

Rishworth School

Education Visits Planning, Application and Approval Form

The visit organiser or group leader should complete this form as soon as possible once the preparations are complete. The visit organiser or group leader should have already received approval from the Headmaster of the proposed visit in principle and should have regularly updated the Deputy Headmaster (Educational Visits Coordinator) on the progress of the preparations. The visit organiser or group leader should obtain parental consent (see Consent Form for Educational Visits).

When approval is given, one copy should be kept in the School Visits File in the School Office and another by the visit organiser or group leader. The Deputy Headmaster should be informed of any subsequent changes in planning, organization or staffing. (See * in Policy on Health and Safety of Pupils on School Visits and in Appendix A)

Not all sections will be relevant to every proposed visit. Please attach any extra information not covered by these sections.

Year/Class(es)/Group: _____

Visit Organiser: _____

1. Purpose of visit and specific educational objectives:

2. Places to be visited:

3. Dates and times of Departure/return from/to School

4. Transport arrangements: Include the name of the transport company

5. Organising company/agency (if any): Include licence reference number if the body is registered with the Adventure Activities Licensing Authority.

Name: _____

Address: _____

Tel: _____

Licence No if registered: _____

6. Proposed cost and financial arrangements:

7. Details of the programme of activities:

8. Details of any hazardous activity and the associated planning, organisation and staffing: (Please attach a copy of the full risk assessment)

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

10. Names, relevant qualifications and specific responsibilities of other adults accompanying the party:

11. Confirmation that appropriate vetting checks have been carried out (e.g. CRB checks for volunteers on overnight stays):

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

13. Size and composition of the group:

Age range: _____

Number of boys: Number of girls: _____

Adult to pupil ratio: Leader/participant ratio: _____

14. 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 any risk assessment forms.

14. Names of pupils with particular learning needs and/or medical needs:

15. Attach a full list of pupils and staff attending.

Signed: _____

Date: _____

Visit organiser or group leader's full name:

Educational Visit Confirmation

To be completed by the Headmaster or Deputy Headmaster

To the visit organiser:

I have studied this application and am satisfied with all aspects including the planning, organisation and staffing of this visit. Approval is given.

Please ensure that I have seen all relevant information including a final list of group members, details on parental consent and a detailed itinerary at least seven days before the party is due to leave.

Signed: _____

Date: _____

Education Visit Coordinator's full name: _____