

## **Residential and Overseas Educational Visit Terms & Conditions and Parent and Pupil Agreement**

These Terms and Conditions apply to residential and overseas educational visits organised by St George Catholic College and should be read alongside the information provided for the individual visit. By accepting a place and providing consent, parents/carers and pupils confirm that they understand and agree to the following conditions.

### **1. Participation and consent**

- 1.1 Parents/carers must provide the College with all information reasonably required to plan and manage the visit safely.
- 1.2 Consent must be provided by the deadline stated by the College. A pupil cannot participate where required consent or essential information has not been provided.
- 1.3 Parents/carers and pupils must read the information provided about the visit, including the itinerary, activities, travel arrangements, accommodation, expected conduct, costs, medical arrangements and any specific risks or requirements.
- 1.4 The College may make reasonable changes to the itinerary, activities, accommodation, transport or other arrangements where necessary for safety, operational reasons or circumstances outside the College's control.

### **2. Medical information, SEND, disability and additional needs**

- 2.1 Parents/carers must provide complete, accurate and up-to-date information about any medical condition, allergy, medication, disability, SEND, accessibility requirement or other need that may be relevant to the pupil's safe participation.
- 2.2 Parents/carers must notify the College promptly if this information changes between consent being given and the visit taking place.
- 2.3 Relevant information may be shared with College staff, medical professionals, emergency services, insurers, transport providers, accommodation providers or activity providers where this is reasonably necessary for the pupil's safety, welfare or participation.
- 2.4 The College is committed to enabling pupils to participate as inclusively as reasonably possible. Medical needs, SEND or disability will not in themselves prevent a pupil from participating.
- 2.5 Where additional needs are identified, the College will consider reasonable adjustments and appropriate support in consultation with the pupil, parent/carer and relevant staff. Where necessary, advice may also be sought from healthcare professionals, specialist services, providers or insurers.
- 2.6 Parents/carers agree to work with the College in establishing appropriate arrangements for medication, healthcare plans, accessibility, personal care or other support where required.
- 2.7 Medication must be supplied and managed in accordance with College procedures. Medication must normally be in its original packaging, clearly labelled and within its expiry date, unless alternative arrangements have been agreed.
- 2.8 Where, following an individual assessment, reasonable adjustments and alternative arrangements have been fully considered but a significant risk cannot reasonably be reduced to an acceptable level, the Headteacher may determine that a pupil cannot safely participate in the visit or a particular activity. Any such decision will be individual, evidence-based and consistent with the College's equality duties.

### **3. Behaviour and pupil conduct**

- 3.1 Pupils remain subject to the College Behaviour Policy, safeguarding expectations and reasonable instructions from College staff throughout the visit.

### 3.2 Pupils are expected to:

- behave responsibly and respectfully towards staff, other pupils, members of the public, providers and local communities;
- follow instructions from staff and activity leaders promptly;
- observe agreed meeting times, rooming arrangements and supervision boundaries;
- remain with their allocated group unless specific permission for another arrangement has been given;
- follow all safety instructions and use equipment appropriately;
- wear seat belts whenever required;
- respect accommodation, transport, venues and other people's property;
- comply with College expectations regarding bullying, discriminatory or prejudicial behaviour, sexual harassment, violence and other unacceptable conduct;
- follow any specific rules communicated for the visit.

3.3 Pupils must not possess, purchase, use or supply alcohol, illegal drugs, tobacco, vaping products, weapons or other prohibited items during a College visit.

3.4 Pupils must not engage in behaviour which places themselves or another person at unreasonable risk, seriously disrupts the visit or prevents staff from safely supervising the group.

3.5 Where behaviour causes concern, staff will respond proportionately in accordance with College policy and the circumstances of the visit.

3.6 Serious or persistent misconduct may result in a pupil being removed from an activity or, where necessary for safety or welfare, the visit being curtailed for that pupil.

3.7 In exceptional circumstances, parents/carers may be required to make arrangements for a pupil to return home early. The College will work with the parent/carer to ensure that any return arrangements are safe and appropriate.

3.8 Where additional costs arise directly from serious misconduct, including an early return, liability for those costs will be considered in accordance with the published trip terms, insurance arrangements, College policies and the individual circumstances. Costs will not be imposed automatically without appropriate consideration.

## 4. Behaviour concerns identified before departure

4.1 A place on a visit will not automatically be withdrawn because a pupil receives a sanction, has SEND or additional needs, or has previously experienced behavioural difficulties.

4.2 Where significant concerns arise before departure, the College will undertake an individual and proportionate assessment of whether the pupil can participate safely.

4.3 The College will consider current evidence, the nature of the visit, reasonable adjustments, additional supervision or other measures that could enable safe participation.

4.4 Where the College concludes that the risks cannot reasonably be reduced to an acceptable level, the Headteacher may withdraw the pupil's place.

4.5 Where a place is withdrawn on safety or conduct grounds, money already committed to third parties may be non-refundable unless the College can recover the cost, obtain an insurance payment or fill the place with another pupil.

## 5. Payments, cancellations and refunds

5.1 The cost and payment schedule for the visit will be communicated before parents/carers commit to the place.

5.2 Once a deposit has been paid and a place confirmed, the College may make financial commitments to travel companies, accommodation providers, venues and other organisations.

- 5.3 Parents/carers must make payments by the published deadlines. Families experiencing financial difficulty should contact the College as early as possible so that any available support or alternative arrangements can be considered.
- 5.4 Parents/carers wishing to withdraw a pupil must notify the College as soon as possible.
- 5.5 The College will seek to refund money that has not been committed or which can reasonably be recovered. This may include seeking a replacement pupil where appropriate.
- 5.6 If costs have already been committed and cannot be recovered, the parent/carer may remain liable for those costs in accordance with the published terms for the visit.
- 5.7 Cancellations within 14 days of a UK visit or two months of an overseas visit will normally be too late for the College to seek a replacement unless the information for the particular visit states otherwise.
- 5.8 Any material unexpected underspend will normally be refunded. A parent/carer may choose to donate their refund to the College Building Fund, but no amount will be treated as a donation without their agreement.

## **6. Insurance**

- 6.1 The College will ensure that appropriate insurance arrangements are in place for the visit, taking account of the nature and destination of the visit and the activities being undertaken.
- 6.2 Insurance policies contain terms, conditions, exclusions, limits and excesses. Insurance does not guarantee that every loss, cancellation, medical expense, personal possession or other cost will be reimbursed.
- 6.3 Parents/carers must disclose pre-existing medical conditions and other information required by the insurer. Failure to provide information required by the policy may affect insurance cover.
- 6.4 Where a medical condition or other circumstance affects insurance cover, the College will work with the family, insurer and other relevant parties to explore reasonable alternatives or adjustments.
- 6.5 Parents/carers should consider whether they require any additional personal insurance for circumstances or possessions not covered by the arrangements made for the visit.
- 6.6 If a visit is cancelled or curtailed because of circumstances outside the College's control, the College will use reasonable endeavours to recover money from providers and through available insurance.
- 6.7 Any refund will depend upon the amount actually recovered by the College after irrecoverable costs and applicable insurance arrangements have been taken into account. The College cannot guarantee a full refund where costs cannot be recovered.

## **7. Overseas visits and travel documentation**

- 7.1 For overseas visits, parents/carers are responsible for ensuring that their child has the required valid passport and any visa, electronic travel authorisation or other documentation applicable to their nationality or immigration status.
- 7.2 Required documents must be supplied or made available for checking by the deadlines set by the College.
- 7.3 Parents/carers must provide accurate information about nationality or other circumstances relevant to entry requirements.
- 7.4 Where a pupil is unable to travel because the required documentation has not been obtained or supplied by the required deadline, the College cannot guarantee that payments already committed will be refundable.
- 7.5 Travel arrangements may be changed in response to Foreign, Commonwealth and Development Office advice, transport disruption, security concerns, weather, provider decisions or other circumstances outside the College's control.

## **8. Emergencies and medical treatment**

- 8.1 The College will take reasonable steps to contact parents/carers in the event of a significant medical or other emergency.
- 8.2 Parents/carers must provide current emergency contact details and ensure that an appropriate adult can normally be contacted while the pupil is away.
- 8.3 In an emergency, College staff will act in the pupil's best interests and seek appropriate professional medical assistance.
- 8.4 Where urgent treatment is considered necessary by healthcare professionals and it is not reasonably possible to contact a parent/carer immediately, staff will follow professional medical advice and the College's emergency procedures.
- 8.5 Parents/carers authorise College staff, where necessary, to share relevant medical and personal information with healthcare professionals and emergency services for the purpose of protecting the pupil's health, safety and welfare.

## **9. Personal belongings, phones and valuables**

- 9.1 Pupils are responsible for looking after their personal belongings, money and electronic devices, subject to their age and individual needs.
- 9.2 The College cannot guarantee reimbursement for items that are lost, stolen or damaged. Any claim will be subject to the applicable insurance arrangements.
- 9.3 Pupils must comply with any visit-specific rules concerning mobile phones, photography, social media and electronic devices.
- 9.4 Pupils must not use phones or social media in a way which compromises safeguarding, privacy, the dignity of another person or the safe running of the visit.

## **10. Changes, disruption and circumstances outside the College's control**

- 10.1 The safety and welfare of pupils and staff will take priority over the planned itinerary.
- 10.2 The College may change, postpone, curtail or cancel activities or the visit where reasonably necessary because of weather, transport disruption, security concerns, official travel advice, illness, staffing, provider decisions, emergencies or other significant circumstances.
- 10.3 Where changes result in additional costs or the loss of activities, any refund or additional liability will depend upon provider terms, insurance cover and the amounts the College can reasonably recover.

## **Parent/Carer Agreement**

By providing my consent, I confirm that:

- I have read and understood these Terms and Conditions and the information supplied about the visit.
- I consent to my child participating in the visit and the planned activities, subject to any specific limitations I have communicated to the College.
- I have provided complete and accurate medical, SEND, accessibility, dietary and emergency-contact information relevant to my child's participation.
- I will notify the College promptly of any material change to this information before departure.
- I understand the College may share relevant information with those who reasonably require it to protect my child's health, safety and welfare.
- I understand the expectations regarding my child's behaviour and the possible consequences of serious or persistent misconduct.

- I understand the payment, cancellation and refund arrangements and that some payments may become non-refundable once the College has committed funds to third parties.
- I understand that insurance is subject to its own terms, exclusions and limits and does not guarantee reimbursement in every circumstance.
- For an overseas visit, I accept responsibility for ensuring that my child has the necessary passport and other travel documentation by the deadlines given.
- I understand that the College may alter or curtail arrangements where reasonably necessary to protect pupils and staff.

**Pupil name:** \_\_\_\_\_

**Visit:** \_\_\_\_\_

**Date(s) of visit:** \_\_\_\_\_

**Parent/Carer name:** \_\_\_\_\_

**Parent/Carer signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Pupil Agreement**

I understand that taking part in a College visit carries responsibilities as well as opportunities.

I agree that I will:

- follow reasonable instructions from staff and activity leaders;
- behave safely, responsibly and respectfully;
- follow the College Behaviour Policy and the specific rules of the visit;
- attend meeting points and return at the times I am given;
- remain within the supervision arrangements and boundaries set by staff;
- tell a member of staff if I am unwell, need medication, feel unsafe or have a concern about myself or another person;
- treat other pupils, staff, members of the public and local communities with respect;
- respect accommodation, transport, venues and property;
- follow safety instructions and wear required safety equipment;
- not bring, buy, possess or use prohibited items, including alcohol, illegal drugs, tobacco or vaping products;
- use my phone, camera and social media responsibly and follow any rules set for the visit;
- understand that serious or persistent unsafe behaviour may result in me being removed from an activity or, in exceptional circumstances, being required to return home.

I understand that these expectations apply throughout the visit, including during travel, activities, free time, meals and overnight accommodation.

**Pupil name:** \_\_\_\_\_

**Pupil signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_