

## Appendix

- The School Communication Protocol is a procedure to be adopted where, in the event of an incident on a school trip, communication must be made to all parents/guardians who have children on the trip.
- In the event of an incident where it is necessary to confirm the safety of children to parents/guardians, the school will act as the immediate and sole conduit of all information to parents.
- The member of staff in charge of the trip will communicate by mobile phone direct to the Principal or a designated senior manager.
- The Principal or designated senior manager will then email directly to a pre-set-up address group of trip parents, outlining exactly what has happened. A notice as appropriate will be posted on the Home Page of the school's website.
- All communication will then be solely between the Principal or designated senior manager and the tour leader, who will relay information direct to the pupils on the trip as appropriate. Parents/ guardians will not communicate directly with staff assisting on the trip – only with the tour leader, and only if approval has been granted by the Principal or designated senior manager.
- Pupils may be supplied with their mobile phones only for the purpose of communicating directly with their parents/guardians, and for no other purpose. Phones handed out must then immediately be returned to the tour leader. Any use of social media by pupils, staff or parents/guardians is strictly prohibited until so approved by the Principal or designated senior manager. This is to cover the possibility of any legal issues that may arise.
- This protocol will be issued to all parents/guardians of children on the trip if considered by the Principal or designated senior manager to be appropriate. It concerns only information about an incident where speed and certainty of information is critical to allay anxiety or effect assistance.