

EDUCATIONAL VISITS PLANNING AND APPROVAL FORM

PART A: OUTLINE PROPOSAL							
Part A of this document constitutes outline planning. It should be completed by the visit leader or EVC and submitted for consent in principle for the visit to be organised. Consent to Part A does not constitute overall approval for the visit. (See Form 2A and 3A)							
School/Group:				Visit leader:			
Number of pupils:		Boys:	Girls:	Age of pupils:			
Number of accompanying staff:				Number of Volunteer helpers:			
1. Purpose of the visit and specific educational objectives:							
a)							
b)							
c)							
2. Place(s) to be visited:							
3. Proposed date(s) of visit:				Departure time:			
3. Proposed date(s) of visit:				Return time:			
4. Proposed transport arrangements:							
5. Contact names and telephone numbers:							
6. Estimated costs:		Whole Party		£	Per Pupil		£
					Estimated charges/ contributions		£
7. Proposed activities							
8. Proposed alternative activities due to unforeseen circumstances (Plan B)							
Outline proposal approved by:							
Date Approved by				EVC	
Date Approved by				Headteacher	

PART B: DETAILED PLANNING AND FINAL APPROVAL

Part B this document constitutes the detailed planning. It should be completed by the Visit Leader or EVC and submitted at least 10 days before the visit for final approval.

Confirmed Accompanying Staff	Volunteer helpers	Experience	CRB cleared

Do any of the above named staff/volunteers have a child(ren) accompanying the visit? **Yes/No**
If yes to the above question, please refer to the Policy Section 3.2.1.

Venue Address (with contact name):	Transport Company (with contact name):

Telephone:	Telephone:	Emergency Number:
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Base Contact Name:	Telephone:	Mobile No:
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Programme (Attach additional sheet if necessary)	Time	Risk Assessed

Return to School

Checklist	Date	Checked (initial)	Approved (initial)
Risk assessments completed for all activities including Plan B (FORM 5 attached)			
Governing Body informed (School procedures)			
Transport organised and confirmed			
Venue confirmed (Including meal times and facilities)			
Costs and charges confirmed			
Site/Venue visit undertaken (access issues checked)			
Check public liability insurance of venue (see Policy, page 4)			
Insurance arrangements made (If appropriate)			
Medical information obtained			
Final costings confirmed and money collected			
Information sent to parents/carers			
Meeting with parents/carers (If appropriate)			
Pupils/staff and volunteers briefed			
Parental permission slips obtained prior to visit			
Worksheets/Questionnaires prepared, if appropriate			
Senior member of staff nominated to co-ordinate any child protection duties			
Accident/emergency procedures in place according to school policy			

Final approval:

Date approved by

Date approved by **EVC**

..... **Headteacher**

PART C: CHANGES

NB This section only to be completed if there are any last minute alterations/ modifications to the information in Part A or B.

CHANGES TO:

Accompanying Staff	Volunteer helpers	Experience	CRB
Venue	Transport		

Other changes

Checklist	Checked	Approved
Details of all participants lodged at the school		
Medical arrangements checked		
Final briefing to staff/volunteers/pupils		
Equipment checked and loaded		
Weather conditions suitable for activities		
Decision to go ahead with revised visit confirmed		

Changes approved by:

Date approved by **EVC**

Date approved by **Headteacher**

Note: The Educational Visit Post Activity Report (Form 4) should be submitted to the Headteacher within 14 days of the end of the visit.