



THE
MARIST
SCHOOL
ASCOT

THE MARIST SCHOOL

School DfE No: 868/6013

Educational Trips (Whole School) Policy - Pt 3, 14

**Excellence as a habit not an action.
Excellence in who we are; Excellence in what we do;
Excellence in our service of others.**

Ratified: 12th December 2023

**Renewal: 1st December 2025
(with an annual review)**

Feet on the ground. Reaching for the stars.

WHOLE SCHOOL EDUCATIONAL VISITS POLICY

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1. Introduction

As a school we are committed to providing our students with a broad and balanced education. An integral aspect of this is the provision of opportunities to learn outside of the classroom. At the Marist, we actively encourage the use of educational visits where it can be demonstrated that the experience will add value to the students' learning. Visit the following webpage for a mind map of potential benefits and learning outcomes from educational visits - <http://oeapng.info/downloads/download-info/2-5b-range-of-potential-lotc-activity-benefits-and-learning-outcomes-mind-map/>.

As far as the educational content of the visit is concerned, this requires consideration of:

- How the visit fits into the school's curriculum
- The amount of time which can justifiably be spent on the visit in view of its educational value
- How follow-up activities can be fitted into the school's arrangements when students return from a visit.

Teachers who take students out of school on a school activity are responsible for all students in their care just as they are in school during school hours. The obligation is to take all reasonable measures to ensure that no student is exposed to unacceptable risk. In other words, to act reasonably, carefully, and not carelessly. The law does not expect anyone to do the impossible, but a teacher who either does something which a reasonable teacher in the same circumstances would not have done, or fails to do what that reasonable teacher would have done, is negligent.

Out-of-school visits are usually popular and enjoyable activities. However, the fundamental point about any out-of-school event is that the teacher-student relationship remains in place. The management of the school and the staff involved have a professional and legal responsibility for the safety and success of the event. "Co-curricular" does not mean outside the normal standards of care and attention.

It is impossible to overstate the significance of adequate preparation both to the success and to the safety of an out-of-school visit. Where tragedy has struck on an out-of-school visit the importance of full preparation, including a Risk Assessment, has been thoroughly endorsed in inquests and inquiries. As far as safety planning is concerned, preparation should identify potential dangers and difficulties which could arise, and then set up strategies to avoid those dangers or to keep them at acceptable levels. In order to do this, knowledge of the students on the visits and the location is required. Those involved in organising the visit should be aware of, and familiar with, the activities and objectives of the out-of-school visit.

Communication is an important part of preparation. The leadership of the school needs to know exactly where the location is, what activities and facilities are on offer and how those activities or facilities are to be supervised.

The Educational Visits Co-ordinator, Mrs J Bishopp, must be contacted to check on current legislation and codes of practice as she has taken responsibility to keep abreast of all current information relevant to school trips. The school has adopted the OEAP National Guidance for educational visits which should be referred to by staff in the planning of their intended trip (documents available at <http://oeapng.info/>).

Where there is a conflict between the National Guidance and the advice contained within this document, staff should always follow the school's policy and seek clarification as required from the EVC.

For any residential trip, the Bursar must be contacted to review the proposed financial arrangements and assess the financial exposure to the school. The Bursar will also advise on such matters as insurance.

The Educational Visits Co-Ordinator is the Director of Sport and EVC, Co-Curricular Co-ordinator.

In organising and planning an educational visit, staff should be mindful of their obligation to take reasonable steps to avoid putting disabled students at a substantial disadvantage (the 'reasonable adjustment duty') and not treat disabled students less favourably. The definition of 'disability' must be applied in the broadest sense and includes students with special educational needs.

2. Clarification of roles

Governors

As part of their responsibility for the general conduct for the school, the Governing Body has adopted this policy for the effective and safe management of educational visits. The Governors have delegated to the Principal/EVC the responsibility to approve all day visits. Details of all proposed overseas residential visits are submitted to the Governors in the academic year prior to the proposed trip, for approval by the Governing Body.

The Principal & The Educational Visits Co-ordinator (EVC)

The Principal has delegated to the EVC the responsibility to approve in principle all visits, although all residential visits should be discussed amongst members of the school's Exec Team before final consent is given for a visit to take place.

The Educational Visits Co-ordinator

The EVC must receive appropriate training from a certified provider and this must be revalidated every three years.

The EVC is responsible for ensuring that all educational visits are properly planned and appropriately supervised and that this policy is implemented. The EVC should ensure that the aims of the visit are commensurate with the needs of the students, including those with special educational needs. The EVC should ensure the suitability of all staff appointed to the visit and ensure that the visit leader fully understands his/her responsibilities. The EVC will have an overview of all arrangements including emergency contact, insurance and parental consent. The EVC must approve the Risk Assessment Form for each visit which must be completed by the Visit Leader.

The Visit Leader

The EVC is responsible for confirming the suitability of the designated visit leader. The visit leader is the designated person responsible for the visit and who will have overall responsibility for the safety and conduct of participants and the visit leadership team. Where applicable, the visit leader is also responsible for ensuring that any tour company/organisation to be used has completed enhanced DBS checks for its employees. The visit leader will allocate responsibilities to all adult supervisors. The visit leader will ideally have assisted on at least one Marist trip before and should normally have been on a minimum of three school trips (whilst at The Marist or elsewhere) with the participating age group in question. Exceptions may be made in the case of small numbers of Sixth Form groups.

If the visit leader is likely to have family members as participants or staff on the trip, the EVC will need to make a judgement as to whether it is in fact appropriate for this person to lead the trip given the potential implications for effective supervision in the event of an incident.

The visit leader is responsible for fulfilling all procedural and organisational requirements set out in this policy, before, during and after the visit.

The Bursar

Must have an overview of financial arrangements for all residential trips and, in particular, the schedule of payments and details of all students signing up, and subsequently the financial exposure for the school.

3. Planning for an Educational Visit – Procedural requirements

A member of staff who is planning to run an educational visit should ensure that they have fully consulted the Educational Visits Policy and made use of appropriate appendices which can be found at the end of this policy – the appendices contain the link to Teams). The visit leader should use the policy and appendices contained therein.

No visit may be advertised to students or parents until agreement to it taking place has been obtained from the following:

- **The Educational Visits Co-ordinator**, who will confirm provisional availability of the dates involved. Residential/overseas trips will need to be cleared with the EVC who will discuss the trips with the Governors and Executive Team and late plans for trips

will be considered in the light of the overall year plan. The Executive Team and Governing body will give final approval and the annual plan will be assessed so that no particular interest 'corners the market'.

- **The Bursar** (in the case of residential trips), with whom a meeting must be arranged to assess the proposed budget and schedule of payments.

Day visits - Senior Phase

Consultation with the EVC is a vital prerequisite for any planned departmental outing or event with a duration of less than one day. The EVC will ensure that the date is suitable, including not clashing with other events or staff being out on INSET. A day when the subject is taught should be given preference, and a day when as few exam groups will be impacted, as far as possible. Once a visit has been approved the visit leader should enter the details to the school's calendar using the SOCS system.

The visit must provide significant educational benefits.

Day visits - Preparatory Phase

Approval or cancellation of all trips must be made through the Vice-Principal Prep to ensure the appropriateness and timeliness with regard to the curriculum, and to maintain the school's reputation with the venues.

PROCEDURAL REQUIREMENTS FOR DAY OR RESIDENTIAL EDUCATIONAL VISITS

The designated leader should use the Visit Leader Checklist throughout the planning stages:
See Appendix A

<http://oeapng.info/downloads/download-info/3-3e-visit-leader-check-list/>

3.1 Approval of visit plans

Approval for a day visit should be sought from the Vice Principal Prep/EVC (for Prep visits) or the EVC (Senior visits) This requires submission of **Appendix B** to the EVC. Approval for a residential and/or overseas visit requires submission of **Appendix C** to the EVC or a meeting with the EVC to discuss the proposal. The EVC will seek final approval from the Executive Team or the Governors as appropriate.

3.2 Evaluation of external providers

Assurances should be sought from all providers as to their safety and quality of provision. Licences from the Adventurous Activities Licensing Authority (AALA) or the Quality Badge awarded by the Council for Learning Outside the Classroom are nationally recognised schemes that negate the need for seeking further assurances.

3.3 Finances

For all residential/overseas trips, **Appendix D** must be submitted to the Bursar prior to a meeting to agree the financing of the visit. Before places are confirmed to parents, a list of

students must be provided to the Bursar to be checked against bursary records. Where there is a case of fees being in arrears, the Bursar will advise as to whether that pupil would be able to access the trip or visit. The Bursar will make all decisions relating to students on means-tested financial assistance being allowed to join school trips. As a rule, the school's stance would not be to prevent such students from benefitting from the opportunities of an educational visit. However, some visits may be deemed less essential than others and the decision will be made on a case by case basis.

3.4 Information to and from parents – parental consent

Parents should be given written details of the trip in order that they can provide consent for their child to participate. This must include details of its purpose, date and time, the programme, destination and location, transport information, estimated charge to parents, the code of conduct expected of students, names of staff (and, where possible helpers accompanying the trip), special clothing or equipment required and emergency telephone numbers here and at the venue (where appropriate). In the case of a visit requiring specific insurance arrangements, full details must be given to parents. All letters in relation to educational visits will be sent out on the E-Bulletin.

3.5 Standards of behaviour

See Appendix E

Students and staff should be briefed on standards of behaviour. This will include:

- The necessity for good manners, the importance of sitting down on coaches and wearing seat belts
- Adherence to normal school rules on chewing gum, smoking, etc.
- Students' responsibility for their own property.
- In the Preparatory Phase, no electronic devices should be in school or taken on school trips.

3.6 Risk Assessments

It is the responsibility of the Visit Leader to produce an assessment of the risks. The risk assessments in **Appendix F** should be used as templates for risk assessments; however, it is acknowledged that when working with an approved tour company, they may assist with risk assessment production and this may take a slightly different format. It is the responsibility of the EVC to approve the risk assessments for trips prior to departure. In this respect, risk assessments should be passed to the EVC in good time for full consideration to be given and for amendments to be made as necessary. Copies of the risk assessments must be given and explained to all supervising adults.

For visits of one day or less, there are exemplar risk assessment documents on Teams that should be used as the starting point in the majority of cases (e.g. lecture, theatre & museum visits; town & shopping trips). For residential visits, overseas templates are also available to

assist in the assessment of risks for common aspects of trips such as transport and accommodation – see **Appendix F**

All adventurous or 'risky' activities must be assessed specifically e.g. surfing in Newquay or glacier walking in Iceland.

3.7 Group Management & Supervision

For further guidance on good practice please download & read the following document <http://oeapng.info/downloads/download-info/4-2a-group-management-and-supervision/>

Every trip must have a clearly designated visit leader. The EVC is responsible for decisions on appropriate staff: student ratios for each visit and will have the final decision on staffing for all trips.

- The standard recommended ratio for trips is one adult per ten students, with a minimum of two adults. Please discuss ratios for trips with the EVC.
- The recommended ratio for trips for the Early Years is one adult to four children, although one adult to six is acceptable. Children must always be within sight and hearing of staff.
- In the case of local trips such as sporting fixtures, students may be accompanied by one member of staff but there must be another adult on call in the event of an emergency.
- For trips involving a small number of sixth form students, one member of staff may accompany the trip but there must be another adult on call in the event of an emergency.
- If non-teaching staff or non-Marist employees accompany the trip their duties must be made clear.
- Any adult accompanying a residential trip must have an enhanced DBS disclosure.

Party leaders must explain clearly to all adult supervisors what their particular responsibilities are in advance.

Head counts should be undertaken regularly during all off-site visits. The frequency will need to be increased at certain points such as crowded public areas, getting on or off transport, and when arriving at or leaving a location or near a significant hazard (e.g. water). A head count should always be part of the initial response to an incident or emergency.

Students must always be correctly supervised during a visit. If there is an obvious hazard (e.g. flowing water, etc.) staff must always be with students. In the absence of such hazards,

students who are of sufficient age may be allowed 'down time' provided that the following guidelines are adhered to:

- They must be in groups of not less than three and be told to stay together.
- The students must carry with them suitable identification and, where appropriate, a map of the location.
- All students must have been told where and how a member of staff can be contacted at all times in the event of an emergency.
- Students should not be allowed down time for prolonged periods, normally not more than one-two hours' duration, dependent on location and the age of the students concerned.

Staff should take a school mobile telephone (obtainable from the Receptions). In addition, they should have with them emergency contact numbers for, in the first instance, the designated member of the Exec Team or, in their absence, the Vice Principal.

Students must not be allowed to return home unaccompanied or left unattended outside school (after school hours) unless this has been specifically agreed with parents.

In the event of a possible return from a trip after the normal Reception times, it is essential that the trip organisers contact Reception in good time so that a message can be sent to parents via InTouch if required.

3.8 Medical Care

Senior Phase

- Medical information is gathered electronically, at the beginning of each academic year. The information gathered is regarded as current unless updated by a parent, in writing. These forms, once completed and returned, will suffice for all UK trips organised in the current academic year.
- Any changes to medical history are requested on the permission slip of the generic letter for all one-day educational visits. This information is sufficient for all educational visits of one day or less.
- For residential/overseas educational visits, the form **Appendix G** (Essential Information & Parental Consent Form for Residential Trips) must be sent to parents for completion.
- The Visit Leader must take a copy of each student's permission slip/medical form (containing the medical information & parental consent) with them on the visit either electronically or a copy.
- The Visit Leader must provide reception with a list of names of all students attending the educational visit, as well as the itinerary and a copy of the final checklist – see **Appendix H**.

- The Visit Leader should discuss any queries or concerns with the specific parents prior to the visit.
- The Visit Leader should nominate one of the supervising adults on the visit to be responsible for the first aid kit and with matters of first aid. Where possible, this should be someone with a current first aid qualification. This person must request the first aid kit from Reception. This person should have spoken to any parents about specific medical issues and ensure that the student is carrying their epipen and a spare is carried by staff.
- The Visit Leader should nominate one of the supervising adults on the visit to be responsible for any prescription medication for students. Prescription medication must be kept securely by an adult and under no circumstances should students be allowed to look after their own medication. The member of staff should take copies of **Appendix J** (Record of medicine administered on a school visit) which must be completed and logged onto iSAMS Medical Centre following the visit's return to school.
- All first aid kits and medication should be returned immediately on arrival back at school to Reception to be locked in the Office overnight.

Preparatory Phase

- Medical information is gathered, via medical information forms, when a pupil enters the Preparatory Phase. The information gathered is regarded as current unless updated by a parent, in writing. These forms, once completed and returned, will suffice for all UK trips organised in the current academic year.
 - Trip leaders should take a photocopy of the form for each student on the trip or have access to an e-copy.
 - All medical information forms to be kept by the Medical Room in the Preparatory Phase.
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- All trip letters to request that known changes in medical circumstances be noted in reply slip.
 - Reply slips for all trips to be collated by the person in charge of the trip and attached to Medical Information forms if necessary.
 - Before any trip, one of the supervising adults should be nominated as responsible for the first aid kit (to be obtained from the Medical Room) and to deal with matters of first aid. It is the duty of the trip leader to ascertain the availability of local first aid facilities. At this time, detail of any "current" medical information relating to trip participants should be obtained from the Medical Room.
 - Trip organiser to request from the Medical Room, in good time, relevant medical information forms relating to trip participants.

- A separate Medical Information form will be required for all overseas trips. This must include parental authorisation granting permission for emergency medical treatment if the parents cannot be contacted.
- A member of staff able and willing to administer an Auto-injector (e.g. epipen)/must accompany all trips where a student has this medical requirement. The parents have responsibility to provide and ensure that the epipen is within date and that there is a spare provided.
- A qualified Early Years First Aider must attend any Early Years trip.

Students' medication must be handed to the leader.

3.9 Transport

If staff wish to use their own vehicles in connection with a school visit, they should check with the Bursar that they are adequately insured to use the vehicle for that purpose and complete any relevant forms as directed by the Finance Department. In special circumstances, 6th form may drive each other to events e.g. at volunteering. Yr 13 must ensure prior permission is gained from parents the driver and the student. The school does not authorise students to travel in other students' cars and will not accept responsibility if they do so.

If a school minibus is to be used, the driver must be on the school list of approved minibus drivers. Minibus drivers should ensure that their total working day, (the normal teaching day and driving time) should not exceed 10 hours. Drivers should take a minimum 20-minute break every two hours.

At all stops on a journey, students must be checked back onto the coach against a written list. In the case of more than one coach there should be an adult in charge of each with a separate list of the students on that vehicle and responsible for checking that all students are accounted for after each stop. The adult in charge of each coach must carry a mobile phone and staff must exchange mobile phone details.

3.10 Meeting with students

Prior to a residential visit a meeting should be held with students to go through key information, notably that pertaining to health & safety and behaviour expectations.

3.11 Guidelines for dress on school trips

As ambassadors for the school, students should be neatly and tidily dressed at all times when out of school. When visiting an indoor venue or other place where their clothes are not in danger of being damaged, all students should be in full school uniform. This information should be included in the letter home.

When a visit takes place out of school hours, students may not necessarily be expected to wear uniform. Residential visits may include a requirement for school uniform to be worn at times, for example to formal functions or events.

3.12 Travel insurance:

The school has an annual travel insurance policy. A copy of the policy with details of the cover is available from the Bursar. Staff accompanying a residential trip should ensure that they have the insurance policy number and emergency assistance telephone number, in particular, to authorise medical treatment costs on overseas visits.

3.13 Communication to colleagues

Where a visit takes place in school time, a list of all students who will be missing lessons should be emailed to all teaching staff in advance (Senior Phase only). Specialist subject teachers in the Preparatory Phase will be advised, as necessary.

All details of the visit, including a list of all staff and students on the trip, (if any adult helpers are not members of staff, their address and emergency contact number must be included), must be saved to the Trips and Visits Folder on Teams (wholeschool/trips) the at least 48 hours before the visit takes place. Mobile contact numbers for staff should also be included in the documentation.

4. The Visit

The visit leader must recognise that whilst leading the visit, he or she is in effect representing the Principal/EVC and holds delegated responsibility for Health & Safety and Duty of Care.

On the day

It is the responsibility of the visit leader to ensure that every adult supervisor is fully briefed on the appropriate procedures and policies outlined in this document. Each adult must be given copies of the following:

1. Risk Assessment
2. Appendix K – in the event of disaster guidelines
3. Appendix H – Trips Information Final Checklist
4. Emergency staff contact numbers (school reception, Exec contact, school security)
(Collect business card size template from Co-Curricular Administrator)

Ensure the following is saved to the Trips and Visits Folder on Teams (wholeschool/trips) which is accessible by Reception, Student Services & EVC:

1. Itinerary – to include hotel/accommodation names, addresses & contact numbers
2. List of students
3. List of staff
4. Contact numbers for all staff
5. Risk Assessment
6. Details of tour operator (residential/overseas visits only)
7. Transport details including flight numbers (residential/overseas visits only)

If students will be under remote supervision at any stage, collect mobile phone numbers before departure.

All staff should carry a mobile phone whether their own or a school mobile. Reception must be given the number of personal staff mobiles if school ones are not being used.

During the visit

It is the responsibility of the visit leader to ensure appropriate supervision is in place in relation to the age of the students and the activities being undertaken (see 3.8 above). There should always be a system in place to safeguard young people .

On return

Check all students off the coach and ensure all students are collected by a parent or guardian or have an appropriate other activity/location to go to e.g. a lesson. A member of Marist staff must remain with uncollected students until all parents have arrived and all children have been collected or are supervised in another location.

5. Key procedural advice

5.1 Emergency/Critical Incident Procedures

All leaders must carry the school's 'Emergency Procedures guidance sheet (Appendix K or credit card version available from Co-Curricular Administrator (Hayley in Senior or Tricia in Prep) with emergency telephone contacts and the action plan for if an incident should happen. It is the responsibility of the Visit Leader to collect and distribute this document to all staff on the trip.

5.2 Swimming

Swimming should not form part of a residential trip unless as a supervised activity for which parents have given written permission. Please also see the two national guidance documents for natural water bathing and swimming pools found at <http://oeapng.info/downloads/specialist-activities-and-visits/>. In any situation where students are swimming, at least one member of staff must always remain out of the water in a vigilant supervisory capacity. This is in addition to any lifeguard cover that may be in place already at the venue.

"Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a school group. They should only be allowed as formal and supervised activities, preferably in recognised bathing areas which have official surveillance ie qualified lifeguard cover. Nonetheless, students should always be in sight of their supervisors. One supervisor should always stay out of the water for better surveillance.

The group leader, or another designated teacher in the group, should hold a relevant lifesaving award, especially where lifeguard cover may not be available. For further advice contact the Royal Life Saving Society.

Some LA's advise their schools that a ratio of 1 adult per 10 students is a minimum. The group leader should assess the risks and consider the appropriate safe supervision level for their particular group before the activity takes place." (DfE Educational Visits guidelines).

5.3 Money

An amount appropriate for the trip should be recommended. In the case of Years 7-9, arrangements should be made for money to be held centrally in the hotel safe and issued on a daily basis.

5.4 Alcohol: students

For all pupils, alcohol may not be consumed.

5.5 Alcohol: staff

Staff on duty, and at least two members of staff at any time, must refrain from consuming alcohol on each day of a school trip. This is to ensure that, should there be an emergency, one member of staff can deal with the emergency, and another member of staff can be fully responsible for all other students.

If alcohol is consumed by staff not on duty, this would be limited to a modest amount and responsible conduct is always expected. Staff should be aware that they are **in loco parentis** and a good example must be set to students in their care.

5.6 Passports and EHICs

Passports should have a minimum of six months' validity. It is advisable to make photocopies of both passports and EHICs which can be kept for record keeping purposes.

5.7 Prescription medication

Students should not have any medication (prescription or otherwise) in their possession. If prescription medication is required, this must be kept securely by a member of staff on the visit. Appendix J must be taken on the visit and completed to record when the medication was administered.

6. Exchanges and Homestays

Exchange Visits

The Marist School no longer runs MFL Exchange programmes where students are hosted by other families.

St Henry's Exchange

Each year one student is selected to go to South Africa to stay with a host family from a Marist sister school, St Henry's in Durban, for a period of 3 weeks. The SA student is also hosted by the family in Sunninghill.

For the purposes of the exchange programme the National Guidance Documents are consulted, in particular the following documents: [3.2a Underpinning Legal Framework](#), [3.2g Vetting and DBS checks](#), [7f Exchanges and Homestays](#) , [6r Hosting a Homestay](#).

Once selected, the parents of the exchange student contact the host family directly and make all travel and visa arrangements themselves as well as liaise on activities and requirements for the stay.

The Marist is able to help by covering 50% of the exchange students travel costs and the School Travel Insurance covers their stay in South Africa. The home stay parents are required to have an enhanced DBS in place before the visit commences. The EVC and KS3 Lead will lead this process.

Risk Assessments for the programme

The documents found in **Appendix L** are required to be filled in by the host schools.

7. Evaluation & reporting

An evaluation of the visit must be emailed to the EVC as soon as possible after the trip returns.

If necessary, accident or incident forms should also be completed immediately upon return.

If forms were completed at a venue, details should be provided to the appropriate people at school e.g. Head of Key Stage.

Appendices

Appendix A	Day Trip and Residential Trip Checklists	Teams\Wholeschool\Trips\Checklists Appendix A
Appendix B	Trip Approval Form – Day Trip	Teams\Wholeschool\Trips\ TRIP PLANNING DOCUMENTS\1. Trip approval form Appendix B.docx
Appendix C	Trip Approval Form – Residential/Overseas Trip	Teams\Wholeschool\Trips \TRIP PLANNING DOCUMENTS\2. Trip

		approval form -Overnight or Overseas Appendix C.docx
Appendix D	Bursary Forms	Teams\Wholeschool\Trips \TRIP PLANNING DOCUMENTS\3. Bursary Forms for tripsvisits Appendix D.docx W:\Trips and Visits\TRIP PLANNING DOCUMENTS\3. New Procedures for Trip Payment 2018 Appendix D.docx
Appendix E	Code of Conduct Form	Teams\Wholeschool\Trips \TRIP PLANNING DOCUMENTS\4. CODE OF CONDUCT Appendix E.docx
Appendix F	Risk Assessments	Teams\Wholeschool\Trips \Risk Assessments Appendix F
Appendix G	Residential and Overseas Trips Medical consent forms	Teams\Wholeschool\Trips \TRIP PLANNING DOCUMENTS\5. All Trips Medical Form 2018-19 Appendix G.docx
Appendix H	Trips Information final checklist	Teams\Wholeschool\Trips \TRIP PLANNING DOCUMENTS\6. Trips Information Checklist Appendix H.docx
Appendix J	Record of medicine administered on a school visit	Teams\Wholeschool\Trips \TRIP PLANNING DOCUMENTS\7. Record of Medicine Administered on a school Visit - Appendix J.docx
Appendix K	Emergency Procedures	Teams\Wholeschool\Trips \TRIP PLANNING DOCUMENTS\8. Emergency procedures A4 version - Appendix K.docx Teams\Wholeschool\Trips \TRIP PLANNING DOCUMENTS\8. Emergency Procedures. A5 Booklet - Appendix K.docx
Appendix L	Homestay risk assessment and documents	Teams\Wholeschool\Trips \Homestays documents\ExchangeHome Stay Protocols and Reassurances.docx W:\Trips and Visits\Homestays documents\8a-English-Homestay-Form-Word-version.docx

Bank

Ratified: 12th December 2023

**Renewal: 1st December 2025
(with an annual review)**

Signed:

Mark Stephen

Dr M Stephen
Chair of Governors

Jo Smith
Principal

The charity of the order of the Marist Sisters Province of England (charity no. 225485) aims to promote and provide for the advancement of education by conducting and governing a day school for girls in England. The teaching shall be in full accordance with the Roman Catholic Church.