

# Bedales Senior Educational Visits Policy

Implementation date: -  
Date/term of last review: Spring 2024

Author	Trips Manager
Review body (individual or group)	Trips Manager, Deputy Head (Co-Curricular & Operational)
Approval Body	BST
Next Review Period	Spring 2025

*Tick relevant box(es) how this Policy should appear:*

Inspector Folder		<input checked="" type="checkbox"/>
Website	Upload	<input checked="" type="checkbox"/>
	Signpost	<input type="checkbox"/>
Internal only		<input type="checkbox"/>
Parent Portal		<input type="checkbox"/>
For Students		<input type="checkbox"/>

# Bedales Senior Educational Visits Policy

## Bedales Trips Statement

**Mission:** Trips at Bedales look outwards, extending our social, environmental and international engagement. Trips are considered within the context of commitment to character education and experiential learning. They encourage adventure, passion and personal and social education through encouraging open-mindedness and confidence.

**Vision:** Bedales Trips are diverse and inclusive experiences that create eye-opening collaborative relationships that stay with students for life. They support students in leaving Bedales having developed a heightened sense of International Understanding, Democracy, Environmental Stewardship, Adventure, Leadership and Service.

### Staff planning trips at Bedales:

- All residential trips must be submitted an academic year in advance as part of the academic calendar planning process and approved by Senior School SLT and the trips approval process. Day visits should be planned a term in advance, also approved through the calendar and trips approval process.
- To gain approval involves an evaluation of both the overall costs and benefits of trips.
- The cost of a trip will be evaluated in terms of the financial impact and its social, economic and environmental sustainability.
- We encourage inclusivity and, whenever possible, encourage credible in-house alternatives.
- Decisions appreciate the contribution that a trip can make to the educational life of the students.
- A trip's impact on teaching and learning as well as the wider co-curricular life of the School is considered, be that through partnerships, outreach projects, or engaging non-classroom provision.

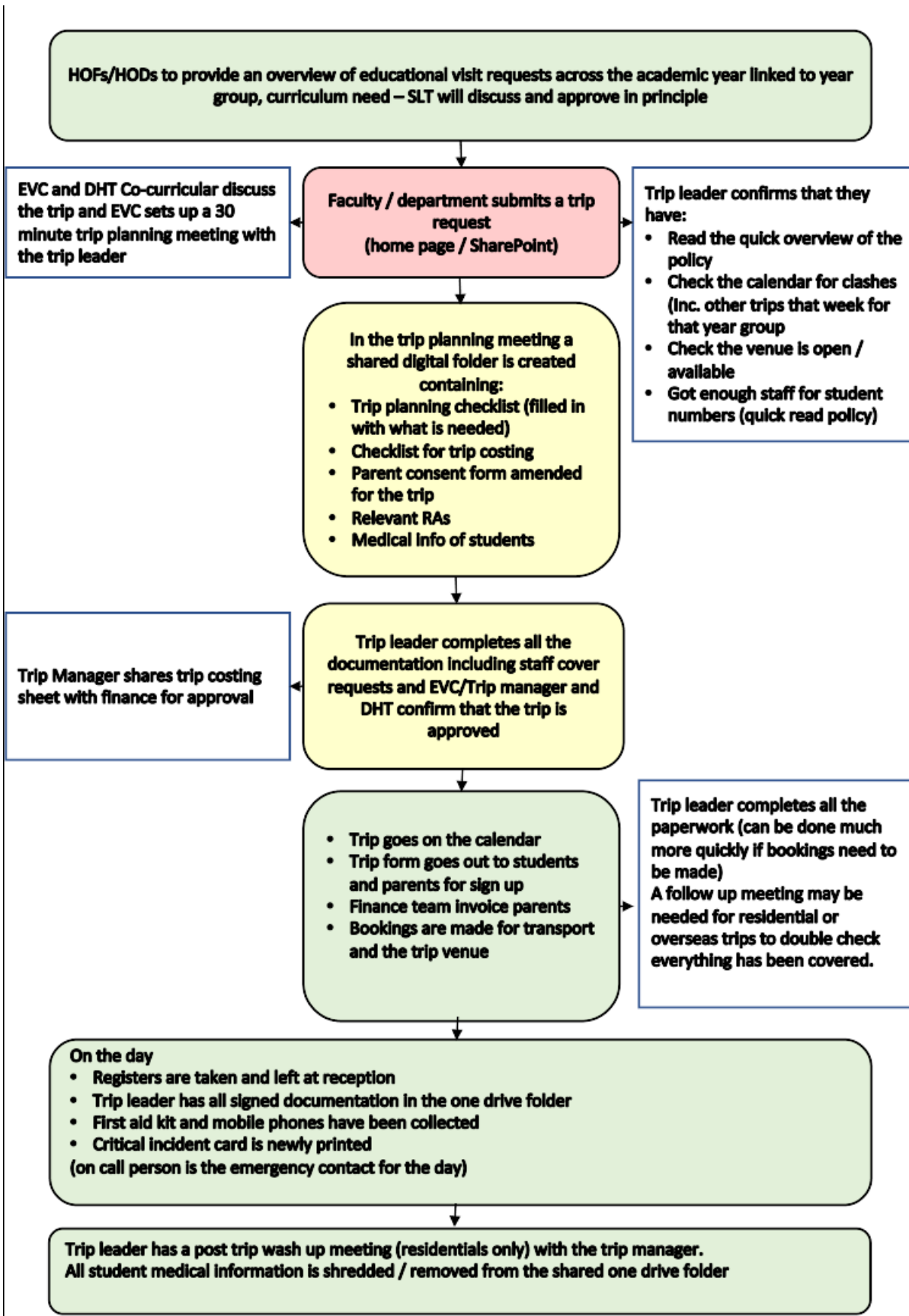
### Planning visits and expeditions at Bedales School

All trip arrangements must be approved by the Trips Manager before they are authorised.

Comprehensive guidance for trips is found on the School SharePoint page but a helpful flow chart which summarises the process can be found on the next page.

The following is aimed at tackling common questions from staff when planning visits and is designed to encourage 'good practice'. Some of these guidelines only apply to expeditions, longer and overseas visits, but you are advised to read through these guidelines before planning any visit.

Approval must be gained for a residential trip at least twelve months in advance through the trips approval process and approved by Senior School SLT. Approval forms are submitted to the Deputy Head (Co-Curricular & Operational). Approval forms can be found on the School SharePoint page.



## Staffing

As with all visits, the staffing ratios and requirements must be visit-specific according to the number, composition, age range and appropriate to the venue and activities planned for the visit.

As a general rule, the following applies:

- Groups on visits must have at least two members of staff. (In certain circumstances one staff member may be sufficient e.g. Sixth Formers attending a lecture in London).
- Ratios for staff to students must adhere to the following:
  - Residential (minimum of two staff):
    - 15:1 for Sixth Form
    - 10:1 for mixed Year Groups
    - 8:1 for Blocks 3-5
  - Day trips:
    - 20:1 for Sixth Form
    - 15:1 for mixed Year Groups and Blocks 3-5
- All groups on visits must have a nominated group leader and nominated deputy leader (except on visits led by one person).
- The use of volunteer trip companions (i.e. non trip staff/possibly family members) on trips needs to be very carefully considered and be pre-approved by the Trips Manager. Safeguarding issues are of primary importance and will govern all decisions. To qualify they need to demonstrate a level of experience/expertise which can be proven to enhance the stated educational aims of the trip in question. They will be required to be DBS checked and interviewed by the Trips Manager before approval. Volunteer companions do not qualify as trip staff and therefore are not included in the recommended staff to student ratios. This also applies to staff who are parents of students on trips. For the sake of clarity, volunteer companions will meet the full cost of the trip.

## Trip Leaders

Trip leaders will be deemed competent by the Trips Manager. Day trip leaders will need to have had experience of a minimum of 2-day trips. They will also need to have been trip leader on at least one day trip before leading a residential trip. Trip experience of staff in other schools should be taken into consideration.

## Post BREXIT trips visiting Europe

- Passport should be valid for the duration of your trip. After the transition period, British passports will need six months' validity from the date of the outward journey for any trip taken within the EU. They must also be less than 10 years old - this is important since you are able to renew a passport before it expires and have the remaining months added to your new passport; these additional months will not be valid under the new rules. There is one exception, which is the Common Travel Area (Ireland, Jersey, Guernsey and the Isle of Man), for which passports need only be valid for the dates of travel, even after the transition period. The European Health Insurance Card (EHIC) continues to be valid in any EEA member state as well as Norway, Iceland, Lichtenstein and Switzerland, covering reciprocal healthcare in these countries until the card expiry date. The EHIC has now been replaced by the Global Health Insurance Card (GHIC). While not a substitute for travel insurance, it will cover state-provided healthcare that is deemed "medically necessary until the card holder returns home", which also includes treatments for pre-existing medical conditions and routine maternity care. When travelling under the School's insurance, our Insurer will waive the excess for medical expenses claims if the reciprocal health agreement

is utilised. In the event that a student does not have a GHIC and a claim for medical expenses is made, parents would be responsible for paying the insurance excess.

- o If you are planning to drive abroad (this now includes Europe) you will only need to have an International Driving Permit (IDP) if you don't have a photocard driving licence issued in the UK.  
<https://www.theaa.com/european-breakdown-cover/driving-in-europe/driving-after-brexit>

### Tour Companies and external providers

In the UK, only licensed providers (e.g. Adventurous Activities Licensing Authority AALA) may be used. In the case of overseas providers, trip leaders should establish the appropriateness of their provision, including speaking with the DSL about Safeguarding. It is advisable to obtain recommendations from other schools that have used the provider if the company is otherwise unknown to you.

We use Approved Activity Providers (AAPs) for the delivery of Duke of Edinburgh Award Expeditions. At all times, there is a Bedales member of staff working with the AAPs and overseeing the delivery of the expedition, providing pastoral support to students. There will be times that instructors will work with the students, without a Bedales member of staff present. This can only occur when the criteria below are met in advance of the trip:

1. The DofE Manager must confirm that the AAP is recognised by the relevant authorities.
2. The AAP will share their safeguarding policy and other relevant documents with the DofE Manager, and this must be included in trip documentation.
3. The DofE Manager will need enhanced DBS Certificate numbers for the instructors.
4. The DofE Manager will witness copies of instructor's certificates and photo ID.
5. Students will spend time with the instructors before leaving site.
6. Students will have the number of a trip phone stored in their phones in case of any emergency.

### Insurance

The law places the Group Leader and any accompanying trip staff "in loco parentis". It is their responsibility to "act as any reasonable parent would do in the same circumstances." Staff who take part in visits and activities outside School may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that Bedales School, as their employer, is committed to supporting them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the School's guidelines.

Bedales has £20 million of Employers' Liability Insurance and £20 million of Public Liability Insurance, as well as a group travel policy that covers most visits inside the UK and overseas. Cover includes cancellation or delay, medical expenses, replacement of passports, personal possessions and money. The policy covers most School visits, but does not cover all adventurous activities, such as climbing, sand boarding or scuba diving. Any member of staff organising an adventurous or hazardous activity should therefore check, via the Bursar, whether the activity is covered by the School's policy. An extension usually can be arranged. The Group Leader should ensure that s/he takes a copy of the School's travel insurance with him/her on all but the shortest of visits.

With the use of Approved Activity Providers, School insurance will cover travel to and from the trip location, and AAP insurance will cover the activities during the trip itself. In this instance, AAP insurance should cover all planned activities, without the need for additional insurance to be purchased.

A standardised online consent and medical form is sent to the parents of all students invited on the trip. This form states that:

*The School cannot take any financial responsibility for cancellation of school trip places by parents. Once you have completed your consent form, we need to make you aware that you will be liable for the full costs incurred unless*

*a replacement for your son/daughter's place can be found or where travel insurance will cover an emergency requirement.*

*Should your child be unable to go on the trip for health reasons, the school will endeavour to recoup costs via insurance. In the event that this is not possible, you will remain liable for the full cost of the trip. This also applies if your son/daughter tests positive for COVID or other communicable disease and is not able to travel.*

*In exceptional circumstances, the School may be required to take the decision to cancel school trips due to safety concerns regarding students and staff travelling abroad. If the School is unable to obtain a refund from insurers for the trip, then regrettably we would not be able to offer a refund to parents.*

Head of Finance and Trip Manager to approve letter/email content before being sent out to parents. All trip letters are sent to parents via Bedales Teaching Support.

### **Pre-inspection visit**

Where possible it is good practice to inspect a location prior to planning a visit, in order to check its suitability.

- Should be made by any leader of a visit abroad or a residential visit or where the activity or location is not familiar in order that an adequate assessment of the risks can be made.
- If a pre-visit is not feasible the group leader will need to consider how best to complete assessment of the risks.

### **Minibus policy**

If you are using the School Minibus you must be on the list of approved drivers held by the Bursar. Please also adhere to the School's Minibus Policy. For visits involving travel over some distance, the driving should be shared, or 'adequate breaks planned', and therefore the party should, in most circumstances, include at least two approved drivers per vehicle. Clarification should be sought from either the Trips Manager, or the Deputy Head (Co-Curricular & Operational). A copy of the School's Minibus Breakdown Policy should be included in the trip pack.

If you are hiring a self-drive minibus the cost should be included in the trip cost and you must inform the Bursar's Assistant of the registration number a minimum of one day in advance of the trip, to arrange insurance cover.

### **Driving a School vehicle to Europe (avoided if possible)**

Check the School's insurance cover with the Bursar's Assistant once the details of the itinerary have been finalised. The School has overseas travel insurance in place and so it is not necessary to take out insurance cover from other providers.

Check whether an International Driving Permit (IDP) is required if staff are driving abroad.

### **Using personal vehicles**

If you are using your own private vehicle on necessary School business to transport students you must have a valid driving licence, with no penalty points. While the School's comprehensive insurance policy gives cover for such use of your vehicle, you must check your own insurance policy and how this is viewed by your insurance. A copy of your driving licence should be provided to the Bursar's Assistant prior to using your own vehicle on school business, and you will be required to complete an annual declaration to the effect that you will adhere to the policy detailed here.

Students must be required to wear safety belts in all vehicles. It is the group leaders and staff who are responsible for ensuring that this requirement is enforced on all journeys.

If driving abroad, you will need an International Driving Permit (IDP) if you don't have a photocard driving licence issued in the UK – you may also need an IDP if you are planning to cross a border into a country outside of Europe or planning on renting a car abroad. Find out more about IDPs here <https://www.theaa.com/driving-advice/driving-abroad/idp>

Only relatively short trips to Petersfield and the local area may be driven by teachers. Otherwise, transport should be booked and driven by an external provider. This can be sourced through Bedales Teaching Support.

Staff should not drive with a student alone. If a situation arises where parties deem this necessary, the Senior Staff On Call needs to be called in advance of any journey taking place.

## Trains and Underground

For train travel and underground, particular care needs to be given to the risk of some students being separated from the rest of the group and this must be set out in the risk assessment.

When travelling abroad, students need to be briefed on matters such as securing passports and visas and baggage security and airport security checks. It is good practice that once you are at your destination (or all passport checks have been completed) that the group leader collects all passports and stores them in a safe place (taking advantage of lockable facilities where possible).

## Ferries

When travelling on ferries it is good practice to have a known rendezvous point for the duration of the trip, where students know that they can always find a member of staff if needed. Advice on staying in small groups (age dependant) should be given and clear instructions on meeting times should always be given.

## Other travel arrangements

It is good practice to keep in touch with details of your expected arrival back at School.

During term-time/Reception opening hours – please keep in touch with Reception. They will filter information to enquiring parents and keep Houseparents informed.

Outside Reception hours – (term and holiday-time) please keep in touch with the Senior On Call.

## First Aid

One member of staff must be nominated as being i/c First Aid (any staff member who wishes to be trained should liaise with the Health and Safety Manager, who will give further information on available courses). It is a requirement for all residential trips, and also good practice for day trips, to have a qualified first aider on the staff team. The need for a first aider on day trips will be assessed as part of the 'risk assessment' process.

This member of staff is:

- To liaise with House Assistants and Health Centre before the trip with regard to controlled drugs.
- Responsible for the first aid bag. This should be taken on visits as appropriate.
- To liaise with the Health Centre Nurse before the trip to ensure if any specific information or equipment/first aid kit is needed for the planned trip.
- To administer basic first aid, though the person responsible must be careful to avoid administering medical treatment beyond their training, skill and knowledge.

To remain with a casualty while emergency help is summoned and, if needed, accompany the casualty to hospital.

The **1-day first aid** course is a basic course and this will be sufficient for the majority of trips. Hotels and venues will have first aid staff and trips organised via external trip providers will have cover too. However, if you are going to remote locations with greater risks, such as exposed /rough terrain, unpredictable weather or difficult to reach by emergency services, then the **3-day more in-depth** course would be required.

### **Accommodation for non-exchange trips**

Where overnight accommodation is involved, fire exits and emergency evacuation procedures should be checked by the group leaders on arrival. The groups should then be given a briefing/fire drill.

Students should know where the staff rooms are located and these should be in the vicinity of student accommodation. Group accommodation should be located in one area rather than scattered in different parts of a residential complex. There should be a clear divide (a staff room/accommodation is acceptable) between female and male accommodation. Staff may not use the same shared bathrooms and toilets as students. If staff are on the same corridor as students, there must be clear practices that avoid students and staff meeting in a state of undress, including not leaving rooms when in a state of undress and knocking and waiting for an 'ok' before entering rooms. It is important to have proper details of the accommodation that is being provided before the visit, even if a pre-visit is not possible. The group leaders should have a room list.

When booking residential accommodation, rooms containing only single beds must be requested for students. It is not acceptable for students to be asked to share a double bed. Rooms must be checked on arrival to ensure that only single beds have been allocated.

In order to ensure appropriate rooming, the Houseparents or the DSL should be asked for advice on dorm allocations to minimise any anxiety for students and support the smooth running of the trip.

### **Behaviour**

Clear expectations about behaviour should be set and a reminder that School rules still apply; no girls in boys' accommodation and vice-versa. Any concerns or issues about behaviour on the trip should be given to the Senior Staff On Call as soon as possible.

### **Risk Assessments for all trips, visits and exchanges**

Trip Leaders must meet with the School's Trip Manager and follow the guidance given on the checklist generated specifically for their trip.

A folder for the trip will be created by the Trip Manager containing all the relevant paperwork required for the trip along with the trip checklist.

Risk assessments must be approved by the Trip Manager. Generic risk assessments are available on SharePoint and will be collated in the trip folder by the Trip Manager. These need to be tailored to fit the exact requirements of the trip in question and to be signed and dated by all staff members on the trip. Electronic typed signatures are acceptable.

A full written Risk Assessment is required for all visits (templates are provided in the Staff Reference Area/Trips Manager folder). The Risk Assessment must:

- a) Identify specific hazards/risks
- b) State who is at risk
- c) Set out measures to control / minimize the risk



- d) Set out the emergency procedure to be followed

All risk assessments must be visit specific and must cover the full itinerary. Risk assessments should be reviewed and, if necessary, updated, even for visits/expeditions that occur regularly.

If a licensed provider is responsible for a visit/activity, you must ask for a copy of their own Risk Assessment and public liability insurance and to refer to and include it as part of your own.

There must be an on-going risk assessment by group leaders and staff as the visit progresses and as circumstances require. On expeditions and visits involving any hazardous activity, Group leaders and staff should always have and be prepared to revert to a 'Plan B'. Students must not be made to undertake or continue with an activity if they are expressing serious concerns about their health, wellbeing and overall safety.

Any student who is deemed to be a risk to the safety of the other students should not be allowed on a visit. (In such circumstances you must discuss the matter with the Deputy Head (Pastoral) in the first instance)

It is important that students going on the visit are properly briefed before departure and are given clear instructions as the visit progresses (ISI, 65,b,d).

#### Trip Plan B

- Ensure that there is one in place for all visits. This could be as simple as a cancellation.
- Plan B must be risk assessed as part of the original planning process.

#### Code of Conduct and Behaviour

Prior to any trip, trip leaders should liaise with Houseparents and the Deputy Head (Pastoral) if they have any concerns about particular students. Decisions about whether students can go on the trip will be at the ultimate discretion of the Head. They should also check with the DSL for any safeguarding concerns relating to any students going on the trip.

On all visits/trips/exchanges students should be reminded of the basic requirements of safeguarding the safety of each other; courtesy and consideration towards members of the public and conduct that enhances the reputation of the School. They should also be reminded that School rules still apply on school trips – even if the trip is taking place in the school holidays. Overnight trip groups should be briefed by a senior member of staff before leaving school.

For visits involving overnights and overseas visits students and parents should agree to the following as a minimum:

- Students carrying out the instructions of the group leaders and staff at all times.
- Alcohol. The instructions here will be group and age specific. The following guidelines are suggested:
  - No alcohol to be brought or consumed by students in Block 3, 4 and 5.
  - Sixth Formers, when given permission by the group leader, can consume two units of alcohol (equivalent to a large glass of wine or pint of beer) per week of trip, with a meal in a restaurant. This must be purchased by the trip leader.
  - A briefing by a member of the senior team must be given to all students going on a residential to reinforce expectations.
  - Local/national laws apply at all times.
  - No spirits to be consumed at all.
  - Drinking more than two units of alcohol will be dealt with as a disciplinary issue.

- Concerns or incidents should be reported to the Senior Staff On Call as soon as possible for further actions to be considered. **If in doubt, staff should make contact.**
- Alcohol may not be brought or consumed in private rooms. (If staying in a hotel it is advisable to ask the hotel to ensure the contents of the mini bar are removed before arrival).
- There must be at least 50%, and a minimum of two members of staff alcohol free at all times.
- In mixed groups, girls and boys must not enter each other's rooms/areas.
- Students must adhere to all deadlines and meeting times. Group leaders must make proper arrangements to check in with students through frequent roll calls.

## Repatriation

For foreign visits parents are informed, via the consent form that they sign, that in the unlikely event of a gross breach of the code of conduct, a student might be repatriated. This would be the decision of the group leaders and in consultation with the Senior Staff On Call. It would be at parents' expense.

## Emergencies

Ensure that a "Critical Incident Card" is carried by all leaders and supervisors. This is stored on the School SharePoint page.

## Remote supervision

"Unsupervised time" on a visit is no longer an acceptable concept. At all times groups leaders and staff are responsible for students. Any period of "remote supervision" must be covered by the drawing of clear boundaries for students and emergency procedures on how contact with staff can be made. Ensure that students have the mobile phone contact numbers of staff involved and the address and contact numbers of the place of residence if an overnight stay is involved. (This information may be provided on a wallet-sized card). The associated hazards should be addressed in the overall risk assessment. On the trip, students should normally be in groups of at least five and be briefed on how to respond to an emergency.

It is good practice on residential trips for the group leader to set up a WhatsApp group on a School trip phone, and to add all of the students' numbers to this group. This allows for easy communication.

Parents must be briefed in the arrangements for any periods of 'remote supervision'

## Passports, Visas and EHIC/GHIC

Group leaders will be sent a copy of each student's passport GHIC number and visas (if required) as part of the consent form process. These should be stored in the trip folder and copies carried, in paper form or electronically.

## Meeting with parents and students before departure

It is good practice to invite parents of students going on a visit, accompanied by the students themselves, to a briefing meeting at the School, in order for arrangements to be explained and questions answered. This applies to many longer visits and especially overseas visits.

## Informed Parental Consent

No students may go on a day trip or overnight visit without parents having given informed written consent by completing an online consent form. Houseparent consent is not an acceptable alternative for parental informed consent. In exceptional circumstances, it is acceptable for group leaders to contact a parent by telephone to gain informed consent, however this should not be the norm, and they should record which parent they spoke to,

together with the date and time of the call. This information should be stored with all other completed consent forms in the trip folder.

Where non-residential visits take place as part of the school day (such as sports fixtures, community days, volunteering and weekend boarder events) consent will be assumed from parents signing the Terms and Conditions document. The onus is on parents to revoke consent for these specific events.

Parents must give this consent on the basis of having been fully informed of the arrangements for the visit. They should not be informed on a 'need to know' basis only. Parents should be aware of the following as applicable to the specific visit:

- The full itinerary, including travel arrangements.
- Any hazardous activities, the supervision and the risk assessment.
- Details of any period of remote supervision and the control measures in place.
- Insurance arrangements including insurance for hazardous activities (longer and overseas visits). Policy schedules must be provided as appropriate.
- Medical arrangements e.g. policy on the dispensing of medications (normally if a student needs to purchase and take any medication, he or she should obtain either in advance or at the time). Paracetamol should not be given to a student who is receiving other medication from a doctor. (Aspirin or preparations containing Aspirin, may not be given) If in doubt, please contact the Health Centre or, if away during holiday time, seek local medical advice.
- Any information that will be shared with a third party.
- Full contact details of the hotel/place of residence (longer and overseas visits) and the group leaders.
- Parents should also be aware of the behaviour expected on the trip and consequences of students who 'get it wrong'.

Online access to parental consent forms and emergency contact details of parents/guardian should be accessible by the group leaders at all times whilst on the trip. All staff should be given, and retain through the visit, a list of staff and students on the visit, along with their mobile number their emergency contact number, hotel/accommodation details and contact details of the Senior Staff On Call. However, staff should not store student mobile phone numbers on their own personal devices. Trip Leaders are responsible for resetting all school mobile phones to factory settings at the end of the trip.

## School Exchange Trips

Groups of students travelling overseas as part of a school exchange requires a higher level of planning than an overseas residential trip. Staying with another school will require a significant increase in the 'test' to satisfy the School that all arrangements are suitable and appropriate. Trip leaders must meet with the DSL to discuss these arrangements at least 12 school weeks before departure and at every stage during the process.

## Safeguarding - Exchange Schools and Host Families

Bedaless cannot conduct appropriate safeguarding checks on host families, either internationally or in the UK. Neither can we recommend host families or rely on the recommendations of partner schools for these purposes.

Bedaless do not currently run exchange trips or stays with host families, however it is something we may consider offering in the future. If this is the case, this policy will be reviewed and fully updated to recognise the extra complexities of such trips.

## Safeguarding – use of personal mobile phones & other devices

Staff members must not, under any circumstances, record student phone numbers or other personal information on their own mobile phone or other electronic device (e.g. tablet). They must also ensure that any personal photographs taken on these devices do not include images of students.

School trip phones are available and should be booked in advance of the trip through Bedales Teaching Support. Where possible and appropriate, all trip staff should carry a trip phone, which should contain all student and other trip staff mobile phone numbers (e.g. in a WhatsApp group), as well as Bedales On Call staff numbers, for emergency use. Students should be given appropriate staff trip phone numbers, and parents should be given the Trip Leader's school/trip phone number. School trip phones can be used to take photographs which include images of students, to be shared with External Relations for marketing purposes.

On return to school all trip phones must be returned to Bedales Teaching Support. Trip Leaders are responsible for downloading any photographs and sharing these with External Relations. They must also reset all phones to factory settings to remove all student data and contact information. Bedales Teaching Support will check returned phones to ensure they have been reset. Any that have not been reset will be passed to the Deputy Head (Co-Curricular & Operational) for resetting and discussing with the Trip Leader.

## Reporting incidents/near misses

It is a requirement that any accident or 'near miss' on a visit should be reported immediately (or as soon as reasonably possible) to the Senior Staff On Call and the necessary documentation be completed. If you have any Health and Safety concerns, you must report these on return to the Health & Safety Manager. Medical issues are to be reported directly to the Health Centre and relevant Houseparents.

[Accident Reporting Form \(sharepoint.com\)](#)

## Report on visit

You are asked to give some feedback to the Trip Manager, on your visit (particularly longer visits, expeditions, and overseas visits). A brief summary of the trip and any causes for concern should take place at this time. A face-to-face debrief with the Trips Manager must take place within the first week of return to the School.

The Trip Leader is also expected to complete all finance paperwork, and to complete and submit relevant accident and/or near miss forms to the Trip Manager and Health & Safety Manager within two weeks of the trip return date.

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NB: All School policies are available to staff and can be found here:

<https://bedalesschools.sharepoint.com/:u:/r/sites/bdd-wholeschoolpolicies/SitePages/Home.aspx?csf=1&web=1&e=XzOZJE>

[New-process-for-trip-approval-2023.pptx](#)

[Off-site-Day-visit-approval-form.docx](#)

[Off-site-Day-visit-information-sheet.docx](#)

[Residential-trips-approval-form.docx](#)

[RESIDENTIAL-TRIPS-SUMMARY-FORM.docx](#)