

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:

3. Times:

Time of Departure: _____ Time of Return: _____

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

5. Details of the programme of activities:

6. Details of any hazardous activity:

7. Names of other adults accompanying the party:

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:

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

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