



TRIP AND VISIT PLANNING FORM

Guidance:

- This form should be completed at least **2 weeks prior** to the trip taking place and attached to the EVOLVE online planning file.
- Please *ensure that* you are familiar with the school guidelines on class trips.
- Please note that it takes at least **2 weeks for travel permits** to be booked with Transport for London.
- Packed lunches should be booked at least **2 weeks prior to the visit** using the relevant school booking form.
- Trip Leaders must take part in the initial visit when completing the risk management documentation.
- The ratio of adults to children should be at least:
 - 1:6/8 in Foundation stage
 - 1:6/8 in Years 1-3
 - 1:10/15 in Years 4-6
 - Children who have one to one support should have adult support in addition to this.
- Please note that if it becomes clear that you are going to be late returning to school, call as soon as possible so that parents, careers can be informed.

Date of Visit		Destination:			
Year Group / Class/es			Number of Children		
Trip Leaders			Other Adults		
Travel Route					
Departure time from school			Returning to school		
Cost of trip – note budget to be used		Charge to children		Number of Packed Lunches Required	
North Building 0207 987 3737			South Building 0207 987 3737		
Adults			Contact Number (Mobile number if available)		

Planning Checklist (2 weeks) for the trip / visit:

- ☐ Check/note trip in school diary with a (TBC) if necessary
- ☐ Request office to book travel permits and inform school Cook of the number of required pack lunch
- ☐ Carry out risk management – make initial visit to venue and complete risk management form
- ☐ Send out trip letters informing parents of the intended visit & with voluntary contribution costings
- ☐ If the Trip involves transport, ensure that all permission slips are returned signed.
- ☐ Phone permission or verbal permission is NOT ACCEPTABLE practice and should be avoided.



GROUP PLANNING FORM

On the Day of the Trip Checklist:

- ☐ Staff, volunteers and helpers are to be briefed, and given 1) a copy of the risk assessment 2) a copy of the EV planning form, prior to EV so that all adults are fully aware of the purpose of the trip, the route to be taken and of any possible risks (this may have been covered before during briefing session) list of children, groups and which adults will be accompanying the trip.
- ☐ Children and adults should all be aware of who is in each group and who the adult in charge is.
- ☐ Teachers should ensure that children are appropriately dressed for the trip or visit.
- ☐ Trip Leader / Teachers should not allow children to join the trip if they judge that children are not suitably dressed.
- ☐ Children should be reminded of expectations of behaviour during the trip and to know that they should be responsible for their own and their partners conduct throughout the trip. Where possible, children should use the "Buddy System" to encourage group responsibility.
- ☐ A discussion around possible risks should take place to ensure children and staff have a clear understanding of what they should do in particular incidents such as '*what to do if they are separated from their group*'.
- ☐ A copy of lists of groups and adults (with contact telephone numbers) accompanying should be given to the office staff on the morning of the trip.

Date:	Class:	Destination:	Trip Leader:
Group:	Adult:	Group:	Adult:
Group:	Adult:	Group:	Adult:
Group:	Adult:	Group:	Adult:
Group:	Adult:	Group:	Adult:

Please check this form on the day of the trip and amend where needed.

Hand in to office prior to leaving.

*Identify children with known medical needs (eg. Asthma/diabetes etc)