

## Application for Approval of Educational Visits

All staff: you must complete this form and hand it to Mrs Redgrave a week before your visit.

**Class/Year Group:** \_\_\_\_\_ **Group leaders:** \_\_\_\_\_

**1. Venue and date:** \_\_\_\_\_

**2. Purpose of visit and specific educational objectives:**

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**3. Times:**

Time of Departure: \_\_\_\_\_ Time of Return: \_\_\_\_\_

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

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**5. Details of the programme of activities:**

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**6. Details of any hazardous activity:**

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**7. Names of other adults accompanying the party:**

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**8. Existing knowledge of places to be visited:** YES/NO

**9. Size and composition of the group:**

Age range: \_\_\_\_\_ Number of children: \_\_\_\_\_ Adult to pupil ratio: \_\_\_\_\_

**10. Names of pupils with special medical needs:**

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# School Visits Risk Assessment Form

You must fill in one of these and send it to the office when considering a school visit.

**1. Place to be visited:**

\_\_\_\_\_

**Potential hazards:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2. Pupils who are especially at risk from significant hazards:**

e.g. non-swimmers, pupils with allergies

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\_\_\_\_\_

**3. Existing controls:**

Eastcourt staff are aware of any pupils at risk. They inform venue staff on arrival.

**4. How will you cope with the hazards which are not currently or fully controlled under (3)?**

Eastcourt will not undertake a visit where such hazards are identified

**5. Continual monitoring of hazards throughout visit:**

Except when under venue staff supervision, children are the responsibility of Eastcourt staff at all times