

Statement of intent

St Dennis Primary Academy understands that visits and trips can be effective ways of motivating pupils, and they can often offer unique educational experiences. The school aims to ensure that pupils are engaged in their learning and are given opportunities to explore this in a more practical setting.

The school takes the health and wellbeing of our staff and pupils very seriously. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for pupils and staff members while out on educational visits and school trips.

The trust and school, as the employer, is responsible for the health and safety of pupils, members of staff and volunteers and aims to protect them from getting hurt while out on educational visits or school trips.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- DfE (2018) 'Health and safety on educational visits'
- DfE (2018) 'Charging for school activities'
- HSE (2011) 'School trips and outdoor learning activities'
- DfE (2013) 'Driving school minibuses' (or OEAP 4.5b)
- DfE (2025) 'Keeping Children Safe in Education'
- Equality Act 2010
- GDPR and data protection compliance

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behaviour and Relational Policy
- Emergency Procedures
- Health and Safety Policy
- Charging and Remissions Policy
- Equal Opportunities Policy

Definitions

'In loco parentis' means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent.

'School trip' means any educational visit, foreign exchange trip, away-day or residential holiday organised by the school which takes pupils and staff members off-site.

'Residential' means any school trip which includes an overnight stay.

Activities of an 'adventurous nature' include, but are not limited to, the following:

- Trekking
- Caving
- Skiing

- Water sports
- Climbing

Key roles and responsibilities

The Local Monitoring Committee is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity or national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Ensuring educational trips and visits positively impact on pupils' lives, teaching them new life skills and providing new experiences.
- Promoting good safeguarding practices to ensure the safety of pupils when partaking in extra-curricular trips and activities.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an educational visits coordinator, liaising with the LA as necessary to ensure the correct appointment is made.
- Liaising with the educational visits coordinator and communicating information regarding any planned trips to parents.
- Liaising with the governing board regarding the organisation of extra-curricular trips and activities, including settling any disputes.
- Being part of the approval process for extra-curricular trips and activities.
- Ensuring the educational visits coordinator is competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary.
- Supporting the educational visits coordinator in appointing designated trip leaders for each trip.
- Overseeing relevant paperwork, including risk assessments, for extra-curricular trips and activities.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Overseeing the work of the educational visits coordinator, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the trip or activity.

The educational visits coordinator has overall responsibility for:

- Overseeing all issues and controls regarding extra-curricular activities and trips.
- Liaising between all appropriate parties, including the local outdoor education adviser, during the planning and organising of extra-curricular activities and trips.
- Working with the local outdoor education adviser to help staff assess and manage risks.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Organising any relevant trip training so staff and volunteers can feel confident in conducting their duties.
- Partaking in relevant additional training to ensure they remain up-to-date with relevant educational trip information and health and safety guidance.

- Overseeing the planning of the educational trips, by ensuring all essential documentation, including risk assessments, is up to date and appropriate for completion by the designated trip leader.
- Approving all relevant documentation, including risk assessments, to ensure educational visits have been well planned for and are safe.
- Appointing an appropriate and competent member of staff to be the designated trip leader for each trip.
- Ensuring the competency of the designated trip leader, in consultation with the headteacher, by organising training for staff and volunteers.
- Ensuring that any problems are raised in a meeting with the governing board.

The designated trip leader selected to be in charge on an individual trip is 'in loco parentis' and has a duty of care to all pupils on the trip. They are also responsible for:

- Checking the schedule is free on the school calendar prior to planning an educational visit.
- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the headteacher.
- Undertaking any relevant training or courses which are arranged by the educational visits coordinator.
- Completing all essential documentation for the trip and ensuring it has been approved by the educational visits coordinator.
- Conducting a risk assessment prior to school trips and educational visits to ensure pupil and staff safety.
- Creating an itinerary prior to an educational visit or school trip and distributing it to pupils, parents and staff to ensure the day is well organised and safe.
- Informing parents of the proposed extra-curricular trip or activity three weeks in advance.
- Distributing letters (that include consent slip if a payable visit) to parents three weeks prior to the trip and chasing-up the consent slips.
- Understanding and operating safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Delegating responsibilities to other staff members, including the designated deputy leader, on the school trip.
- Ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on volunteers.

The designated deputy leader supports the designated trip leader and will assume the designated trip leader's responsibilities if the designated trip leader is no longer fit to lead the trip, e.g., is unwell at short notice. They are also responsible for:

- Supporting the designated trip leader in completing all their relevant responsibilities by assuming any delegated tasks.

Staff are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Ensuring they are competent and comfortable with their delegated responsibilities by undertaking training.
- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.
- Liaising with the designated leader to understand personal responsibilities and ensuring the smooth running of the school trip or activity.

- Ensuring that any outdoor space visited, e.g. a park and playing field, is kept clean and free from litter during the trip.

Volunteers and/or carers on the trip are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Participating in any relevant checks before the trip in line with the DBS Policy.
- Reading and understanding relevant policies, such as the Behaviour Policy, to enforce the Pupil Code of Conduct while on the school trip.
- Ensuring they are competent and comfortable with their delegated responsibilities by partaking in relevant training.
- Supervising and ensuring the safety of pupils by following the procedures outlined by the designated trip leader.
- Assisting pupils with needs during activities, e.g., escorting them to the toilets.
- Attending any relevant meetings or induction evenings before the trip.

Pupils are responsible for:

- Following instructions from staff while on school trips.
- Keeping pride in their presentation, understanding that they are representing the school whilst on an education trip.
- Ensuring that, during visits to outdoor spaces, they keep the area tidy and free from litter.
- Behaving in a manner which matches the ethos of the school, and for following the behaviour rules set out in the school's Behaviour Policy with regards to this policy.

Planning school trips

Prior to planning a school trip, the following guidance will be read by the organisers:

- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'

A thorough risk assessment will be conducted by the designated trip leader during the planning of the trip, to ensure pupil and staff safety.

When partaking in adventure trips, activities will always be identified at the planning stage and never added during the trip. When planning water sport activities, the need for instructors and lifeguards will be taken into account, particularly when using facilities which may not have a trained lifeguard present.

The school will do everything in its power to ensure that all pupils are given an opportunity to participate in school trips, for example, organising two trips with a smaller group size or finding a venue which can cater for all pupils.

Risk assessment process

Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent. The individual carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.

The process is as follows:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record findings and implement them
- Review assessment and update if necessary

A risk assessment will also be obtained from the venue.

Vetting providers

When considering external providers for activities, the educational visits coordinator will check whether they hold the 'Learning Outside the Classroom Quality Badge' to indicate they meet nationally recognised standards.

If a provider does not hold the badge, the educational visits coordinator will check the following to ensure they are a suitable organisation to work with:

- Their insurance arrangements
- Their adherence to legal requirements
- Their control measures
- Their use of vehicles
- Staff competency levels
- Safeguarding policies
- The suitability of their accommodation
- Any sub-contracting arrangements in place
- The presence of necessary licences

If it is deemed appropriate to engage with an external provider, a written agreement will be created outlining what each party is responsible for. If an organisation does not meet the school's standards, they will not be considered.

Equal opportunities

The school promotes values of equality and does not discriminate against any individual or group of pupils when organising a trip. The extra-curricular trips and activities offered to pupils will provide new experiences and develop life skills. Extra-curricular trips and activities are organised, managed and conducted in accordance with the school's Equal Opportunities Policy.

Due to the popularity of some extra-curricular trips and activities, the school offers places on a first come, first served basis. Any individual, staff or otherwise, shown to be taking preference over one pupil or a group of pupils will be subject to formal disciplinary action.

Where possible, pupils will be given the opportunity to contribute to the planning and organisation of extra-curricular trips and activities.

For school trips that require additional payment, the fee will be reasonable and help will be provided where possible for pupils who cannot afford the initial fee.

Safe use of minibuses and seatbelts

The health and safety officer (headteacher) is responsible for arranging the annual maintenance of the minibuses, including MOTs and road tax. The use of minibuses will be organised in accordance with the Minibus Policy.

The driver will have a current driving licence, be aged 25 years or over and hold a full licence in at least a category D PCV in order to drive on a domestic school trip. Category B PCVs may be acceptable in certain circumstances, as outlined in the Minibus Policy. Drivers will complete the relevant form from the school office and supply a photocopy of their driving licence.

Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs. The minibus will carry strictly one person per seat and seatbelts must be worn at all times. Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed.

Start and finish mileage, along with any potential risks, defects or damage identified, will be reported upon return to the school.

Parental consent

Parental consent is not generally required for off-site activities that take place during school hours.

Written consent is required for:

- Activities of an adventurous nature
- Residential trips
- Foreign trips
- Trips outside of school hours

We ask that parents/carers complete an annual consent form at the start of any academic year which gives consent for their child to be involved in any and all activities, both on and off-site, that take place at any time, including the school holidays. Separate consent will be sought for trips which require payment. Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

Staffing ratios

There will be sufficient staff to cope in an emergency and generally. Our minimum staff to pupil ratios are as follows:

- Residential: 1:6 or 8
- High risk: 1:1
- Day trip visits: EYFS 1:3, Y1-3 1:6, Y4-6 1:10-15

Insurance and licensing

When planning activities of an adventurous nature in the UK, the educational visits coordinator will check that the provider of the activity holds a current licence. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover is in place. Parents will be informed of the limits of any insurance cover.

Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

Medical expenses will be recorded and stored in the school office.

Accidents and incidents

In the case of accidents and injuries while on a school trip in the UK, the school's accident reporting process will begin, as detailed in the Health and Safety Policy.

The headteacher will keep written records of any incidents, accidents and near misses.

Media enquiries will be referred to the headteacher or, if they are not available, the deputy headteacher or the clerk to governors.

Staff will use guidance as set out in the Emergency Response Procedures, in particular the 'initial response' section, to ensure the safety of pupils and staff should anything happen, e.g. a terrorist attack. Staff will be briefed on how to react and respond should an emergency situation occur, e.g. a terrorist attack. Relevant risk assessments will be undertaken before the trip, including for points of interests such as museums and hotels. Pupils and staff are informed of an evacuation plan before entering trip venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.

To ensure pupils are easily identifiable, they must wear the school uniform.

Missing person procedure

The school places pupil and staff safety as its top priority when participating in school trips, either domestically or abroad.

Before embarking on the trip, extensive risk assessments are undertaken. The educational visits coordinator will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.

When travelling with a pupil with SEND, the educational visits coordinator will ensure an adult is with them at all times and that the visit is adequately modified to suit the pupil's needs.

Everyone on the trip will be provided with a contact sheet for all members of staff, in the event they are unable to locate their group. All staff members and pupils will be required to carry mobile phones with them at all times. If a pupil doesn't own a mobile phone, they will be paired up with a pupil who has a mobile phone.

Upon arriving at every venue, the designated trip leader will identify a rendezvous point where pupils and adults should go if they become separated from the rest of the group. Pupils and staff will wear school branded clothing, in order to make them easily identifiable.

Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times.

In the event someone goes missing whilst on a school trip domestically or abroad:

- The designated trip leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.

- The designated trip leader will immediately identify at least one adult to start looking for the person and another adult to contact them via phone, these people will look for the person until, where necessary, the police arrive.
- Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.
- If the person cannot be contacted or located within 10 minutes, the local police or relevant authorities will be contacted.
- If the police are called, the trip leader will contact the headteacher, or other available person, back at the school and inform them of what has happened.

If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.

If the missing person cannot be found, the group will return to school. If this is not possible, e.g. when a trip is taking place abroad, the educational visits coordinator will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.

If a member of the party has gone missing and is subsequently found, the trip leader will:

- Review the group sizes and staffing ratios to ensure no one becomes separated from their group.
- Review whether more registers should be conducted throughout the day.
- Assess which venues they attend to ensure they are suitable for the group.
- Make recommendations to the educational visits coordinator to ensure similar incidents can be avoided in the future.

Pupils with SEND

Where possible, activities and visits will be adapted to enable pupils with SEND to take part.

Where this is not possible, an alternative activity of equal educational value will be arranged for all pupils. Pupils with SEND will be accompanied by a responsible adult during the extra-curricular trip or visit.

Finance

The financial procedures outlined in the school's Charging and Remissions Policy will always be followed when arranging trips.

The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2018) and, therefore, will only charge for trips which are classed as an 'optional extra'. This is education provided outside of school time which is not:

- Part of the national curriculum.
- Part of a syllabus for an examination that the pupil is being prepared for at the school.
- Part of religious education.

Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts.

All letters to parents regarding school trips will include a clause explaining what will happen in the event that the trip is cancelled or a pupil cancels their place on the trip.

In the event that the trip is cancelled due to unforeseeable circumstances, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account the cost to the school, including alternative provision costs.

In the event that a pupil cancels their place on a trip, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account the pupil's reasons for cancelling their place, whether the school will be reimbursed for the pupil's place on the trip, and whether the space on the trip can be offered to someone else. Where a pupil has previously cancelled a space on a school trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.

The school will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally. Any charge made in respect of pupils will not exceed the actual cost of providing the trip divided equally by the number of pupils participating.

Once trip arrangements are booked and confirmed, if contributions to a trip exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil. Any excess of expenditure will be subsidised by the school fund.

Evaluating trips and visits

Following an educational trip and/or visit, the educational visit coordinator will meet with any staff members present on the trip to assess the success of the trip in respect of both educational value and safeguarding effectiveness.

Based on this assessment, recommendations will be made to improve future trips and visits.

Monitoring and review

The effectiveness of this policy will be monitored by the headteacher.

Person responsible for policy: Mrs Cathy Brokenshire

Policy updated: September 2025

Appendix A

St Dennis Primary Academy

Key Emergency Personnel

School Based – Emergency Management Team	
School Secretary: Julie Crawford	
Senior Leadership Team: Cathy Brokenshire (Headteacher) Rachael Nash Jo Waters Lizzie Stokes	
Educational Visits Coordinator Rachael Nash	
Non-School Based – Emergency Management Team	
Truro and Penwith Academy Trust: John Eddy Chris Pickles	
Local Monitoring Committee: Sharon Redman (Chair of LMC) Sam Truscott (Vice Chair of LMC)	

Appendix B

St Dennis Primary Academy - Checklist for School Trips 2025-26



This form must be signed by the Headteacher before being organised.
This form and all forms referred to within it, must be given to the Headteacher on the day of the visit.

In the absence of the Headteacher, this must be given to the Deputy Headteacher.

After the visit, the final form can also be given to the Headteacher.

These time guides must be adhered to.

Proposed Visit and Venue:

Class: _____ Date for visit: _____

Leader: _____

Deputy Leader: _____

Headteacher approval before booking - signature and date: _____

Actions one month before the visit:

Actions	Date and initials
Book venue (Leader)	
Complete coach booking form and give to School Office (Leader)	
If required, book minibus ensuring you have a driver.	
Check with relevant staff members if you are using someone else's TA and arrange for cover.	
Ensure Deputy Head knows these arrangements (Leader) via email	
School office will book coach and inform Headteacher and Leader of the cost of the visit. Headteacher to approve and School Office to set up payment on Arbor.	
Apply to FOSDA if applying for support for trip (Leader)	

Actions 2-3 weeks before the visit:

Letter to parents/carers given to Headteacher to check and confirm (Leader)

Letter printed for parents/carers and emailed (School Office)

Visit venue and obtain their risk assessment (Leader)

Actions 2 weeks before the visit:

Ensure correct ratios in place (EYFS 1:3, Y1-3 1:6, Y4-6 1:10-15) (Leader)

Complete Risk Assessments for venue, activity and transport and give to Educational Visits Coordinator (EVC) (Leader)

Complete Risk Assessments for medical / SEND needs and give to EVC who will then pass to HT (Leader)

Ensure all FSM children have packed lunch ordered from the kitchen (Leader). All other children to bring packed lunch.

Actions 1 week before the visit:

Obtain **print out of class emergency contacts** for children and staff from the School Office (Leader)

Wristbands are obtained from the office

Ensure **care plans and medical information** for children and staff is printed from the School Office (Leader)

Create an **itinerary for the day** with groupings / **first aiders named** / **mobile phone numbers of staff** for every group (Leader)

Ensure all adults briefed on risk assessments etc (Leader)

Ensure Headteacher has:

✓ Completed copy of this form (so far)

✓ All risk assessments (including those for individual pupils)

<ul style="list-style-type: none"> ✓ Groupings with all adults' mobile numbers and First Aider indicated ✓ Copies of emergency information for children and staff ✓ Itinerary 	
On the day – before the visit:	Tick as completed
Ensure office knows if anyone not attending trip and has register (Leader)	
Brief children on risks and how to keep safe (Leader)	
All adults given whistles (Leader)	
All children and adults have high visibility jackets (Leader)	
First Aider identified ensures first aid kits are carried (First Aider)	
Leader has copy of: <ul style="list-style-type: none"> ✓ All risk assessments ✓ Care plans ✓ Itinerary ✓ Groupings with first aiders named / mobile phone numbers of staff for every group ✓ Emergency contact details for children and staff ✓ Copy of Key Emergency Personnel ✓ Visit Leader Emergency Action Card 	
All adults have a copy of: <ul style="list-style-type: none"> ✓ All risk assessments ✓ Itinerary ✓ Groupings with first aiders named / mobile phone numbers of staff for every group ✓ Copy of Key Emergency Personnel ✓ Visit Leader Emergency Action Card 	
Adults made aware if child in their group has care plan or medical needs	
Medication checked and emergency inhaler taken if needed	
Mobile phones	
All children wearing wristbands with school name and phone number	
Children all have lunch and a drink	
Children all have suitable clothing	
Sick buckets and bags for coach	
On the day – during and after the visit:	Tick as completed
Ensure all children wear seatbelts and do not sit at the front of the coach	
Ensure staff are spread out across the coach	
Ensure safe place for disembarking coach at the venue with driver	
Call the school on arrival at venue and on departure	
Upon return, give the final copy of this form to Headteacher with signatures from Group Leader	
Any other comments/notes:	
Leader Signature	Date
Headteacher Signature	Date

Please write a few sentences and send a handful of photos to the School Office to add to Special Events page on website and post on Facebook the following day. Thank you

Appendix C

St Dennis Primary Academy

Visit Leader Emergency Action Card

(To be carried by all staff accompanying a visit)

Visit Leader First Response - Care of the Group and Colleagues

1. Remain calm – Assess the situation.
2. Safeguard – both yourself and then other uninjured members of the group. Make sure all other members of the party are:
 - ✓ Accounted for
 - ✓ Safe
 - ✓ Adequately supervised
 - ✓ Briefed to ensure that they understand what to do to remain safe
3. Delegate to Assistant Leaders if possible so you can keep an overview of events.
4. Emergency Services – call as appropriate.
5. First Aid – Carry out first aid to the best of the group's ability, remembering the main aims are to:
 - a) Preserve life
 - b) Prevent the condition worsening
 - c) Promote recoveryChecks:
 6. Breathing – ensure the casualty is breathing and if unconscious put them in a safe.
 7. Bleeding – find and stop any serious external bleeding.
 8. Protect the casualty from the environment or hazard – keep them warm.
 9. Monitor their condition, reassure and give emotional support.

Once the immediate situation is contained:

- Inform the School Emergency contact and/or the TPAT Emergency contact and/or Cornwall Outdoors Emergency Management Officer. They will need the information as per the table below.
- Liaise with, and take advice from, emergency services if they have attended the scene.
- Legal liability should not be discussed or admitted.
- Refer all media, parental or other enquiries to your employer's press office.
- An adult from the party should accompany any casualties to hospital.
- Consider the physical needs of the group and casualties in terms of shelter, refreshments, transport/repatriation.
- Consider the emotional needs of the group such as removing them from the scene, providing support (they can often do this for each other), giving them useful things to do.
- Control communications - prevent group members from using phones or going online unsupervised or until approval is given.
- Keep a written log of all actions taken, conversations held and a timescale.
- Inform the Foreign Office Consular Assistance Team if abroad.

Information to be Supplied to Emergency Contact at Base
Who is calling?
What is the name of your School/Academy?
What is your role in the group? (Visit leader, Assistant leader, Volunteers etc)
What number can you be called back on should you become disconnected?
What happened? What is the nature of the emergency?
What is the number and status of any casualties?
What is their current location (post code/OS reference)?
What is the total number of the party?
Are you staying where you are, or moving? If you are moving, new location?
What help do you require?
What time did the incident happen?
What time is it now?

Name	Telephone	Mobile
My telephone number		
School/Establishment		
Emergency Contact 1		
Emergency Contact 2		
Headteacher		
Emergency Services (if travelling abroad)		
Foreign Office Consular Assistance		
TPAT – John Eddy		
TPAT – Chris Pickles		

St Dennis Primary Academy

Emergency Action Card for School Visit Incidents

This form should be readily available to any staff likely to take incoming calls from a Visit Leadership team.

On receiving a call

In the event of receiving an emergency call from a group on a visit, remember they may be very stressed. You will need to remain calm to be able to take down some key information without missing anything. Carry out the actions below, as appropriate.

1. Take down the following information:

Who is calling?
If you have more than one Establishment, which one are they from?
What is their role in the group (Visit Leader, Assistant Leader, Helper, Participant)?
What number can they be called back on should you be disconnected?
What has happened? What is the nature of the emergency?
What is the number and status of any casualties?
What is their current location?
What is the total number of people in the party?
Are they staying where they are or moving? If they are moving where to?
What help do they require?
What time did the accident happen?
What time is it now? If the group is outside the UK, what is the time difference?

1. Reassure staff that they will be called back as soon as the senior manager is able (within 30 min).
2. Contact staff in order of priority below and give them the information you have noted.
3. If you receive a call from a parent or media, refer them to a senior manager.

The table below should be completed with names and numbers of those who should be informed, in order of priority.

Name	Telephone(s)	Mobile(s)
Cathy Brokenshire - Headteacher		
Sharon Redman - Chair of LMC		
John Eddy – Head of Health, Safety and Estates (TPAT)		
Chris Pickles – Chief Operations Officer		
Emergency Management		

Appendix E

St Dennis Primary Academy

Coach Booking Form

Coach Booking Request	
Date of Travel	
Destination	
Number of People	
Leaving School (Time)	
Arriving Back (Time)	
Class	
Please now give this form to the school office.	
Three quotes obtained by office (Name of company and cost)	1. 2. 3.
Name of Coach company	
Cost	