



What Category of trip are you undertaking?

Local area visit
Windsor Gardens

Day trip - Category one
i.e. swimming, forest, country walk, museum, theatre, sporting event, day trip beyond the local area.

Trip - Category two
i.e., Visits abroad, Overnight stay, zoo, beach, animal park, educational farm, theme park, water sports

For all residential and trips abroad
Arrange and deliver parent meeting to discuss itinerary, dietary/medical, clothing and monetary needs of children.

2 days minimum prior to visit
Complete risk assessment (Form 2)
This includes
1. Medical needs agreed & signed by DHT
2. Authorised signature by EVC.
3. Evolve paperwork processed by visits leader.
4. Signature of additional staff including first aider
5. Authorised signature by Headteacher.

14 days minimum prior to visit
Complete risk assessment (Form 2)
This includes
1. Medical needs agreed & signed by DHT
2. Authorised signature by EVC.
3. Evolve paperwork processed by visits leader.
You must include:
Digital copy of parental consent letter.
a. Digital copy of day/stay itinerary.
b. If using an outside provider – digital copy of LOTC Quality mark certificate.
4. Signature of additional staff including first aider
5. Risk assessment of any parent helpers completed.
6. Authorised signature by Headteacher.

35 days minimum prior to visit
Complete risk assessment (Form 2)
This includes
1. Medical needs agreed & signed by DHT
2. Authorised signature by EVC.
3. Evolve paperwork processed by visits leader.
You must include:
a. Digital copy of parental consent letter
b. Digital copy of day/stay itinerary
c. Digital copy of all communication letters to parents (for residential and trips abroad.)
d. Digital copy of class list. (for residential and trips abroad)
e. If using an outside provider – digital copy of LOTC Quality mark certificate.
Failure to process this at least 28 days on Evolve prior to your trip will likely lead to LA cancelling on you*
4. Signature of additional staff including first aider.
5. Risk assessment of any parent helpers completed.
6. Authorised signature by Headteacher.

Day of trip, checklist:

1. Provide all adult helpers with copy of RA.
2. Have copy of class list and emergency contact details of children, permission slips and copy of letter.
3. Have school phone on your Person.
4. Have trip medical bag on your Person.

Complete Form 5 Trip Evaluation sheet