



TRAVEL AND TRANSFER OF DUTY OF CARE FORM

Name of pupil: _____ Date of Birth: _____

Destination: _____ Itinerary and Flight details attached Yes / No / NA
(please circle correct answer)

Will leave the International College's residential caregiver's (homestay) care (the duty of care will transfer from the normal residential caregiver for date stipulated below)

from _____ until _____

The Caregiver with responsibility for the duration of the travel/stay will be (the temporary caregiver, parents or legal guardian's details)

Name _____

Ph _____ Email _____

The pupil will miss school days from _____ until _____ NA
(If the pupil is missing school, the Green Sheet must be completed)

STATEMENT TO PARENTS

Middleton Grange School has been informed that your child plans to undertake a trip or have an overnight stay with a family that is not a current Residential Caregiver (homestay) for Middleton Grange School. This means that we are unable to undertake all the usual safety checks of the caregivers that we would generally perform under the Code of Practice. Middleton Grange School requires your permission to **transfer the duty of care** for your child to the caregiver(s) named on this Form.

Please acknowledge, by signing below, that you give permission for the travel/overnight stay and are accepting responsibility for your child's **transfer of duty of care** for the duration of the travel/overnight stay, to the caregiver(s) named on this Form.

Parent's signature: _____ Date: _____

Care Provider's signature (if applicable): _____ Date: _____

Residential Caregiver's signature: _____ Date: _____

School signature: _____ Date: _____

PLEASE NOTE: It is the pupil's responsibility to make sure all parties are notified, and approval given prior to any travel or transfer of duty of care taking place.