

Trip preparation tick list

Trip description:

Date of trip:

This list will be sent to you prior to your trip by the EVC (educational visits co-ordinator)

What?	Tick
Risk assessment submitted and passed – <u>you need to have received an email confirmation from EVOLVE.</u>	
Who are you taking? Parent volunteers asked (making sure they have a DBS – if they are going to be on their own with children). Teaching assistant s (clear with other staff). Check teacher/ pupil ratios.	
Hand out safeguarding leaflet to all parent helpers supporting the trip.	
Check that other diary clashes are cleared: peripatetic music / clubs / PPA sessions/MFL teacher	
Has letter to parents been given to the office	
Has transport been arranged	
If the mini bus has been booked has the form been returned to St John's	
Ensure all staff aware of photography permissions of the class	
If your trip falls on your break time duty please rearrange for another member of staff to cover.	

Rucksack Packed

What?	Tick
Epipens and Inhalers (ensure that these are returned to school at the end of the day.	
Medical kit	
Sick bag (if travelling on the bus)	
Emergency contact lists	
Mobile phone	
Paper register	
Coloured caps	
High-vis jackets for key persons (especially if walking in busy areas / traffic/towns and cities)	

On the day before your trip please sign below confirming that you have done the above and return to SBM/EVC.

Signed Date

*** Appendix 2: Educational Visits Policy**