

Provider-Informed Risk Assessment Pack

A provider-informed draft support document that gathers operational trip detail in one place to reduce repetitive admin before departure.

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| SCHOOL | St. Catherine's School, Surrey |
| PROVIDER | Valencia Language Institute |
| TRIP MODEL | 7 nights, language + activity programme |
| GROUP | 32 students + 3 staff |
| PURPOSE | Risk-preparation support draft |

Provider-confirmed planning detail

This sample is not a final compliance instrument. It shows how provider-confirmed information can be structured into a teacher-useful draft that reduces chasing, duplication, and lost detail.

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| <p>ARRIVAL ROUTE</p> <p>London to Valencia</p> <p>Direct flight assumption with provider-organised airport transfers.</p> | <p>ACCOMMODATION MODEL</p> <p>Supervised homestay</p> <p>Twin or shared rooms, grouped by school policy and final allocation.</p> | <p>TEACHING PATTERN</p> <p>Morning tuition</p> <p>Weekday language sessions with afternoon supervised cultural activity blocks.</p> |
| <p>Provider contact position</p> <p>Named group coordinator, emergency out-of-hours line, and airport transfer contact to be issued with final travel documents.</p> | <p>Medical and dietary handling</p> <p>Provider states dietary requirements can be captured in advance and homestay notes passed through before arrival.</p> | |
| <p>Arrival-day rhythm</p> <p>Airport meet-and-greet, transfer to host area, settling-in window, evening briefing, and first-night check-in.</p> | <p>Local supervision context</p> <p>School staff remain responsible for school-side supervision; provider arrangements support logistics, accommodation liaison, and local scheduling.</p> | |

Draft operational considerations

| AREA | PROVIDER-INFORMED POSITION | INTERNAL SCHOOL ACTION |
|--------------------------|---|--|
| Flights and transfers | Direct route assumed; provider meets group at arrivals and handles coach transfer. | Confirm final manifests, timings, and supervising staff split. |
| Accommodation allocation | Homestay model with advance matching based on age, gender, and dietary/medical notes. | Check school rooming expectations and safeguarding policy alignment. |
| Teaching venue | Main tuition building within coached or walkable reach of host area, depending on final host placement. | Confirm travel pattern and meeting points for staff briefings. |
| Activities | Supervised afternoon programme including city orientation, cultural visits, and one full excursion. | Map higher-supervision points and free-time boundaries. |
| Emergency response | Provider offers local emergency contact and support with accommodation/family liaison. | Insert school emergency chain and insurance details. |

Why this is useful

Instead of starting risk paperwork from a blank page, the school begins with provider-informed logistics already gathered into reviewable headings.

Draft sections ready for internal completion

Travel-day movements

Departure timings, airport procedures, baggage handling, transfers, and regroup points.

Accommodation and welfare

Host arrangements, dietary/medical notes, curfew expectations, and first-night procedures.

Teaching and excursion routine

Daily schedule, staff supervision pinch-points, and movement between activities.

Communication and escalation

Provider contacts, school emergency chain, parent contact approach, and incident logging pathway.

Still to confirm

- Final travel dates and carrier references
- Named local emergency contacts
- Final accommodation list and host addresses
- Detailed excursion timings

Important scope note

- Provider-informed support draft only
- Not a substitute for school or trust requirements
- Designed to reduce admin burden, not replace sign-off authority
- Best used as an internal starting document

All details in this sample are illustrative. A live pack would rely on the school's exact provider communications, internal processes, and current travel arrangements.