|  |  |
| --- | --- |
| Name and location of visit: |  |
| Date(s) |  |
| Name of Visit Leader & Contact Number |  |
| Additional Leaders |  |
| Emergency Contacts*(share all trip info inc. medical details with all emergency contacts)* | School office - 01905 3526151.2.3. Greg McClarey – 07516 502300 |
| Time of departure from school |  |
| Name and address of accommodation |  |
| Methods of transport (hired, coach, school minibus etc) |  |
| Name of coach company (if applicable) |  |
| Method of onward travel (train, aeroplane, Eurostar etc.) |  |
| Name of airport/ferry port (if applicable) |  |
| Name of airline (if applicable) |  |
| Flight/train times of outward journey (include departure and arrival times) |  |
| Flight number (if applicable) |  |
| Flight/train times/date of return journey (include departure and arrival times) |  |
| Flight number (if applicable) |  |
| Time of arrival/date of arrival back at school |  |

|  |
| --- |
| **Staffing** |
| Visit Leader has completed a **Visit Approval Form** and has received full approval, there are sufficient Leaders and helpers to ensure effective supervision. |  |
| All Leaders and helpers are clear about their roles and responsibilities during the trip and are considered competent. |  |
| All Leaders and helpers have received all relevant information about the visit including copies of **Generic** and **Specific Risk Assessments** |  |
| Staff are competent to deal with the complexities of being overseas, including language and cultural issues. |  |
| Contingency plans are in place for a participant or leader becoming sick or injured, or having to self-isolate because of a contagious illness, and how this might affect their involvement in the visit and their ability to travel home. |  |
| **Timing** |
| Timings have been communicated to parents, students and appropriate staff.  |  |
| Site and office staff are aware of when and where coaches will be collecting and dropping off. |  |
| If the trip involves early and /or late pick up Kay Taylor has been informed and parents have been asked to keep noise down to a minimum. |  |
| If access to the bus bay is needed trip leader knows the up-to-date back gate code |  |
| **Activities** |
| The programme of activities is appropriate to the age and nature of the participants.  |  |
| **Generic** and **Specific Risk Assessments** have been created and consider the different activities on the visit. |  |
| If external providers are being used checks have been made to ensure appropriate qualifications and expected standards are met. |  |
| Suitable insurances are in place. This may be through the college insurance policy or a provider insurance. |  |
| There is access to first aid appropriate to the planned activity, group and location. If this is not the case, then a qualified First Aider has been included in the staffing. |  |
| Emergency contacts have been shared with all Leaders and helpers using the **Emergency Contact Crib Card**. |  |
| **Group** |
| Parents have given consent and have provided up to date contact details, medical info and dietary requirements.  |  |
| Participants and their parents are prepared for the complexities of an overseas visit, including language and cultural issues |  |
| Parents of any students who have specific medication needs have been contacted to discuss requirements.  |  |
| For those students with an Adrenaline Auto-Injector (AAI), parents have been informed of emergency procedures and collection of spare medication from Pupil Reception has been confirmed. |  |
| Passports are valid for the minimum period allowed after the date of the visit. Passports are in good condition and were issued at less than the maximum allowed time before the date of the visit.  |  |
| Different requirements for members of the group who are not British citizens, or who are citizens of any of the countries we plan to visit, or who are dual citizens, including for entering and leaving those countries and re-entering the UK have been met. |  |
| Photocopies of all travel documents have been left with Emergency Contacts. |  |
| All eligible group members have obtained a European or Global Health Insurance Card (EHIC or GHIC) and will bring it with them. |  |
| **Environment** |
| Factors such as weather, and any other hazards have been considered and a Plan B is in place.  |  |
| Accessibility to the site has been checked for all participants. |  |
| There is sufficient knowledge of the site to be visited either through previous visits, familiarity with the venue or from other sources. |  |
| **Remoteness** |
| Sufficient and appropriate transport has been arranged to access the site.  |  |
| Routine and emergency communication arrangements have been considered for all planned activities. |  |
| We have taken into account the latest UK government foreign travel advice for each country we plan to visit or transit. |  |
| We have plans to deal with any significant risks of crime (including petty crime such as pickpocketing) or terrorism in the places we plan to visit. |  |