



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.

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.

ARRIVAL ROUTE

London to Valencia

Direct flight assumption with provider-organised airport transfers.

ACCOMMODATION MODEL

Supervised homestay

Twin or shared rooms, grouped by school policy and final allocation.

TEACHING PATTERN

Morning tuition

Weekday language sessions with afternoon supervised cultural activity blocks.

Provider contact position

Named group coordinator, emergency out-of-hours line, and airport transfer contact to be issued with final travel documents.

Medical and dietary handling

Provider states dietary requirements can be captured in advance and homestay notes passed through before arrival.

Arrival-day rhythm

Airport meet-and-greet, transfer to host area, settling-in window, evening briefing, and first-night check-in.

Local supervision context

School staff remain responsible for school-side supervision; provider arrangements support logistics, accommodation liaison, and local scheduling.

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.