



OFF-SITE ACTIVITIES and TRIPS POLICY

1. Foreword

Off-site activities and educational visits are opportunities to enrich pupils' education. They strengthen knowledge, develop learning and life skills, and build positive relationships.

An 'educational visit' covers sports fixtures, conferences, expeditions and other activities that take place off-campus/off-site. It includes half-day and whole-day trips as well as those lasting more than one day.

The purpose of this policy is to ensure effective arrangements during visits so that children are kept safe. Effective advanced planning achieves this, as set out in the list of essentials for educational visits (below). The teacher who plans an educational visit is the designated group leader and is responsible for the well-being and safety of students during the visit.

2. Essentials for Educational Visits

- School management permission to run an educational visit. Only after receiving permission should Public Relations be informed to coordinate with the Financial Controller for any cost involved.
 - Parental permission/Consent form for a child to take part in an educational visit.
 - A fully completed Risk Assessment Form (RAF), duly signed-off at least 2 weeks before an educational visit is scheduled to take place (may be shorter if within El Gouna only).
 - Up-to-date contact details, First-Aid kits, mobile phones on the visit.
- The Principal bears ultimate responsibility for all off-site trips. All staff must liaise with her/him concerning the arrangements and follow the guidelines in this policy.

3. Categories of Visits

ALL off-site trips must be approved by the School Principal and relevant KS Head/SLT who are kept fully informed through the planning process in coordination with the Public Relations Officer. Any trip involving an overnight stay must include the Financial Controller in planning to ensure payments are made on time

Category A:

All day visits (school organised within El Gouna and Hurghada) which DO NOT include an adventure element (otherwise this activity is category C).

Adventure includes: climbing activities, water-based activities and any other activity where a safety harness is used. If in doubt an activity should be categorised as adventure.

Approved by the School Principal and relevant KS Head/Coordinator who are kept fully informed throughout the planning.

Category B:

All day sports activities in the Red Sea region involving travel to participate in an event. Approved by the School Principal who is kept fully informed throughout the planning.

Category C:

All visits that include an overnight stay or travel out of El Gouna, or include an adventure element.

Approved by the School Principal and the Financial Controller, who are kept fully informed throughout the planning.

4. Planning Stage

Early planning is essential. Plans for a visit involving an overnight stay should be submitted one month in advance; for one-day visits outside of El Gouna, at least two weeks ahead; and for day visits within El Gouna, at least one week in advance.

4.1 Initial Permission and Planning for Educational Visits

Initial Trip Request Form (ITRF)

Permission must be received by submitting an ITRF to include details, purpose, potential dates and a provisional risk assessment which is submitted to the relevant KS Coordinator for discussion at the SLT level before submission to the School Principal for final approval.

This approval must be received before the trip is advertised to parents or any money is collected. Associated RAFs must be delivered to the School Principal before a visit. RAFs for sports fixtures are expected at the beginning of the academic year. The list of participating students to be emailed or sent via WhatsApp to colleagues 3-5 days before the event (unless it is a Ministry-scheduled activity which usually means very short notice) and given as hard copy to the school security on the morning of the trip, just before leaving.

4.1.1 Category A & B

A meeting with the School Principal and the Group Leader is required to cover staff details and duties as well as the expected list of pupils. For all visits, an SLT Duty Officer will be nominated (usually the KS Coordinator/Head or the Deputy Principal) who will be the base contact whilst the trip is taking place. A report is submitted within one week after the trip has taken place.

4.1.2 Category C

Greater planning and authorisation is needed for Category C visits. There will be three aspects: the stated objective; how health & safety risks are mitigated; a report is submitted afterwards.

Lists of participating students are to be emailed to concerned staff one week before the event.

5. Planning – All Trips (A, B and C Categories)

5.1 Meeting with the relevant KS Head/Deputy Principal and/or School Principal

All trips must have a meeting with the relevant SLT member and/or the School Principal, along with the Public Relations, at the planning stage. This meeting must **precede** any communication with students or parents.

This meeting will always cover the following issues:

- a) What is the purpose of the visit?
- b) Who is the Group Leader and which staff will co-supervise the visit?
- c) What activities will the party be undertaking and what are the relative risks?
- d) Where will the pupils be going and where will they be accommodated?
- e) When will the visit take place (dates) and when will the party leave and return (time)?
- f) Has a rough structure of free time been planned and included?
- g) How will the party travel and how much will the visit cost?

NOTE: Where visits involve external trainers who will have substantial access to students, it is vital that the trip leader obtains information in writing about their qualifications, medical fitness and safety procedures particularly if risky or high-risk activities are planned. In addition, written confirmation is needed about the criminal background/police clearance of all staff who may have *substantial access** to or contact with students.

(* *Substantial access* defines staff, trainers, coaches and others who may have direct contact with students in the absence of an EGIS designated staff member.)

5.2 Risk Assessment including a Flu Epidemic

A fully completed Risk Assessment Form (RAF) must be presented to the School Principal at least two weeks before an educational visit is scheduled to take place. Where a visit is scheduled to take place during a school holiday then the RAF must be approved at least one month prior to the last day of school preceding the start of the visit. The RAF should be shared with all staff on the trip and shared on the relevant school shared drive. **At the end of the trip, the trip leader should reflect on the identified risks and any additional risks that were not identified prior to the trip.**

First-Aid kits, RAF details, medical forms, mobile phones and up-to-date contact details of all students must be taken on the trip.

In the light of experience from the coronavirus outbreak in Wuhan, China (2020) there is a framework for deciding whether or not to cancel a trip. The school will follow all sensible travel advisories otherwise allowing parents to make the best choice for their child.

The school will cancel the trip if

- there are any travel restrictions to the destination location or stopovers en route;
- there is advice from the local Ministry of Health or the WHO not to travel;
- the Senior Leadership Team believes it is in the students' best interests not to travel.

If travellers are being quarantined in a country and there is deemed to be a risk of children being quarantined, these would be grounds for the school cancelling the trip. The school will take and follow advice from the British Embassy and local ministries and a decision taken by the Senior Leadership Team.

In case of a cancellation, in these circumstances the school will attempt to get a refund of payments made but does not guarantee full or partial refund to parents.

Parents will be advised of the situation and their individual decisions respected in deciding if their children participate or not. Children with any pre-existing condition or who have been unwell prior to the trip will be strongly advised not to participate.

If the trip proceeds under these circumstances, all measures will be taken to reduce risks including at airports, on the flight, on arrival and during the trip. All medical advice will be followed and checks carried out to ensure the children receive any necessary medical attention.

5.3 Preliminary Visits

For a residential visit or overseas trip, a reconnaissance visit is desirable. This will seek information on the area(s) and venue(s), accommodation, potential health and safety risks for the RAF, and information on external staff. When travel companies offer inspection visits, leaders should take advantage of this. Visits like MUN conferences and BSME events are checked via the host school/venue. In the cases where local specialist staff identify the dangers of an area, a preliminary visit will not be necessary.

Following the meeting with the relevant SLT and/or School Principal, a Trip Leader must cover the following aspects, as further outlined in this policy.

6. Information Issues

6.1 Necessary Information to Students, Parents and Staff

It is essential that students/parents/staff receive a copy of the necessary information for **residential or overseas visits**.

6.1.1 The parents' information should include the following:

- Purpose of educational visit
- Itinerary
- Emergency contacts
- Staffing/grouping details
- Personal items required
- Code of Conduct
- Insurance details, as applicable
- Finance arrangements (from the Finance Dept.)
- Spending money
- Planned communication with parents during the visit

6.1.2 The staff information would include the following:

- Purpose of educational visit
- Itinerary
- Emergency contacts
- Mobile telephone numbers
- Code of conduct
- Insurance details, as applicable
- Finance arrangements

- Medical forms of pupils (supervised)
- Photocopies of passports (supervised)

Insurance: Insurance of any child against personal accident is the responsibility of parents. Extra insurance cover is arranged for residential visits, trips abroad and any activities of a hazardous nature. For overseas trips, standard insurance covering travel and medical matters as required for visa issuance is arranged and paid for by parents.

Where insurance is not part of a trips' operator package it will be arranged by EGIS and added to the cost of the visit. All parties are provided with precise details of the insurance policy so that there is no doubt about the cover and what eventualities fall outside such cover.

Essential Procedure on Communication with Parents: All correspondence to parents must be seen and approved by the School Principal before it is copied/issued to parents. The School Principal will focus on the accuracy of information and the quality of phrasing.

7. Necessary Information from Parents

7.1 Day Trip:

- Parent consent form with payment
- Emergency contact details
- Medical information

7.2 Residential trips (Egypt):

- Parent consent form with payment
- Completed medical form
- Completed emergency contact form
- Consent for ALL activities to be undertaken
- Copies of passports/ID cards

7.3 Residential trips (Overseas):

- Parent consent form with payment
- Completed medical form
- Completed emergency contact form
- Consent for ALL activities to be undertaken
- Passports with necessary valid visas

Residential trips require a non-refundable deposit to guarantee a place on the trip.

8. Effective Liaison with Parents

Parents must be given full and complete written details regarding the organisation and administration of a visit to include:

- activities and venues, including any special risk inherent in the activities undertaken;
- code of conduct expected of the children;
- meals;
- leaders, their experience/expertise;
- total costs and methods for payment (after checking with Financial Controller);
- insurance cover, including medical cover and exemptions (after checking with Financial Controller);

- passport requirements.

Near the date of a residential or an overseas trip, a Parents' Information Meeting will be held. The information above is reiterated and the emergency procedures explained. There is an opportunity for questions and discussion at the meeting. A Parent Consent Form should have been completed for each pupil before this meeting takes place.

During an off-site trip, parents must not in any way interfere with the running of the trip or undermine the authority of the staff leading or accompanying the trip. It is implicitly understood and an expectation that pupils participating in a trip do so for the full duration of the trip.

If a pupil becomes ill during a trip or is injured such that they need to be seen by a medical practitioner, parents should be informed of the visit and its outcome at the earliest opportunity. If a hospital visit takes place, even as a precaution, parents and the school should be informed.

9. EGIS Documents for Educational Visits

The following is a checklist for staff:

- | | |
|---|------------------|
| • Initial Trip Request Form | Category A, B, C |
| • Risk Assessment Form | Category A, B, C |
| • Transport Request | Category A, B, C |
| • Parent Consent Form | Category A, B, C |
| • Emergency contact details | Category A, B, C |
| • Any relevant Curriculum Support Information | Category A, B, C |
| • Parent Permission for Activities on the Visit | Category C |
| • Student Medical Forms | Category C |
| • Copies of Passports | Category C |

10. Money Matters

10.1 Financial Arrangements

- Educational visits are all self-funded and are therefore paid for by parents/students.
- Group Leader/s must plan the finances of a residential or overseas visit with the Finance Controller. This must precede any communication with pupils, staff or parents.

10.2 The following represents a list of features to be planned for under this aspect of finance, costing all aspects of a residential visit or overseas trip:

- a) hotel bookings
- b) flight bookings
- c) visa requirements
- d) insurance
- e) staff funding (for teachers accompanying students following the prescribed ratio).

This information must be presented to the School Principal before any communication with parents, pupils or staff.

10.3 Information on the above will be presented in the first communication with parents. It needs to be accurate and timely so that parents may plan for expensive visits. The

Finance Controller and/or Public Relations will supply all financial details as professionally prepared attachments to parent letters.

- a) Records of all payments are to be kept by the Finance Dept.
- c) All payments should be received by the Finance Dept. (this is usually arranged through the school Store).
- d) All payments have a receipt issued by the store or Finance Controller.

10.4 Income from School Trips

Group Leaders should ensure in advance that the Finance Dept. has:

- a) List of staff and students going on a trip;
- b) Been informed of a visit and the approved correspondence to parents;
- c) Inform the school Store to set up account for the educational visit;
- d) ALL correspondence to parents which makes reference to money must be approved by the Finance Dept. and the School Principal;
- e) ALL monies paid to the school for the educational visit must be made in cash and directly to the school Store or the Finance Dept.

10.5 Expenditures for School Trips

Group Leaders must ensure that the Finance Dept. has:

- Handled ALL payments on their behalf;
- Records of all payments made on their behalf;
- Ample time for cash requests for sundry items. All cash requests must be supported by paper records (receipts).
- Prepared a contingency fund for category (C) trips - to include an element of emergency medical costs for local trips.

11. Staffing Requirements

11.1 Person-in-Charge

The School Principal has overall responsibility for the planning and arrangements of any day or residential visits. The school will also identify a "SLT Duty Officer" as the liaison person at the School when the trip is away.

If a qualified teacher wishes to take a group of pupils out of school, responsibility for the planning and arrangements will be delegated to that teacher, known as the Group Leader. This person must accept all reasonable responsibility for the well-being and safety of children at all times.

11.2 Staff: Student Ratios

Primary School: EYFS and KS1 – 1:6 pupils
KS2 – 1:9 pupils

Secondary School: KS3-4 1:12 students

Staffing should be from both genders where possible. There must be at least one female member of staff for girls' only visits (e.g. sports). Staffing should aim to include teachers familiar with a visit. Staffing may include teaching assistants or administrators. Voluntary Helpers/Parents are not allowed on visits unless they have DSB/police clearance.

11.3 Staff Information Meeting

Prior to the visit, a meeting will be held to discuss arrangements.

11.4 Staff Qualifications

EGIS does not permit staff to assume responsibility for any activity for which they are not qualified, e.g. water sports or adventure activities.

11.5 First Aid

On any visit wherever possible at least one of the supervisory staff should be a competent First Aider holding a valid first-aid certificate and carrying an appropriate first aid kit. This will be made explicit in a first aid staff section in the RAF. This condition may be relaxed if (a) the trip is deemed low risk; (b) there is medical support as part of the trip (e.g. at a host school).

11.6 Transport

All transport arrangements must be specified in the RAF. School transport must be booked with the Finance Controller using the required Transport Request Form or via email.

11.7 Staff Conduct

Staff should not smoke or drink alcohol when supervising students on a school visit. Teachers must avoid any 1:1 situations with pupils that might be open to misinterpretation.

12. Supervision

12.1 Supervision on Transport

- Staff should supervise the pupils getting on and off transport;
- Check numbers on outward and return journeys;
- Ensure pupils are settled before setting off;
- Pupils must wear their seat belts throughout the journey;
- When leaving the bus, check for lost property and litter;
- Supervising staff should be on each bus/minibus with a mobile phone with them.

12.2 Pupil Organisation

Regular sessions are held with pupils to prepare them for the visit so that they obtain maximum benefit.

Where strenuous physical activity is involved, it might be necessary to organise a training programme for the children in preparation for the visit and to identify those pupils who should not participate in certain activities.

Lists are prepared of the groups for all staff concerned with the visit. These lists are carried at all times when on the visit. Copies are given to the relevant SLT and the School Principal before the visit (as below).

On overseas visits, each child should carry an identity card with details of their name, address, any medical/dietary needs, the school address and contact numbers, the group's temporary residence address, and staff mobile telephone number(s).

12.3 Pupil Monitoring Procedures

All accompanying adults have a duty of care. Teachers should remember that they are in loco parentis at all times on the visit and thus, are legally responsible for the well-being and safety of the children. A system of pupil recall is essential with work in an open environment, on water or during swimming activities. This system should be simple, understood by all and practised beforehand. Children should never be on their own and always be with a group where possible. Groups and their leaders should be decided in advance. Children up to the age of Year 9 have to be under supervision of a staff member at all times.

Close supervision of the pupils in any hostel or hotel during the night on residential visits is maintained: adults sleep in close proximity to the children's rooms. Staff may retain master keys in order to gain entry to all self-locking doors in an emergency. Children and staff will occupy separate rooms/tents on residential visits, according to gender. On camping expeditions staff tents should be placed near pupils' tents.

Relevant Curriculum Support needs are taken into account at the planning stage of a trip.

12.4 Information Available at School

Final details of the visit are submitted to and retained by the relevant SLT and Deputy Principal and School Principal the day before the visit or the last day of school preceding the planned trip. This is critical if the visit is when the school is normally closed.

The Trip/Group Leader (and his/her Deputy) holds the same information for the duration of the visit. The information should contain details of:

- a) Itinerary
- b) Contact points
- c) Mobile phone number(s) of appointed SLT member Duty Officer
- d) Staff – teacher in charge, deputy, helpers, etc.
- e) Emergency contacts (*see sample info required in Appendix*)
- f) Copies of Parental consent forms (*see sample in Appendix*)
- g) Copies of any insurance documents, contracts, etc. if any
- h) Emergency procedures (refer to 13.3)

13. Emergency Procedure

13.1 Emergencies

Despite good planning and organisation, emergencies that require immediate response by the leaders sometimes occur. Whilst still controlling and supervising, the group leader/s should contact the appropriate emergency/rescue service immediately. The designated EGIS SLT Duty Officer should be contacted as soon as possible.

13.2 Reporting Accidents

The standard procedures for reporting accidents are followed, stated as follows:

13.3 Emergency Procedures

If an accident or other emergency occurs, the group leader should do the following:

13.3.1 Assess the situation and safeguard the uninjured members of the group. If there are injuries, establish immediately the names of the injured people and the extent of their injuries. Attend to any casualty. Ensure that the injured are accompanied to hospital (preferably by an adult whom they know).

13.3.2 Inform the emergency services and everyone who needs to know about the accident. Notify the police if necessary (not in Egypt). Share the problem; advise all other staff that the accident/emergency procedure is in operation.

13.3.3 Make sure every member of the group is accounted for. Ensure that the rest of the group understands what has happened, is adequately supervised and kept together.

13.3.4 ASAP record relevant facts and witness details. Keep a written account of events, times and contacts after the incident.

13.3.5 Inform the SLT Duty Officer and pass on all the details including names of casualties, their injuries, action taken and names of others involved. The SLT Duty Officer will initiate the Critical Incident Response Plan if the accident/emergency warrants it.

13.3.6 Notify insurers especially if medical assistance is required. Notify tour operator if applicable.

13.3.7 No one in the group should discuss legal liabilities with other parties.

14. Post Trip Arrangements

14.1 Records to be securely kept

In accordance with school procedure, if a major incident has occurred during the trip, all permission slips have to be kept until the student/s involved reaches 21 years of age.

14.2 Definition of 'Major Incident'

A Major Incident is defined as any issue that involves the physical harm of a pupil which requires medical attention or any issue that falls under any safeguarding category.

15. Policy Review

This policy has been reviewed in April 2022 and will be reviewed on a biennial basis thereafter.

16. Appendix of Useful Documents

This contains useful forms on the following aspects:

- 16.1 Initial Trip Request Form
- 16.2 Standard Proforma Letter on Safeguarding (to external parties)
- 16.3 Parent Consent Form (what must be included)
- 16.4 Student Identity Form (details to be included)
- 16.5 Emergency Contact Information Sheet
- 16.6 Education Visit Information Sheets (for Internal Staff Use)

16.1. Initial Trip Request Form (Type A and B)

Procedural Guidelines: Off-site trips should support the curriculum. The following parameters will be applied to all off-site trips:

- Two weeks prior to the off-site trip (or one month prior to an overnight trip), a completed copy of this initial trip request should be submitted with a curriculum justification statement and a proposed list of student participants.
- After approval of the trip, coordinate with the Public Relations to arrange with the trip venue (for trips in El Gouna/Hurghada or anywhere in Egypt) then send a letter to parents with pertinent information.
- Formalise all arrangements for transportation and any other cost with the Financial Controller.
- Ensure that parents complete and sign the consent form.
- Provide alternative plans for students who are not attending the field trip, if applicable.
- Distribute a final list of participating students to all concerned staff and admin at least 2-3 calendar days prior to the trip (there are no refunds after this point). The list cannot be changed after this point.
- The following blackout dates apply: first week of each term, the week before or during exams.
- On the morning of the trip, submit the final list (and a copy of every permission form) to the school security.
- Keep the original permission forms in your possession throughout the trip.
- Write a short report with 2-3 photos to be sent via email to the School Principal and Deputy Principal (this must be submitted within one week following the trip).

Initial Category A/B Trip Request Form

Date of Request:	Title and Destination of Trip:	Proposed Date of Trip:
Person in Charge:	Number of Support Staff/ Chaperones:	Names:
Number of Students:	Type of Trip: Educational [] Recreational []	Trip objective:
Mode of Transportation:	Time of Departure:	Time of Expected Return:
Cost of Transportation:	Cost of Food:	Other Costs:
Total Cost of Trip:	Final Cost per Student:	

Checklist:

- Trip Coordinated with Public Relations/Finance Dept. _____ Yes _____ No
- Trip approved by School Principal _____ Yes _____ No
- Letter and Consent Form sent to parents _____ Yes _____ No
- Coordinate participants list with school Store _____ Yes _____ No
- Cover Arranged (including Break duty) _____ Yes _____ No
- Transportation Arranged with the Financial Controller _____ Yes _____ No
- Plans Made for Non-Attendees _____ Yes _____ No
- Student list sent to affected staff (2-3 days before) _____ Yes _____ No
- Student list given to school security (morning of trip) _____ Yes _____ No
- Trip Report submitted _____ Yes _____ No

Signature of Person in Charge/Group Leader: _____

Date of Signature: _____

Approved by: _____

16.2 Safeguarding Proforma Letter to External Organisations



Date: <insert date>

<Name of Centre/Organisation

Address

Address

Address

Postcode>

Dear <insert name or title>

A visit to your centre, <xxxxxx>, is being arranged. In order to meet the safeguarding obligations of our school, we are required to have full information about your own staff and any staff you employ through sub-contract arrangements.

Please supply us with individual information about any of your staff who will be in contact with our pupils.

- police clearance (or enhanced DBS Clearance for UK nationals including any disclosures made in the checks) must be made available to the school;
- medical fitness, with particular reference to pulmonary tuberculosis, epilepsy and psychiatric disorders;
- qualifications with reference to any activities for which they might be responsible.

Yours sincerely,

cc

Ms. Maha Shenouda

School Principal

16.3 Swimming Ability

- Is your child able to swim:
10m Yes/No; 25m Yes/No; 50m Yes/No
- Is your child confident in a swimming pool? Yes/No
- Is your child confident in the sea or in open inland water? Yes/No
- Is your child safety conscious in water? Yes/No

Declaration

- ◆ I have read the attached information provided about the proposed educational visit.
- ◆ I accept that my child must conform to the Code of Conduct for this visit.
- ◆ I agree that <name of group leader> shall exercise parental responsibility for the duration of the visit.
- ◆ I consent to my child taking part in the visit and declare my child to be in good health and physically able to participate in all the activities mentioned.
- ◆ I have noted where and when the pupils are to be returned and I understand that I am responsible for my child getting home safely from that place.
- ◆ I have completed the required Medical Form and return it with this Consent Form.

Signature of Parent/Guardian:

Name (*in block capitals*):

Date:

16.3 Parental Consent and Medical Information Form for Educational Visits, Overnight Stays and Outdoor and Adventurous Activities (Must contain the following information)

The form should be completed in full by the parent/guardian and returned to the school. If there is insufficient space to provide the details we need, continue on a separate sheet and staple to this form.

I agree to my son/daughter/ward (*full name*): Form/Year:
taking part in the above stated visit and agree to his/her participation in any or all of the activities included. I acknowledge the need for good conduct and responsible behaviour on his/her part.

Emergency Details

In the event of an emergency, I agree to my child being given any emergency medical, surgical or dental treatment, including general anaesthetic and blood transfusion, as considered necessary by the medical authorities present.

I can be contacted on the following telephone numbers.

Mobile Number: _____

Home Address: _____

Alternative Emergency Contact Details

Name of contact: _____ Relationship to the student: _____

Mobile number: _____

Note that Medical Information is provided during Admissions with a copy to the clinic)

Please indicate if your child has any allergies: _____

To the best of your knowledge, has your child been in contact with any contagious or infectious diseases, or suffered any recent condition that might become infectious or contagious? YES/NO

16.4 Identity Card

This will be designed for the trip as needed (Category C) and must contain the following information:

Full Name

Photograph of student

Date of birth

Visit venue

Date/s

Name of our school

Name and address of student accommodation/hotel

Phone number of hotel accommodation

Child's medical details:

Name of Teacher-in-charge:

Contact number:

Names of other teachers:

Contact numbers:

16.5 EGIS Emergency Contact Information

To be completed before the visit. Copies to be held by the Group Leader and the EGIS Duty Officer

Year/Group: _____

Group leader: _____

Mobile: _____

Departure date: _____

Return date: _____ Time: _____ Location: _____

Group – Total No: _____ Adults: _____ Group members: _____

Emergency contact list? Yes No

(If No, obtain a list; if Yes, attach to this sheet.)

Emergency contact information

During school hours

School Principal: _____ Tel: _____

Duty Officer: _____ Tel: _____

Out of School Hours

School Principal: _____ Tel: _____

SLT Duty Officer: _____ Tel: _____

Travel Company (if applicable): _____ Tel: _____ Fax: _____

Address: _____

Representative: _____ Tel: _____ Fax: _____

Insurance/Emergency Assistance: _____ Tel: _____ Fax: _____

Hotel/Centre: _____ Tel: _____ Fax: _____

Address: _____

Contact: _____

Other Emergency Numbers: _____

16.6.1 Visits 1



Copies to:
Duty Officer (via email)
School Principal (via email)
Staff (via email)
School Security/PR (hard copy)

Groups

Team leader: _____

First Aider: _____

Adult for EYFS/KS1:	Adult for EYFS/KS1:
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.

Team leader: _____

First Aider: _____

Adult for KS2	Adult:
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.

Team leader: _____

First Aider: _____

Adult for Secondary (KS1-5)	Adult for Secondary (KS1-5)
1.	1.

2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.
11.	11.
12.	12.

16.6.2 Visits 2

Copies emailed (by Teacher in charge) to:

SLT in charge

School Principal/Deputy Principal

All staff on visit



Group Visits Pro Forma

This form to be submitted 2-3 days before the visit.

Date: _____

Timings: Departure _____ Arrival _____

Destination: _____

Bus co./firm: _____ Tel. No: _____

Itinerary:

Accompanying adults _____

Teacher in charge/Leader:

Accompanying teacher(s): _____

Support staff: _____

Point of contact at destination
: _____

Mobile tel. No: _____

School contact: _____

School contact after hours: _____

16.6.3

Application for Category C Visit

Year

Group:

Group Leader:

EGIS Duty Officer:

The group leader should complete this form as soon as possible once the preparations are complete. No contractual obligations should be entered into without the prior approval/visit of the School Principal. The Group Leader should have already received approval of the proposed visit and should have regularly updated the School Principal on the progress of the preparations. When approval is given, one copy should be retained by the School Principal and another by the Group Leader. The Principal should be informed of any subsequent changes in planning, organisation and staffing.

1. Purpose of visit and specific educational objectives:

2. Places to be visited:

3. Dates and times:

Date of Departure:
Time:

Date of Return:
Time:

4. Transport arrangements:

5. Organising company/agency (if any):

Contact Name:
Tel:

Address:

6. Proposed cost and financial arrangements:

7. Insurance arrangements for all members of the proposed party, including voluntary helpers (if any):

This will normally be covered by the insurers but it is important that they are informed of any activity falling outside the scope of a standard policy.

8. Accommodation to be used:

Name:

Address:

Telephone Number:

Name of contact person (if available):

9. Details of the programme of activities:

10. Details of any hazardous activity and the associated planning, organisation and staffing:

11. Names, relevant experience, qualifications and specific responsibilities of staff accompanying the party:

12. Names, relevant qualifications and specific responsibilities of other adults accompanying the party including their police clearance or enhanced DSB clearance.

13. Name, address and telephone number of the contact person in the place of residential visit who holds all information about the visit or journey in case of an emergency:

14. Existing knowledge of places to be visited and whether an exploratory visit is intended:

15. Size and composition of the group:

Age range:

Number of boys:

Number of girls:

Adult to pupil ratio:

16. Information on parental consent:

Information on whether the group leader has received all consent forms duly completed and signed (parental consent may precede or follow approval):

Please attach copy of information sheet sent to parents, the parental consent form, and the risk assessment forms.

17. Names of pupils with special educational or medical needs:

Signed:

Date:

Group Leader full name:

Approval for Visit

Signed

Date