











who would need to give as full, calm and factual account as the circumstances permitted. Where the full facts had not yet emerged, he or she should say so, and ensure that follow-up communications with the Head are maintained. He/she would also need to arrange (perhaps using one of the other members of staff, or the School Office) for the parents of the uninjured children to be contacted on their emergency contact numbers and asked to collect their children from either the venue or the school, depending upon the circumstances. The Bursar would notify the insurers as quickly as possible. A full record should be kept of the incident, the injuries and of the actions taken (see Crisis Management Plan).

At our school, depending on the nature of the incident, we may implement our own model communications plan for informing both the families of the injured, and the families of those who are unhurt as swiftly as possible. We recognise that in an era of instant communications, it may not be possible for us to be the first to break the news. Nevertheless, we firmly believe that we have an important duty to speak personally to the parents of any pupil who has suffered some injury or mishap. We will use Clarion Call for communicating with those whose children are not affected. Communication with the media should be left to the Headmaster. The teacher in charge should refer the media to the school. If comment is unavoidable, it should be factual, calm and no attempt made to cover gaps in knowledge.

### **ON RETURN**

Each teacher in charge is asked to provide the EVO with a report on the visit, reports of accidents and near misses on his/her return. Personal observations and lessons learned are always valuable. The Group leader should return all school property, together with a report of any lost or damaged property.

### **Expenditure**

The Teacher in charge is responsible for producing a schedule of all expenditure on the trip.