quickly. Seek advice from School Administrator on completion of risk assessment if necessary.

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

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

Form R2 will also include:

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

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

- School Administrator
- School Office
- BHM's (if applicable)
- Outings noticeboard (front page only)
- All staff members on the trip

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

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

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

The information sheet must include **emergency contact information**; parents must be issued with a mobile number for the party leader and the contact information for the School Administrator or designated SMT member.

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

Mobile Phones and Valuables: it is the collective advice of previous party leaders that the advantages of pupils taking mobile phones outweigh the disadvantages. They can be immensely useful for contacting parents at the end of the trip and also reassuring for some girls and parents. However, in the unlikely event of an emergency, staff should be aware of the effect of girls calling home with inaccurate and unnecessarily inflammatory detail. In these circumstances, staff should monitor the use of phones and the party leader should contact the school with accurate and up to

date information, so parents may be informed. Where possible and in consultation with SMT a Clarion Call voice message giving the correct facts/information should be sent to all parents before the girls begin to call home themselves. Girls should be made aware that all mobile phones and other valuables are entirely their responsibility. Girls to be encouraged to use hotel room safes where available. Alternatively, the party leader to consider collecting passports and depositing them in the hotel safe.

Advise parents to consider electronics and other valuables that their daughters might take on the trip. Consider including a paragraph in the parents information leaflet along these lines;

“If your daughter is considering bringing items such as an iPad, then we would ask that you discuss this with her beforehand and satisfy yourselves that she will be responsible for it. She must be mindful that valuable possessions are not left behind or stolen whilst in public places. Whilst we will be as vigilant as we reasonably can (e.g. we will remind the girls to lock their hotel room and leave valuables out of sight). Please appreciate that we cannot undertake to ensure the absolute safety and security of any such items. Before your daughter brings away an item of this nature, please check that data is backed up and that you have in place whatever insurance cover you deem appropriate.”

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

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

FURTHER GUIDANCE

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

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

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

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

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

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

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

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

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

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

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

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

Accidents and illness: all accidents should be reported as soon as possible to Medical centre in the first instance and then copied to the School administrator and the Assistant Business Manager (Buildings and Resource) when practicable to do so. In the event of illness (pupils or staff) contact the medical centre for advice.

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

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

Insurance: the school's insurance will be sufficient for trips in the UK in most cases. Travel insurance including cancellation insurance and medical cover is required for all trips abroad. This insurance must be in place before any payments are due to outside organisations. If in doubt, consult the Business Manager.

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

The Party leader will certainly need to know about medical conditions (of either the participant or their immediate family members, pre-existing or new condition arising subsequent to booking), non UK passport holders and non EU residents. Participants joining/leaving the trip at a different time may not be covered if their journey with the party does not begin and end in the UK (e.g. a pupil whose parents collect her from the hotel on the last day to begin a family holiday). On occasions pupils may have private family travel insurance policies. If so check that they are covered when not accompanied by their parents. Obtain full details of the policy before the trip and be clear about how to proceed in the event of an incident.

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

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

STAFF BRIEFING - to be held before departure

The Party Leader should make all staff aware of:

- Current regulations and requirements applicable to the activity that they are organising.
- Supervisory responsibilities for finance, accommodation, meals, first aid, pocket money etc. which must be properly delegated and understood by all.
- The importance of carrying at all times the R2/D2 forms (which contain the list of girls and an action plan relating to risk assessment where appropriate) and also the
- Annual Medical Parental Consent Forms,(which include girls' emergency contact numbers and details of medication required, dosages etc) and any additional medical information submitted for the trip (R4 forms for residential trips). 2 copies are carried, one for the party leader, one for the first aider.
- The specific responsibilities that each member of staff has towards the girls. It is advisable that in large parties, especially when abroad for longer periods of time the staff are given responsibilities for sub-sections of the group e.g. 5-10 girls each. This can be invaluable for distributing medicine, pocket money and for facilitating quick registration checks.
- Medical and dietary needs of girls. The party leader may nominate a person to be monitoring medicines.

- Any girls who have Epipens/Jextpens, asthma inhalers or other medical equipment or emergency medicines and ensure training has taken place if necessary. Ensure that all staff on the trip have watched the Jextpen (epipen) training film on Y:staffshare/medical
- Their role as a prudent parent at all times.

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

During the trip

The Party Leader should be in possession of:

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

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

- **Supervision for Recreational Activities**
There will be occasions when the girls are given free time but they should be in small groups (no fewer than 3 girls) and they should follow the Party Leader's guidelines for reporting in/out. Parents should always be given details of these arrangements in the parents' information evening. Any girls not meeting deadlines, rules, group size etc **may** have to accompany staff on any future outings where a degree of freedom is encountered.
- Children must never be allowed to go swimming, unless there is an adult supervisor in possession of a valid life-saving qualification. Consider whether swimming caps should be worn. Observe local regulations. They should never be released in mountain areas or undertake any other hazardous activities unsupervised. Occasionally there may be instances when girls are under remote supervision e.g. during Gold D of E expeditions. The safety of these groups should always be discussed with the School Administrator in advance. Where small groups of girls leave the main group for skiing, swimming etc., they should be accompanied by two members of staff (if this is impractical then they should be accompanied by a member of staff, ideally agreed by party leader who is empowered to make an assessment of the risk at the time, as a prudent parent).

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

- Roll call of participants – Consider collecting Girls' mobile phone numbers.
- Copy of details sent to travel company
- Copy of R2 form
- Photo report of participants from SIMS
- Copy of parents information booklet
- Travel insurance policy document
- Copies of providers' public liability insurance. Also ABTA numbers, AALA certificate where appropriate
- Travel itinerary
- Summary AMPCFs from SIMS manager
- Copies of all R4s
- Copies of all passports, visas & EHIC cards
- Contact details for the member of SMT designated for the trip.

- Staff emergency contact details
- Copy of school emergencies & disasters policy
- Travel company's own risk assessment or safety management policy
- Clarion Call list
- Clarion Call User guide + manager information (group number, password)
- Copy of any other documents from Travel company (letters etc)
- Incident log
- Record of accounts (for contingency fund carried on trip)

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

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

For both day visits and residential trips

- Letters of thanks should be written, where appropriate.
- Accounts closed.
- Any medical information given additional to that on a girl's Annual Medical Parental Consent Form and not particular to the trip in question should be given to the Senior Sister of the medical team at school for updating.
- Consider submitting a short report to the Headmistress for Monday assembly (this can be delegated to a participant). Copy to school Administrator. Images should be copied to the Headmistress, School Administrator and to the Anniversary Halls Technician by Sunday early evening.
- Where applicable, copy photos and videos to R drive. Remind all staff not to retain images of pupils on their personal devices.