

	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>Essential Check list</b>  <b>Off site – On island</b> </div>																												
<b>Visit Title:</b>																													
<b>Mobile Tel No:</b>																													
<b>Proposed Date(s) of visit</b>	<b>Start and end time of visit</b>																												
<b>Year Group / Teaching Group:</b>																													
<b>Name of organisation used /provider, if any:</b>																													
<b>Summary of travel:</b>																													
<b>Name(s) of staff accompanying the group plus mobile contact number</b>																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Staff name</th> <th style="width: 33%;">Mobile contact</th> <th style="width: 33%;">Start and end time out of school</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Staff name	Mobile contact	Start and end time out of school																										
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7. Please initial your box and then email the form to the next person.
8. 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 your trip folder.
9. All groups travelling off site must carry an appropriate first aid kit. A first aider is needed if there is an adventurous activity.
10. On completion of the visit, staff should review and record any near misses/incidents, and if required amend the risk assessment accordingly.
11. Please inform Peter M so he can let Andrew M know if you cancel at any point.

## COMPLETE THIS FORM DIGITALLY IN ORDER. STEP BY STEP

	Date	Initial	Tasks
Group Leader  MB			<p>Check calendar for clashes. Consider if idea is the best way to meet objective.</p> <ul style="list-style-type: none"> <li>• Create a new folder in SharePoint local visits folder</li> <li>• Folder name – YrGrp – VisitTitle - DayMonthYear</li> <li>• e.g. Year12 – Zoo – 16Dec19</li> </ul> <p>Save version of form (with same name) to your new SharePoint folder. <i>Email link to <a href="mailto:p.marett@jcg.sch.ie">p.marett@jcg.sch.ie</a></i></p>
Peter Marett			<p>PM checks in principle. <i>Email link to <a href="mailto:a.mcgarva@jcg.sch.ie">a.mcgarva@jcg.sch.ie</a> if cover is required</i></p>
Andrew McGarva			<p>Confirms cover can be accommodated and enters into SIMS <i>Email link to <a href="mailto:p.marett@jcg.sch.ie">p.marett@jcg.sch.ie</a></i></p>
Peter Marett			<p>Approves in principle Enters as tbc in calendar <i>Email link to group leader</i></p>
Group Leader			<p>Email colleagues to check whether students can be released. Give at least 2 days for staff to comment. New risk assessment completed or previous risk assessment reviewed. Risk assessment saved in this trip's folder in SharePoint. <i>Email link to <a href="mailto:p.marett@jcg.sch.ie">p.marett@jcg.sch.ie</a></i></p>
Peter M			<p>Consider arrangements &amp; risk assessment with Group Leader. Confirm first aid provision. Check insurance cover if provider being used. <i>Email link to next appropriate person.</i></p>
Finance Office			<p>Approve financial arrangements (if applicable). Arrange set up (including student list) if parent payment is needed. <i>Email link to next appropriate person.</i></p>
June Fosse			<p>Confirm minibus travel (if applicable). <i>Email link to next appropriate person.</i></p>
Finance Office			<p>Confirm coach travel (if applicable). Coach booking form to be saved in visit folder. <i>Email link to <a href="mailto:p.marett@jcg.sch.ie">p.marett@jcg.sch.ie</a></i></p>
Peter M			<p>Visit approved. PM removes tbc from calendar and prompts web calendar. <i>Email link to Group Leader</i></p>
Group Leader			<p>Draft letter and names of students and save list of students in SharePoint folder. <i>Email link to <a href="mailto:jcg-office@jcg.sch.ie">jcg-office@jcg.sch.ie</a></i></p>
Admin			<p>Information letter sent to parents.. Consent gained (if trip is not within school day). <i>Confirm to Group leader</i></p>
Admin			<p>First aid kit – Checked and issued.</p>
Group leader			<p>Record any accidents, incidents or near misses and give to admin to file with trip form. Shred any other paper information</p>
Group leader			<p>Ensure report and photos are provided to Peter M for JCG Life, website, social media.</p>