

Educational Visits - PROCEDURES CHECK LIST

Trip to:	Date of Trip :
Group Leader:	
ACTIONS - In advance of Trip	
<u>Give adequate notice of trip to parents:</u>	
<ul style="list-style-type: none"> • Inform parents if school uniform should be worn or additional clothes are required • If packed lunch is requested send home menu slip in adequate time • Inform kitchen of date of trip • Where applicable (e.g. Adventurous / Hazardous activity) send Consent forms to parents • Where applicable will children need sun hats, wellies, back-pack, and spending money? 	
<u>Transport Arrangements</u>	
<ul style="list-style-type: none"> • Ensure mini-bus drivers have in date Driving licence (pre 1997 or held for 2 years) • All staff planning to travel in own car to submit relevant documentation 	
<u>Accompanying Adults</u>	
<ul style="list-style-type: none"> • Check Pupil / Staff Ratios acceptable • Check all Adults have had acceptable CRB check • Check that sufficient First Aid cover is available for trip 	
ACTIONS – suggested 1 week in advance of Trip	
Check that trip has been authorised by Headteacher and any / all conditions have been met	
Check that where applicable all permission slips been returned and any medical issues noted	
Inform kitchen of number of packed lunches required	
ACTIONS – Working Day before Trip	
Finalise Contact List and ensure Home Based Contact has copy together with itinerary	
Complete Visit Pack to include Risk Assessments / Contact Lists / Insurance information etc.	
Check First Aid Kit / Medical requirements including medicines for pupils and consent forms	
Ensure that all Mobile phones are charged and working	
Check any safety equipment i.e. fluorescent jackets	
Brief all staff (if not already undertaken)	
ACTIONS – Day of Trip	
Final check of medicines e.g. Inhalers / collect First Aid Kit	
Where applicable collect packed lunches from kitchen and store in Cooler Bag. Do all pupils have a lunch?	
Do all parents know if there is a change of pick-up place/time?	
Visit pack held by Group Leader and paperwork distributed as appropriate	