

## Trip Leader Day Trip / Sporting Fixture Check List

The Trip Leader should consider all of these points when organising an educational visit. All aspects (that are appropriate) should be completed to ensure the trip goes according to plan! **Please ensure that all documents (including risk assessments, letter to parents, itinerary, route plan if walking) are uploaded to Evolve using timeframes below.**

<b>Trip Destination:</b>	
<b>Date of Trip:</b>	<b>Class / Year Group:</b>

<b>TRIP PLANNING: PRE - EVOLVE</b>		
<b>Before the Trip</b>		
Action	Recommended timescales unless in red	When completed ✓
Has provisional permission been sought from the Head?	At least ½ term in advance.	
If applicable: has a pre-visit been carried out, or has site otherwise been recently visited? Does the activity/centre hold LOTC status?	At least ½ term in advance.	
Has transport been provisionally booked? Only office staff can book a coach, they will do so if you give them the details. If walking, has a route plan been decided on?	At least ½ term in advance.	
Has the activity/centre been provisionally booked?	At least ½ term in advance.	
Has an itinerary for the trip been drawn up with expected timings?	At least ½ term in advance.	
Has a letter, containing all important information been sent to parents? It should include all of the following. The office staff will help you with the letter if you give them the information:	At least 1 month in advance.	
<ul style="list-style-type: none"> <li>• Date, time and location</li> <li>• Rationale of trip - briefly, why are you going?</li> <li>• Details of main activities to be undertaken so that parents can give informed consent</li> <li>• Level of voluntary contribution expected and how to pay</li> <li>• Information about suitable clothing for activities to be undertaken. What are children expected to wear – school uniform? What footwear should be worn? Will they need sunscreen?</li> <li>• Information about lunch – do children need to bring a packed lunch for the journey or is food being provided? Do parents know that FSM/KS1 children are entitled to a free packed lunch provided by school?</li> </ul>		

<b>PLANNING: EVOLVE</b>		
This is the time to add the following information to Evolve. Trip information must be uploaded onto the Evolve system 4 weeks prior to the trip taking place to allow all appropriate personnel the time to check and agree the planning. Office staff with Evolve Admin Support status can help with this.	4 weeks prior to trip taking place (unless permission has been gained from the EVC to submit later)	
<ul style="list-style-type: none"> <li>Type of Visit</li> <li>Purpose</li> <li>Dates and Times</li> <li>Venue</li> <li>Travel Arrangements</li> </ul>		
<ul style="list-style-type: none"> <li>Have staff : pupil ratios been planned taking into account the level of supervision, age and number of pupils involved, special educational or medical needs, degree of responsibility and discipline shown by the group, type of visit and nature of the activities, level of risk, location and travel arrangements</li> </ul>		
<ul style="list-style-type: none"> <li>Risk Assessments and supporting documents</li> </ul>		
<ul style="list-style-type: none"> <li><b>Has the EVC checked and approved the plan for the trip?</b></li> </ul>	At least 2 weeks prior to trip taking place.	
<ul style="list-style-type: none"> <li><b>Has the Head Teacher checked and approved the plan for the trip?</b></li> </ul>	At least 2 weeks prior to trip taking place.	

<b>Pre Visit</b>	<b>Recommended timescales unless in red</b>	<b>When completed</b> ✓
Has permission been granted for all children on the trip by the person with Parental Responsibility? Consider contacting parents in plenty of time to gather missing permissions – the office can provide extra copies of letters or send text reminders.	At least 48hrs before the trip.	
<ul style="list-style-type: none"> <li>Medical information</li> <li>Dietary requirements</li> <li>Emergency contact details</li> </ul>		
Has provision been made for children who are not expected to go on the trip?		
Have cover arrangements been made: e.g. Duties, First Aid, Lunchtimes	1 week before	
Have lunches been ordered from the school kitchens?	1 week before	
Have arrangements been made to collect the lunches and bring them to school? i.e. if meals are not cooked on site.		

Have all staff on the trip been given a copy of 'Key Information for All Staff'?	At least 24hrs before trip	
<ul style="list-style-type: none"> <li>Have they all signed the check list to confirm that they have read and understood?</li> </ul>		
Have risk assessments for the trip been updated and shared, including:	At least 24hrs before the trip	
<ul style="list-style-type: none"> <li>Event Specific notes (ESN) if applicable?</li> <li>Changes to travel, if applicable?</li> <li>Emergency contacts/procedures?</li> <li>Changes to any specific adventurous activities being undertaken?</li> <li>Risk assessments for identified children? E.g. SEN, Behavioural</li> </ul>		
Have all volunteers/helpers going on the trip been given a copy of "Guidance for volunteers for school trips"?	At least 24 hours before the trip	
All adults that are going on the trip, staff and volunteers, need to be made aware of the risk assessments.	At least 24 hours before the trip	
Have all members of staff read the risk assessments and signed to confirm that they have?	least 24 hours before the trip	
Have all volunteers been briefed about the potential risks and signed to confirm that they have?	least 24 hours before the trip	

## On the Day

Action	Completed?
Have all volunteers been given the Information Sheet for on-Staff Volunteers? E.g. Trip leader phone number.	
Has the trip leader taken a mobile phone and is it fully charged?	
Does the trip leader know the emergency procedures? Eg. Crisis Line / Head teacher contact number, CEO contact number.	
Have all children been assigned to groups, and does each group leader know who their assigned children are, including any particular needs for that child?	
Have any children not going on the trip been taken to their temporary class for the day?	
Have the First Aid Kits been taken out?	
Have the medicines for specific children been collected? E.g prescribed medication/ travel sickness tablets.	
Have dietary needs been catered for?	
Have the following documents been given to the office? You will need to take a copy all of your documents with you including:	
<ul style="list-style-type: none"> <li>Risk Assessments</li> <li>Risk Assessment check and sign sheet signed by all accompanying adults?</li> <li>Emergency Contacts</li> <li>Itinerary for the trip with expected timings</li> <li>A copy of the registers detailing all accompanying children and adults</li> <li>Group lists</li> <li>Key Information sheet for all Staff to read</li> </ul>	

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Complete the Evolve register for children present to actually go on the trip. This should be done before you leave.	
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<b>After the Trip</b>	
<b>Action</b>	<b>Completed?</b>
Please complete the evaluation on Evolve to give feedback as to whether the trip was successful or not. Report any concerns you may have which would affect future visits e.g. seat belts not working on the bus, inadequate toilet facilities	