

ROWHILL SCHOOL RESIDENTIAL VISITS



To arrange a residential visit firstly discuss this with your Department Head who will liaise with the Deputy Head. Discuss the details of what is proposed ideally 10 weeks minimum for a residential.

Once agreed this form needs to be completed for **all overnight visits**. On completion a hard copy goes to B Inman EVC. An electronic copy will be held in Central Resources – Staff room – Trips Risk Assessments 2021 to 2022.

Your trip cannot be classified as authorised until BI has received a copy by email and a hard copy.

Residential visits will be logged on-line using the **Evolve** form.

Check List

A Risk Assessment needs to be attached to this form

Dates of visit: to:

Teacher in charge of visit:
Other adults in party:
Number of children:
Letter sent home (If required)
Playground duty substitute arranged (if necessary)
Arrangements made for rest of class
Equipment list sent home (if required)
Cook informed (3 weeks notice)
Deputy Head informed for timetable alterations
List of children going on visit attached
List of pupils requiring medication
Transport arrangements (minibus, on foot etc)
Parents permission given in all cases (consent required)
* <u>Entered in School Diary (Reception)</u>
Complete risk assessment form
* <u>Minibus booked/rearranged</u>

DETAILS OF VISIT

Destination

Address of venue

Telephone:

Email:

Dates

to

Outline of visit/course via a brief daily programme for morning, afternoon/evening including activities, areas to be visited, and staff involvement:

Is this programme supported by ABTA or ATOL (<https://www.abta.com/>)

Yes

No

Reference Number

The party leader is

Insurance provider details if appropriate

