

Charitable Objects of St. Catherine's School

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

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

The Whole School refers to all staff and students in the St. Catherine's Preparatory and Senior Schools which includes: 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 written in 2001 and updated in 2003 in line with the School's Policy review Schedule which ensures that all policies are kept up to date. It was substantially revised in April 2007, and updated in September 2009 and September 2010 to incorporate the Annual Medical Parental Consent Form and changes to ISI regulations.

AIM OF VISITS

On all school visits and journeys the main aim should be to advance pupils' knowledge and experiences in an enjoyable and safe environment and should fulfil the 'Every Child Matters' ethos.

School visits and journeys:

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

RESPONSIBILITY FOR SAFETY

Responsibility for the safety of pupils at St. Catherine's rests ultimately with the Governing Body through the Headmistress. Teachers and others concerned with 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. Procedures and planning must take account of pupils with learning difficulties and disabilities.

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 the case of residential visits, in extreme cases of misbehaviour, arrangements may be made with parents to send the child home.

Clarion Call

The Clarion Call messaging service is available for all school visits should the party leader need to contact all parents. For a residential trip the Clarion Call group should be set up in advance and the party leader be given training on how to operate the system.

PLANNING TIMETABLE

For all trips the member of staff should follow this checklist and ensure that all procedures are followed within the timescales given. Consideration at each stage of planning should be given to pupils with learning difficulties and disabilities.

1. Trip approved by School Administrator- Form 1(when it will be entered in the calendar)
2. Proposed destination visited within 12 months of trip
3. Booking confirmed with company/organisation etc, where a company is subcontracted to organise a trip, all documentation, ABTA Registration No., risk assessments, staff CRB procedure should be verified by the trip leader, and cheques requested from the bursary.
4. For larger residential trips seek support with financial planning from the School Accountant if necessary.
5. Approved coach company/minibus booked.
6. Information circulated to parents. Form PD or information letter for residential trips. (PR)
7. Set up ClarionCall group if appropriate
8. Preview meeting arranged with parents (if residential). Letter R3
9. Staff informed of any disruption to timetabled lessons including Director of Music (who will advise VMTs), SEN teachers and extra-curricular teachers by posting R2/D2 on notice boards.
10. Any potential marketing opportunities/ press coverage to be discussed with teacher in charge of Marketing/PR.
11. Catering requests submitted to Catering Manager. At least 2 weeks in advance.
12. Form R2/D2 submitted with full risk assessment within or attached at least 2 weeks in advance unless there is a good reason previously discussed with the School Administrator.
13. Cover request form submitted- at least a week in advance.
14. Book School minibus, if appropriate, and be aware of the minibus policy, under the Driving Policy.

After trip

1. Phone to home contact, usually the School Administrator, to liaise immediately on return.
2. Submit accounts to Accounts Department, if applicable, within one week of return or confirm billing details already sent to Accounts Department.
3. Complete R5 Evaluation for all residential trips. This may also be used for day trips if you feel that the information is usefully maintained by the School administrator.
4. Ensure a pupil writes up the trip and submits the article with a suitable photograph to the magazine editor or the website manager.
5. Where applicable, send the photography co-ordinator a disk of photographs for possible publication on Image Bank.

TYPES OF VISIT

This code of practice outlines the procedure for organising visits and gives detailed guidelines to take you through that process. These instructions must be followed meticulously. Visits are defined as one of the following categories. Any of the visits may also be an adventurous training trip.

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

PROCEDURE FOR DAY VISITS

Forms are listed as Appendices

- Form 1: Educational Visit Approval; this must be submitted in full to the School Administrator before any further plans are made. (Appendix 1)
- Form PD: Information for parents with return slip for consent. (Appendix PD 1)
- Form D2: Confirmation Information and Risk Assessment; must be submitted 2 weeks in advance of the proposed trip. (Appendix D2)
- Pupil briefing: Usually takes place within lesson or House meeting

PROCEDURE FOR RESIDENTIAL VISITS

- Form 1: Educational Visit Approval Form, must be submitted in full to the School Administrator before any further plans are made. All Tours abroad should have prior approval from the Headmistress and be entered on the Tours overview at least 18 months ahead of event. (Appendix 1)
- Letter PR: Letter, sent by trip organiser, to parents regarding trip with return slip for confirmation of payments. (Appendix PR 1)
- Form R2: Confirmation Information and Risk Assessment; must be submitted 2 weeks in advance of the proposed trip. (Appendix R2)
- Letter R3: Letter sent to parents regarding information evening and pupil briefing. (Appendix R 3)
- Form R4: Parental consent form with medical information, to update Annual Medical Parent Consent Form. (Appendix R4)
- Evaluation R5: Evaluations must be completed and submitted to the School Administrator within 10 school days of the end of the trip (Appendix R 5)

PROCEDURE FOR LOCAL SPORTS/PE MATCHES

- All matches are entered in green on the relevant calendar by the PE department pending approval.
- The School Administrator changes them to black once they have approval.
- Risk assessments are to be found in the PE handbook which is on the shelf above the School Administrator's desk.
- Details of matches within the school day are posted on the staffroom noticeboard at least a week in advance including names of girls and staff involved. Details of all matches including those after school or at weekends are given to the school office and in addition details of those after school and weekend matches to the boarding housemistresses.

PROCEDURE FOR NEIGHBOURHOOD/LOCAL VISITS

For all trips in the immediate locality, Form 1 and D2 should be used and PD is also needed. All parents are sent a letter when they join the school which gives permission for their daughters to join local trips for which no extra charge is made. In these cases a letter is needed as a courtesy to inform the parents of the visit and no reply is needed.

COMPLETION OF FORMS

The following guidelines should be used in conjunction with the forms. All bullet points appear in the same order as the sections required. 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 the girls to avoid postage, and a Clarion Call email is sent to alert parents to this fact.

FORM 1 - Educational Visit Approval and Submission to the School Administrator

Appendix 1

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 although late requests in the current term are also considered. All residential trips need to be placed on the planning sheet for trips at least 18 months before their departure. Form 1 should be completed and handed in before there is any consultation with pupils and parents.

FORM PD - Information for Parents (Day trips)

Appendix PD 1

Day trips

Parents should be sent Form PI. 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 Parent Consent Form.**

LETTER PR - Information for Parents (Residential trips)

Appendix PR 1

Residential trips

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.

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 agree to meet the payments.

FORM 2 - Confirmation Information D2 for day trips and R2 for residential trips

- **Venue/ Destination, Address and Telephone Number**

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 CRB check.

- **Party Leader and Mobile Contact Number**

Each visit must have a Party Leader, who is a qualified teacher and who is a 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 any one other than members of the school, ie other than staff or girls, this should be brought to the attention of the School Administrator before any definite arrangements are made.

- **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. 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. Evening social events should be arranged for the latter half of the week i.e. Thursday – Sunday because of prep and tiredness. Boarders must be in Chapel on Wednesday.

- **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. Any queries should be referred to the School Administrator.
- The inclusion of other adults as responsible helpers shall be at the discretion of the Head but responsibility would lie with the trained teachers rather than volunteer helpers. Such helpers must be CRB checked for any residential visit.
- The duty of care, in loco parentis, applies to all girls including those over the age of 18.

- **Documentation**

Valid passport i.e. with at least six months validity outstanding.(Photocopies of all passports should be held by the team leader.

EH1C for EU citizens only

Visa (if necessary)

Vaccinations. Consult the school's medical officer/sister for up to date requirements.

- **Meals required from School.**

All meals ordered should be recorded

- **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 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**

i.e. House, year group. 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.

- **Transport Arrangements**

Method of travel

i.e. coach, ferry etc. 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.

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.

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 reasonable accurate e.t.a. can be ascertained.

- **Finance**

Cost/Method of payment

Include exact details of how money has been collected/ added to bills. For residential trips all payments should be collected in advance.

Cost of Preliminary Inspection visit

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 should be added to the girls' accounts but care should be taken to avoid making the cost prohibitive.

During the trip

The Party Leader should be in possession of:

- i) Local information;
- ii) Assurances that the programme of activity is suitable and conducted in accordance with any current regulations;
- iii) Fire regulations for any hotels/hostels;
- iv) Governing body approval / licence for Activity centres

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 every room accessible to any of the pupils or staff. A walk and talk through of the evacuation procedure should take place on arrival.

- v) Annual Medical Parent Consent Forms for every girl in the party, which will include contact details and permission for emergency medical treatment if the parents cannot be contacted.

Appendix 6

Contingency sum

You may want to account for meals, social activities, medical costs, tips, etc.

- **Staff**

Include names of all staff and give reasons why they have been included on the trip in terms of strengths, qualifications, skills and experience. It is most important that consideration should be given to ensuring that there is a qualified First Aider on every trip. Staff should be invited on trips as part of their professional development and they 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.

RISK ASSESSMENT

The purpose of the risk assessment is to heighten the group's awareness of potential risks and hazards in order that they may be prevented where possible. Pupils must not be placed in situations which expose them to an unacceptable level of risk. 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 injury/death/ absence of the Party Leader. When travelling on coaches it is advisable for staff to spread themselves out in case of an accident so that children have closer access to an adult.

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

Hazard	Safety measure
Injury due to road accident	Staff ensure all girls are wearing seat belts
Girls are lost in busy areas	Girls are reminded to stay in groups of 3 at all times
Cut hands whilst ice skating	Girls must wear gloves.
Pupil lost in town centre	All girls should have access to a fully operational mobile phone if possible and the contacts numbers for members of staff.

Obviously hazards and 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 but staff are responsible for ensuring that the assessments remain relevant.

The group leader and other staff should monitor risks throughout the trip and take appropriate action as necessary.

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.

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 completing the risk assessments 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. Sample risk assessments can be found on the School's computer network, on the Y-drive in the School Administrator folder under Risk Assessment.

Extra information for Residential trips only that can be included in separate documents or copied into R2.

It is envisaged that this information may already have been produced in another format or have been produced by the tour company. It is therefore quicker to attach separately but may be copied into the main document. If any item is not submitted then consultation with the School Administrator is essential .

- **Programme of Events**

This should also 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 before departure i.e. coach driver, hotelier, host.

- **Insurance**

The school's insurance will be sufficient in most cases. Additional travel and medical insurance may be required for trips abroad and hazardous activities. 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. 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. Some St. Catherine's families will have their own family travel insurance and full details of these will need to be collected before the trip.

- **Copies of all Form R4 from all pupils**
- **Contact details for all staff accompanying the trip**
- **Advice given to girls regarding clothes, spending money, provisions and equipment**

It is envisaged that this will have been given to them in a written format as well as during a meeting. 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

- **Copies of the Annual Medical Consent forms, with annotated amendments provided by parents for the trip.** Copies should be obtained from the Medical Centre and be collected well in advance for residential trips. For day trips they should be collected after 4pm at least 24hours in advance of the trip.
- **Copies of letters PR and R3 (Appendices PR1 and R3) relevant to the trip and briefings leaflet for parents**

Party Leaders Checklist

Please ensure you answer Yes to all the questions on the checklist on the D2/R2 forms before submitting them.

**Once completed Form R2/D2 should be sent to the
School Administrator,
School Office,
any BHM(if applicable),
Outings noticeboard (front page only),
All staff members on the trip.**

Pupil Briefing (Day Trip) or 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 home and by email to 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. A booklet 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 R4 should be given out, explained and parents encouraged to complete and return it asap preferably at the end of the meeting. A list of those present must be taken and details sent to absentees.

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.

Once R4 details are returned then a Clarion Call group will be set up for emergency contact. Parents should be issued with the mobile numbers of the party leader and the contact information for the School Administrator or designated SMT member.

FORM R4 - Parental Consent and any Medical Information additional to the Annual Medical Parent Report Form

Form R4 should be sent to parents to complete and return approximately 4 – 6 weeks before departure so that all information is up to date.

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 action plan relating to risk assessment and list of girls and also the Annual Medical Consent Forms, copies of the latter in the case of residential trips and any additional medical information submitted for the trip.
- 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 Epipens needed and ensure training has taken place if necessary.

PARTY LEADER'S CHECKLIST TO BE TAKEN ON TRIP

Day and residential trips

- Documentation regarding booking including receipts.
- Emergency funds or access to funds.
- School's emergency procedure.
- Copy of detailed itinerary.
- A register of the girls and staff on the trip.(R2/D2)
- First aid kit.
- Girls' medication which should be labelled.
- Annual Medical Consent Forms

Extra for residential trips only

- Insurance details.
- EH1C cards for all EU trips
- Photocopies of all passports. For some trips it will be necessary to take 2 copies of each passport.
- 2 Copies of R4 and Annual Medical Consent forms for all girls, one for the First Aider, one for the party leader. This includes the girls' emergency contact numbers and any instructions/dosage for medication.
- Instruction on use of Clarion Call.
- Emergency contacts for all staff on the trip.
- Party Leaders should consider whether to issue girls with identity labels for residential trips abroad. This should include the following information:
 - The girl's name;*
 - Party Leader's name and contact number;*
 - Hotel.*The label should be written in English and in the language of the country.
- A passport sized photo of each girl for identification in an emergency, should the child go missing. This can be obtained from SIMS by submitting a request to the SIMS administrator listing all pupils.
- Staff must collect in and look after all passports when abroad, and the girls must carry one of the photocopies.

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

Upon return the party leader should immediately communicate with the home link so that any problems, or hopefully lack of problems, can be shared.

The Party Leader should submit form R5 to the School Administrator within 10 school days of the end of the trip.

Letters of thanks should be written, where appropriate.

Accounts closed.

Any medical information given additional to that on a girl's Annual Medical Parent 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 on to the relevant Annual Medical Parent Consent Form.

Extra guidance for all party leaders

- **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. 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.
- Enquires should be made early about the type/nationality of passports, as some girls will need visas if they do not hold an EU passport. In some cases, schools should complete an exemption form for girls travelling to Europe in a large group. This can be obtained from The Post Office
- 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. Addresses and explanations of qualifications are available in the booklet marked "Further Information for Visits out of School" in the Staff Administrative room in the Senior School. The DFE Circular 22/94 of September 1994 "Safety in Outdoor Activity Centre: Guidance" is very helpful for visits to outdoor activity centres. Party leaders should always check that the activity centre is licensed under the Activity Centres Act 1995.
- **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.
- 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.
- 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.
- 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 the Senior Management, before such changes are implemented.

Signature of Preparatory School Headmistress:

Signature of Senior School Headmistress:

Date.....