

Off-site Activities and Visits Policy and Procedures

HS-1-402

Responsible post holder	Group Director of Health and Safety
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1. Introduction

The London and South East Education Group (LSEEG) recognises the valuable contribution that off-site activities, including international and residential visits, can make to the curriculum and broader learning experience for learners. To ensure that such visits run smoothly and safely, it is essential that they are planned, managed and conducted in accordance with a clear set of procedures. All off-site activities must follow the attached planning processes and procedures.

2. Scope

The scope of this policy is as follows;

This policy applies to:

- London & South East Education Group (LSEEG).
- London South East Colleges (LSEC).
- London South East Academy Trust (LSEAT).

And covers;

- Learners/students/pupils.
- All employees (permanent and temporary).
- Agency staff.

And covers;

- Activities off premises but under the LSEEG's control.

But excludes

- Contractors.
- Visitors.
- Activities on premises.
- Activities on premises directly adjacent to LSEEG sites where LSEEG controls are available. For example, a park next to site where radios still work, and a first aider could be called.
- Work experience and apprenticeship placements where the responsibility of Health and Safety Management sits with the employer.

3. Policy

4.1 General Principles

This policy sets out the requirements and processes necessary in planning and staging off-site visits. For areas under this policy the Evolve system supplied by Edufocus is used for trip recording and approval.

All off-site visits are required to go through comprehensive planning stages and approval stages, taking into account academic value, cost, safeguarding, health & safety and crisis management elements. The level of detail required to obtain approval for a particular off-site visit may be dependent on the individual nature of the activity, learner demographic, external provider, Health & Safety factors or other considerations specific to the proposal.

All visits require logging on Evolve adhering to the following minimum time frames for approval:

14 days prior to the planned visit: Evolve form must be started.

7 days prior to the planned visit: form must be submitted for final approval.

24h prior to the planned visit: if final approval is not yet granted trip must be cancelled.

No trip must go ahead without Final Approval. Staff taking students on trips without written evidence of final approval may be subject to disciplinary proceedings.

4.2 Outline of Planning, Management and Decision Stages

The following stages apply to trip approval:

- Staff may start planning a trip at any point, logging this and submitting initial details on Evolve will enable '**Outline Approval**' to be granted – effectively acknowledgment that the trip is conceptually viable and permission to work on it further.
- Trips can then be resubmitted with additional information for '**Final Approval**' usually at Vice Principal or Head of School level (known as EVC in Evolve).
- Higher risk trips will also require approval by Health and Safety and the Principal / Deputy CEO - Academies as appropriate. As long as Evolve is completed correctly this approval process is inbuilt.
- There is no formal Safeguarding review and approval. Staff should seek additional support from Safeguarding Designated Safeguarding Lead if there are concerns related to their trip.

ALL trips must go through all necessary stages.

'Higher Risk' trips are defined by the nature of the activity. This is broad in scope but can be considered as any activity where there is a higher than average or 'every day' risk of exposure to harm. Examples may include 'adventure' or physical activities such as climbing, orienteering, water-sports or ice skating, or trips involving travel abroad. Other examples may include trips to observe particular industrial processes. Some 'Lower Risk' activities may become 'Higher Risk' depending on the Learner demographic. As 'Higher Risk' may be open to interpretation, consult the Health & Safety and Safeguarding team at an early stage of the process if there is any concern about where a particular activity might fall. The table below further elaborates on some of the indicators as to whether a trip should be considered 'Low' or 'High' risk:

Risk classification

Lower risk indicators	Higher risk indicators
Venue has own risk assessment	Venue does not have own risk assessment
Low risk activities (visiting a museum, attending a performance)	Adventure type activities (abseiling, archery etc.)
Students do not interact with the public	Students interact with the public
Simple transport arrangements	Complex transport arrangements
Local area	Remote area or overseas
Similar trip has gone without issues	Similar trip has resulted in accidents, safeguarding issues etc.

When evaluating the activity after you return, consider any unexpected risks for inclusion in the next risk assessment.

4.3 Stages

Stage 1

Initial planning and approval

- 1.1 Purpose
- 1.2 Party Leader
- 1.3 Risk Assessment
- 1.4 External party involvement
- 1.5 Staff
- 1.6 Finance
- 1.7 Outline Approval

Stage 2

Promoting the activity with learners (including parents if appropriate)

- 2.1 Plans for briefing meetings
- 2.2 Information at the briefing meeting
- 2.3 Consent
- 2.4 Emergency contacts
- 2.5 Information and arrangements
- 2.6 Additional information
- 2.7 Emergency contact procedure
- 2.8 Communication
- 2.9 Return
- 2.10 Copies of all documents left with the line manager
- 2.11 Final Approval by EVC and for 'high risk' additional Health and Safety department approval (Safeguarding to be consulted if relevant), with Final Approval from the Principal.

Appendices

- Sample Parental Consent Form
- Sample Medical Declaration
- Additional Information for Residential Trips

4.4 Breakdown of Stages

The following are the approximate stages that will be complete on Evolve. Note all of these stages and the submission of evidence of their consideration will be completed on Evolve. They are listed here so that the stages can be formally identified in controlled policy and so that staff can, if they wish, consider these stages before starting Evolve.

However, it is recommended that Evolve is used as the planning tool. If staff collate information remotely and upload close to the deadlines this gives the approves less time to revie the trip.

Stage 1: Initial Planning and Outline Approval

1.1 Purpose

Have the aims and objectives of the activity been clearly identified and, where appropriate, discussed with any outside providers?

1.2 Party Leader

Is there a clearly identified party leader or activity organiser who is competent to lead the activity? Is the party leader familiar with the activity proposed, the students involved and group policies?

1.3 Risk Assessment

Has the party leader or another authorised person carried out a risk assessment related to the proposed activity? Can the location of the activity be visited, and risk assessed in person prior to the activity, or would it be more appropriate for the provider to provide this? If appropriate, have you sought guidance from the Health and Safety department? Has the venue provided their own risk assessment, if appropriate? See hazard management in the appendices.

1.4 External Party Involvement

If you are contracting with any partner providers, agencies, or other external parties, are they fully aware of:

- The purpose and objectives of the activity?
- A profile of your student group and their level of experience?
- Your expectations of the provider?

1.5 Staff

Have you considered and met the approved ratio of staff to students?

For LSEC

The minimum requirements are: 1 staff member for every 15 learners for day trips and residentials. There must be a minimum of two staff members in all instances.

SEND areas should follow staffing ratios in existing student plans and agreements. Those includes relevant support staff – for example those trained to give medication.

For LSEAT

The minimum requirements are:

Pupil ages 4-8 years: 1 staff member for every 6 pupils

Pupil ages 9-12 years: 1 staff member for every 8 pupils
Pupil ages 13-18 years: 1 staff member for every 10 pupils
There must be a minimum of two staff members in all instances.

Have you looked at the gender ratio of the group and staffed accordingly and appropriately?

Do you have accompanying staff that have a range of skills and experience?

1.6 Finance

Has the activity been costed to allow for contingencies as well as a change in numbers?

Have you notified the group and organised the following:

- Deposit arrangements and refund policy?
- Final balance and refund policy?
- Staff costs – for the activity as well as teaching cover if required?

Note the finance department may request evidence that the trip has been approved before they release any payment. You must not commit funds for non-approved trips. Approval is via Evolve confirmation emails – finance do not have system access to Evolve.

- For LSEC trips require Final Approval at this stage
- For LSEAT trips require Outline approval at this stage

1.7 Outline Approval

Have you discussed your proposal with your line manager and submitted to Evolve for Outline Approval?

Once initial detail of the proposed trip is documented, it should be submitted to Evolve for Outline Approval.

Once Outline Approval is granted, the form will be returned to you for additional detail to be added:

Stage 2: Promoting the Activity with Students (including parents if appropriate) and additional detail and Final Approval on Evolve.

2.1 Plans for briefing meetings

If required have you planned a formal briefing meeting with:

- Students/pupils?
- Parents / guardians/carers (if appropriate – i.e. for students under 18)?
- Staff members involved in the activity?

2.2 Information at the briefing meeting

Have you included the following information (appropriate to your group) in the briefing meeting:

- Code of Conduct for students including alcohol and drugs policy?
- If travelling abroad, requirements for passports, visas, inoculations and any other information related to the trip?
- Equipment and clothing required?
- Confirmed insurance details – with copies available?

2.3 Consent

Have you obtained written **consent from parents/guardians/carers** (for students under 19) and carers (for vulnerable adults) for the off-site activity and any associated activities while on the trip? See: **Appendix**.

2.4 Emergency contacts

Do you have at least two **emergency contact** details for all the party (including staff)?

2.5 Information and Arrangements

Have you provided all members of the group with confirmed details of timings, emergency contact numbers and transport arrangements?
See: **Appendices**

2.6 Additional Information

Are you aware of the dietary and medical needs of your group and do you have easy access to this?

2.7 Emergency Contact Procedure

Is the party leader and accompanying staff aware of the agreed procedures?

If using a recognised centre (for a residential), have you confirmed the emergency procedures?

Is reception at the centre where you work aware of the activity and in the event of an emergency do they have contact details?

2.8 Communication

Have any colleagues whose work may be affected by the activity been notified?

If cover for staff attending is required, has this been organised and have briefings taken place?

2.9 Return

Have you informed your line manager and reception of the time you expect to return?

2.10 Copies of all documents left with the Line Manager

Have you left copies of the details of the trip, emergency contact numbers and transport arrangements with your line manager?

2.11 Evolve submission completed and approved.

Has the Evolve form, including all necessary Risk Assessment processes been submitted and approved without issue?

4. Breakdown of additional approval for Overseas or 'Higher Risk' Trips

'High Risk' Evolve Approval

Completion of all required elements of Evolve to be sense-checked by Health & Safety (with Safeguarding consultation if required) departments, and subsequently approved on Evolve by the Principal.

Final Information on Activity Prior to Departure should take place in parallel with the completion of the EVOLVE submission, ensuring that all the compiled documents relating to the trip are now sitting with the relevant departments.

'Short Notice' Trip Approval

Trips planned with 14 or more days' notice

Should follow the policy above.

Trips planned with less than 14 days but more than 24 hours' notice

Review why the trip has been planned at short notice and if this was avoidable. Log the trip via Evolve, contact those in the authorisation hierarchy to notify them a short notice trip has been logged. Inform learners that the trip is still subject to authorisation and may not occur.

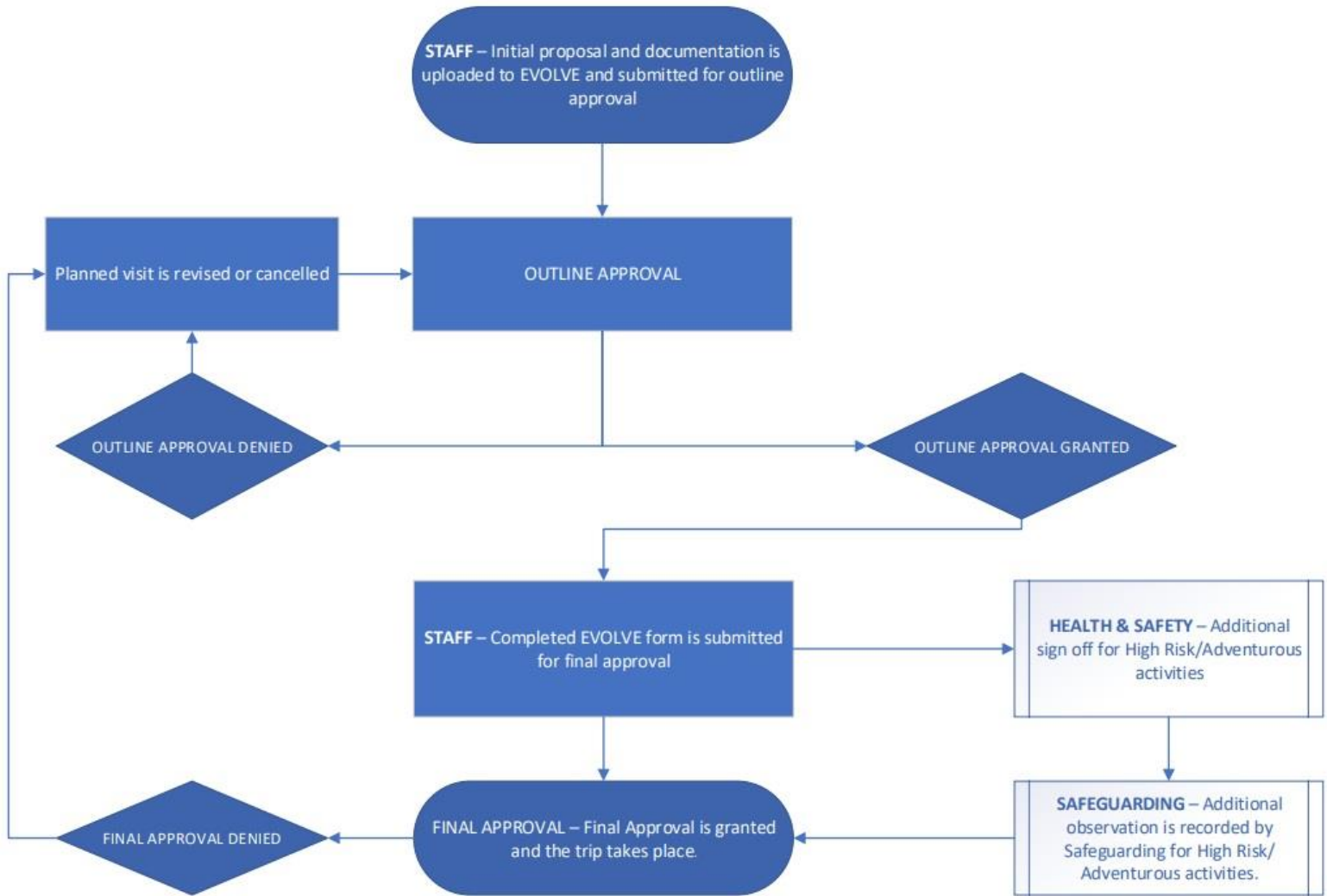
Trips planned less 24 hours' notice

If a trip opportunity arises with less than 24 hours' notice this procedure applies. This process is not to be used for overseas or residential trips.

- In advance parental consent (if applicable) must be sought, this can be done at pupil/student enrolment. Consent forms should indicate the types of trips likely and approximate geographical area. If the trip differs from the consent form a new form needs to be sent.
- A risk assessment must be done. This can be completed in advance that covers the general type of activity and location (e.g., 'Theatre trips in London'), it must be reviewed before travel, the review can be as simple as checking the risk assessment is valid for this trip. If the risk assessment prepared in advance is significantly different a new risk assessment should be completed.
- Trip details must be recorded and communicated. Details should include venue location and contact details; time expected to arrive and leave and method of transport.

- Trip leader details must be recorded and communicated. Details should include name and contact number during the trip.
- Learner and staff details must be recorded and communicated. Details should include full names, student numbers, ages, mobile phone numbers (if applicable) and next of kin contact details.
- Complete the Short Notice Trips Form. See **Appendix**.
- The above information should be emailed to healthandsafety@lsec.ac.uk.

Flow Chart for Trip Approval



APPENDICES.

Hazard management

Trip controls

Overseas trips are likely to have more stringent controls than domestic trips. Below are generic lists of controls for these types of trips. Regardless of the controls listed below each trip must have a risk assessment detailing controls specifically devised for that trip – this should be prepared well in advance and submitted to Evolve for the authorisers to review.

All trips

Inadequate planning and organisation	A detailed itinerary should exist Back up options should exist e.g., in case of travel disruption Sufficient numbers of experienced staff should support the trips Preferably a first aider should accompany the trip, alternately other first aid provisions should be considered, e.g., first aiders at the venue All staff should have mobile phones
Emergencies	Trips should not occur during 'Critical' terror threat levels (unless to very low risk areas) Consideration should be given to staff injuries – who should support the group Consideration should be given to student injuries – if staff respond, are there sufficient other staff to supervise?
Exposure to adverse effects of weather	Trip should not proceed in severe weather Student medical needs should be factored in Sufficient weather protection and clothing should be taken (winter clothes, sturdy footwear, sunscreen, hats etc.) Trip should be adjusted or cut short if weather deteriorates
Young person lost or separated from the group	Adequate supervision should exist A meeting place should be communicated Especially vulnerable students should have 1:1 support Students with a history of absconding should be prohibited from attending unless very stringent controls are in place
Misbehaviour/misconduct	Adequate supervision should exist All disciplinary and similar policies apply to trips Students with a history of poor behaviour should be prohibited from attending unless very stringent controls are in place
Travel	Appropriate clothing and footwear should include getting to and from the trip not just the venue

	Consideration of a backup plan for travel disruption should exist
Special medical, behavioural needs of specific young people.	Risk Needs Analysis information should be considered in trip planning Personal Emergency Evacuation Plans should be adapted to the trip
Periods of working in small groups or for other remote supervision	Small group work should only occur with low-risk groups in low-risk locations Additional controls should exist Areas where small group work can be done should be geographically defined to the group (i.e., group should stay in defined area) Timing should be defined along with a meeting point if relevant A way to raise the alarm in case of emergencies should exist Students should not be able to access alcohol
Use of public spaces/venues	Confrontation with members of the public should be considered Students should be briefed on conduct A way of cutting the trip short and re-assembling should be identified
Activities	All activities should have a risk assessment proportionate to the risk Ad hoc (unplanned) additional activities should not be undertaken

Overseas trips

Lack of communication/adequate arrangements.	Emergency contacts and learner details distributed to key staff In Emergencies <ul style="list-style-type: none"> • Use Accompanying Tutor mobile • Use Accommodation phone number • Use Partner Mobile Distribute key contact details to NoK and emergency contacts at home and partners. 3 folders with full information will be with: <ul style="list-style-type: none"> • Campus reception (open during office hours) • Staff (out of hours emergency contact) • Staff (accompanying tutor) All students, parents, partners, staff & faculty office will have emergency contact number. Students/parents/accompanying staff/ faculty and LSEC will have the contact details of the partner agency and the dedicated project tutor from our agency. Students will be provided with an induction pack on arrival. Students will be provided “important information” prior to departure and will also have taken part in a preparation programme which
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	includes basic local language, culture, and work experience preparation.
Language Barrier	Students have participated in basic language training prior to departure and encouraged to learn the basics and phrases they may need in their placement. Students encouraged to take a dictionary/phrasebook.
Weather	Students advised to take appropriate clothing and footwear in line with the weather forecast Learners are told to take appropriate sun protection including hats, sunscreen and protective clothing with them. Also, to bring umbrella and seek shelter when it rains/thunderstorm etc. Where necessary, students are advised to stay hydrated and ensure that they always wear sun protection. Where appropriate, use of anti-mosquito sprays and electronic devices discussed.
Vehicle break down	Book experienced and recommended travel companies both in the UK and abroad. Leave in good time to allow for any delays. Travel insurance purchased which will cover missed departure of flight in the incident of vehicle breaking down. Staff to call guardians if potential chance of delayed return due to vehicle breakdown. Transfer company will have arrangements in place if this incident occurs.
Crossing roads	Participants have been made aware of potential for different/ dangerous roads and driving. Need to double and triple check roads before crossing - only cross at dedicated crossings. The least hazardous route must be selected. All participants will receive a map of the city during induction. Students are given a bus pass for the duration of the trip which they are encouraged to use whenever possible.
Unanticipated event: Natural disaster/terrorism	All participants to follow instructions given by local authorities. Depending on point of place follow establishment's procedures (e.g., emergency exit routes at hostel, work placement procedures). If appropriate, all participants to make their way back to accommodation and/or text accompanying staff to say where they are. If staff is unavailable, contact emergency contact at home. Accompanying tutor to inform emergency staff back home & Emergency contact to contact NoK and stay

	<p>in touch with host partner and NoK.</p> <p>In consultation with host partner, travel arrangements will be made for the students to return home immediately in case of any major emergency.</p>
<p>Poor or unruly behaviour of participants</p>	<p>Students have had a meeting regarding the behaviour that is expected and are aware of the standards their behaviour should meet.</p> <p>Control measures include:</p> <ul style="list-style-type: none"> • A code of rules and behaviour, agreed with participants and/or NoK where appropriate. • Routine checks in rooms by accompanying staff • Strictly no alcohol/drugs during trip • Penalty deduction of subsistence due to persistent rule breaking to returning learner at their own cost to the UK. Learner may also need to repay grant to LSEEG. • Rules for supervision (including model behaviour and example set by adults) • Experienced tutor to accompany group to ensure that rules are adhered to • Students have been set a code of conduct regarding not only their work placements but also for their free time (for example curfews, consumption of alcohol- specifically banned for under 18s). <p>Students will sign learner agreement and Code of Conduct prior to departure to ensure they are aware of expected behaviour during their placement.</p> <p>There will be tutors abroad with the students to ensure behaviour is neither poor nor unruly and will raise issue with students if needed. If needed the decision will be made by the accompanying staff and LSEEG staff to send students home if needed caused by bad and unruly behaviour.</p>
<p>Minor Incidents abroad</p>	<p>Accompanying tutor to deal with situation in collaboration with partner and local authorities where required.</p> <p>Students will have the contact details for the host's office and contact details of an emergency contact for out of office hours for the host partner.</p> <p>Accompanying staff will have the emergency contact mobile phone number to ensure 'out of hours' contact is available. Inform emergency contact at LSEC who will inform NoK as/when appropriate.</p> <p>Students have personal travel insurance and the EHIC.</p>

Student/s lost or missing	<p>List of participants compiled prior to departure. A copy will be kept at reception/known safe location on site.</p> <p>A thorough student database with all students' names/NoK details/ medical conditions/ passport details etc... will be kept centrally. Staff will be given all necessary paperwork prior to departure.</p> <p>Accompanying staff will have the mobile numbers for those students who have their mobile abroad with them.</p> <p>For individual trips throughout the placement (e.g., a tour of the city) Control measures include establishing meeting and collecting points and communication between accompanying staff and students via mobile.</p>
Coping abroad	<p>Pre-departure preparation programme and meeting with accompanying staff, parents, and students to alleviate and fears and worries.</p> <p>The tutoring is an important aspect in the running of the programme. A tutor will facilitate to enter in this new and important experience of work and life.</p> <p>The accompanying tutors will be the first port of call for our students, and they will have the emergency mobile number to call if needed.</p> <p>Students will have an allocated supervisor within their work placement companies. Students communicating any areas of concern to accompanying staff- these will be passed onto to LSEC and partners.</p> <p>Students to have contact details for LSEC tutors and contacts for Host partners</p> <p>Language training and cultural prep for students prior to departure. Subsistence to be sufficient to cover food, water, and essentials.</p> <p>Student's accommodation and travel provided for.</p> <p>Curfews have been set and discussed with students and no alcohol, those under 18 are fully aware of this.</p> <p>Students will have received a full induction prior to departure covering the following areas:</p> <ul style="list-style-type: none"> - Cultural differences (customs, dress code, behaviour etc) - Code of conduct - How to stay safe - What to do in the case of an emergency/if a concern arises
Safeguarding issues	<p>Accompanying staff and all students hold First Aid emergency training, or competency in First Aid where appropriate.</p>

	<p>Accompanying staff has also undertaken safeguarding training.</p> <p>Accompanying staff to refer to local authorities, partners, and home emergency contacts as necessary.</p> <p>Staff to inform designated person at if previous incident. Partners to be informed immediately if concerning work placement. Appropriate authorities in Italy to be directly contacted.</p>
Bullying	<p>Report to be taken from concerned student.</p> <p>Any concerns to be reported to designated person.</p>
Existing medical conditions and not-declared medical conditions	<p>All medical declarations are completed signed by the participant and/or the legal guardian.</p> <p>Copy of medical information to be left with the emergency contact, the accompanying tutor, campus reception and be available centrally.</p> <p>Areas for concern have been highlighted and discussed with students and tutors.</p> <p>Staff travelling with the students will have a copy of the medical forms and a student grid with all information merged into a spreadsheet.</p>
Emergency medical conditions	<p>Staff and partners provided with the contact details of the site office(s)/contact and emergency contact numbers.</p> <p>In emergencies, instruction is provided to contact local authorities and/or emergency services as appropriate. Contact information for these have been provided during briefings prior to trip.</p>

Example parental consent for an educational visit

About the trip:

Trip name:	
Trip Destination Address:	

Circle relevant: Regular activity/One-off activity

Trip Date(s)	
Meeting Point:	
Meeting Time (prompt):	
Return Point:	
Return Time (expected):	

	Name	Contact Number
Emergency contact with group:		
Emergency contact:		
Contact at Venue:		

About the learner:

Learner Name: _____ Learner ID: _____

Learner Date of Birth: _____ Age on day on first day of the trip: _____

Medical conditions: Yes/No Allergies: Yes/No Medication: Yes/No

Disabilities: Yes/No Learning Difficulties: Yes/No Require additional support:
Yes/No

If you have ticked any of the above, please complete the separate Medical Declaration form.

I confirm I have been given enough information to allow the above young person to go on this trip. I understand that the above young person needs to behave responsibly and that I will be available during the trip to be contacted as a next of kin.

Next of Kin (Name in capitals):

Next of Kin (signature):

Date:

EXAMPLE MEDICAL DECLARATION (Confidential)

Name of Student: _____ Student ID: _____

I understand that no medical details will be divulged without my permission (please answer all questions)			
Have you ever suffered from any of the following?	YES, give details below		
Fits/ Fainting attacks and/ or Epilepsy	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Blackouts/Giddiness	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Asthma/Bronchitis	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Diabetes	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Have you any defect of sight impairment or do you wear spectacles or contact lenses?	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Do you have any hearing impairment, or do you wear a hearing aid?	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Are you allergic to any drugs or chemicals?	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Do you have any food allergies?	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Do you suffer from backache / Back injury?	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Have you had immunisations to help prevent the following?		<input type="checkbox"/>	<input type="checkbox"/>
Tetanus (give details of last immunisation)	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Rubella	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Meningitis	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Are you at present under medical supervision or taking any tablets, medicines or injections?	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Have you been diagnosed with a Mental Health Illness or Mental Health Condition in the last 12 months?	YES	<input type="checkbox"/>	NO <input type="checkbox"/>

If you have ticked yes to any of the above, please add any further relevant information
Do you have any other conditions not covered above? Please provide details here.

Please give information of hospital/consultant in case of emergency

Name of Hospital: _____

Name of Consultant: _____

Doctor's Name	Surgery	Tel No:
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Telephone No: _____

By signing this document, I agree to my son/daughter receiving any dental, medical, or surgical treatment (including the administration of anaesthetic) which is necessary in an emergency on the advice of a qualified medical practitioner.

Student Signature:	Date:
Print Name:	

If applicable: Parent/Guardian/Next of Kin Signature:	Date:
Print Name:	

Declaration: I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered

necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Next of Kin

Name	
Relationship to learner	
Work phone	
Home phone	
Mobile phone	
Email	
Home address	

Alternative Emergency Contact

Name	
Telephone/Mobile	

Name of Family Doctor

Name	
Telephone	
Address	

Signed: _____

Full Name (Capitals): _____

Date: _____

**THIS FORM OR A COPY MUST BE TAKEN BY THE GROUP LEADER ON THE VISIT.
A COPY SHOULD BE RETAINED BY THE SITE CONTACT.**

Emergency contact information for residential trips

(To be completed before the visit. Copies to be held by the group leader, reception, and line manager)

Group:			
Name of Group Leader:			
Visit Departure Date:			
Return Information:			
Group:	Total Number of Group:	Staff:	Students:

Emergency contact list for everyone in the group	
Emergency contact information:	On site during operational hours: Name: Tel/Mobile: Name: Tel/Mobile:
	On the visit out of hours: Name: N/A Tel/Mobile: Name: N/A Tel/Mobile:

Travel Company

Name/Address	
Telephone	
Company Travel Rep	Name: Tel/Mobile:
Insurance/Emergency Assistance	Contact name: Tel/Mobile:

Accommodation

Name/Address	
Telephone	
Accommodation contact (e.g. Rep/Manager)	Name: Tel/Mobile:
Other emergency numbers (if available)	Name: Tel/Mobile:
	Name: Tel/Mobile:

For residential visits and exchanges only:

a. To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last 4 weeks that may be contagious or infectious? **YES/NO?**

If YES, please give brief details:

b. Please outline any special dietary requirements if applicable:

c. When did your son/daughter last have a tetanus injection?

d. Is your son/daughter allergic to any medication? **YES/NO?**

If YES, please specify:

I will inform the Group Leader as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey.

Example Short Notice Trips Form

Location		Method of transport	
Expected arrival		Expected departure	

Trip Leader	
Contact number	

Check list

Item	Please tick
Consent forms received	
Risk assessment complete	
Additional controls consider for vulnerable students (e.g., mobility assistance)	

Student List

No.	Full Name	Age	Gender	Contact number	Next of Kin details
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Authorisation (Senior role)

Signed: _____ Date: _____