
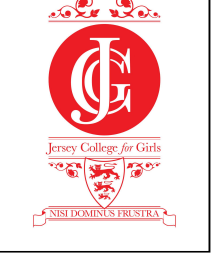


Appendix 2 – Check lists for off island and on island trips.

	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>Essential Check list Trips – Off island</p> </div>	
Trip Title:		
Mobile Tel No:		
Proposed Date(s)	Times:	
Year Group / Teaching Group: Year		
Name of organisation used /provider, if any		
Summary of travel:		
Name(s) of staff accompanying the group plus mobile contact number		
Cover required		
Staff name	Mobile contact	Cover needed

1. Please print this form
2. Please sign off the boxes below, **in the listed order**.
3. Group Leaders are responsible for ensuring a risk assessment has been completed for the visit. If using an existing (generic) risk assessment produced by a third party, the group leader must be familiar with the risk assessment and be satisfied that it is specific to the planned visit. The risk assessment should be saved in the appropriate place on SharePoint.
4. All groups travelling off site must carry an appropriate first aid kit.
5. On completion of the visit, staff should review and record any near misses/incidents, and if required amend the risk assessment accordingly.
6. Please inform Peter M so he can let Andrew M know if you cancel at any point.

Essential Check list Trips – Off island
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Trip Title:

To be signed by	Date	Signed	Tasks
Group Leader			Discuss idea and staffing in principle with PM. Check calendar for clashes and email staff to ensure trip does not impact on other important events or assessments. Consider budget. Be aware of Travel/Finance role
Peter Marett			PM checks cover with AMC who enters in system. PM gives provisional approval and enters as TBC in calendar. Discuss any health and safety issues, insurance, adventurous activities.
Group Leader			Form 1 completed online Educational Visits
Finance/Travel Office			Travel arrangements discussed. Send email request to JCGtravel@icg.sch.ie
Group Leader			Receives approval of Form 1 from Education and informs Peter M. Creates folder in SharePoint for trip to save all trip info. Adds student list for launch and sends to Finance/Travel so they can set up wallets.
Peter Marett			Peter M (removes tbc and informs ELeH re. website) Adds to trip records spreadsheet
Finance/Travel Office			Group leader completes costing template. Financial arrangements, including payment plan agreed with Finance Dept.(can be emailed in advance for consideration)
IT			Set up online forms needed for trip (consent forms, code of conduct etc)
Admin			Process letter written by trip leader once it has been approved by CBH.
Group Leader			Book school mobile with AVA office. Obtain details from IT/Finance/Travel to check who has paid and completed forms. Add definitive student participant list to SharePoint and inform Finance/Travel/Admin Forward invoices to Finance/Travel
Finance/Travel Office			Bookings for travel once consent forms and appropriate deposits have been received.
Group Leader			Collate information and check that the information is still correct and that there have been no changes in contact or medical details. Complete and sign Form 2 to take to Peter M together with accompanying staff emergency contact details and itinerary.
Peter Marett			Form 2 and itinerary checked, contacts added and given to Admin for signing by CBH and held in office – at least 2 weeks prior to the visit. Form 2 to PM, CBH and office.
Admin			Group leader to collect insurance cards and first aid kit(s) from Admin. Admin to keep file of necessary details with on-island emergency contacts for the trip
Group Leader			All tasks complete, including collecting phone from AVA. (Trip evaluation on return please)
Peter Marett			Go through final check list and completed risk assessment with PM and possibly CBH for a long haul destination or trip with significant risks. Group leader to read emergency procedures document. Send out trip survey links
Admin			Check list filed. Trip records archived.
Group Leader			Complete trip feedback surveys (links sent by PM). Ensure accident/incident and near miss records are given to admin for filing with trip record.