

Appendix 2 – Check lists for off island and local visits.

	Essential Check list Trips – Off island	
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 and cover requirements:		
Staff name	Mobile contact	Cover needed

- 1. Please initial your box and then email the form to the next person as per the instructions.**
2. 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.
3. All groups travelling off site must carry an appropriate first aid kit. A first aider is needed if there is an adventurous activity.
4. On completion of the visit, staff should review and record any near misses/incidents, and if required amend the risk assessment accordingly.
5. Please inform Peter M so he can let Emma Silvestri-Fox know if you cancel at any point.

ALL PARTIES NOTE: COMPLETE THIS FORM DIGITALLY. FOLLOW THE INSTRUCTIONS

Essential Check list: Trips – Off island

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 Create folder in SharePoint for trip to hold this form and all future information. <i>Email link to this document to p.marett@jcg.sch.je</i>
Peter Marett			Discuss any health and safety issues, insurance, adventurous activities. <i>Email link to this document to e.silvestri-fox@jcg.sch.je</i>
Group Leader			Enter your cover needs in Teams. <i>Forward link to this document to p.marett@jcg.sch.je</i>
Peter Marett			Enter in calendar with tbc. Approve subject to Form 1. <i>Email link to this document to Group Leader</i>
Group Leader			Form 1 completed online Educational Visits
Group Leader			Discuss proposed travel arrangements with Travel Office (or speak to Peter Marett/Finance) <i>Send link to this document and request to instigate research/costings to</i>
Finance / Travel Office			Review required travel arrangements and give feedback. <i>Email link to this document to Group Leader.</i>
Group Leader			Receives approval of Form 1 from Education and informs p.marett@jcg.sch.je Add student list to trip folder for launch and <i>send link to the Trip Folder to c.muir@jcg.sch.je to set up set up wallets.</i>
Cheryl Muir			Set up wallets and <i>send link to this document to Admin (a.leblancq@jcg.sch.je and m.gouzinis@jcg.sch.je), confirming wallets are prepared 'pending'.</i>
Admin			Create User Defined Group in SIMS and add in all students. <i>Email link to this document to p.marett@jcg.sch.je</i>
Peter Marett			Peter M removes tbc and informs IT/AV re. website Adds to trip records spreadsheet <i>Emails link to this document to Group Leader (and JCGtravel@jcg.sch.je to confirm.</i>
Finance/Travel Office + Group Leader			Group leader completes costing template. Financial arrangements, including payment plan agreed with JCGtravel@jcg.sch.je . (can be emailed in advance for consideration).
Group Leader			Email IT/AVA: e.lehegarat@jcg.sch.je to create a new Parental Consent (inc student information) Link
IT			Create link for the new trip (consent forms, code of conduct etc). Email links to Group Leader
Group Leader			<i>Update this document to confirm receipt of IT links.</i> Using the template in Sharepoint and following the notes, draft the trip launch letter (including links created by IT). <i>Email link to this document to JCGtravel@jcg.sch.je</i>
Finance/Travel Office			Check all financial details in the letter are correct. Update this document and <i>email confirmation and link to the Trip Folder (with letter) to m.gouzinis@jcg.sch.je AND a.leblancq@jcg.sch.je</i>

Admin			Prepare letter drafted by Group Leader for approval by CBH. Email c.muir@jcp.sch.je to set wallets to 'live'. Send letter to student list once approved. <i>Email link to this document and confirm to Group Leader.</i>
Group Leader			Book school mobile with AVA office. Obtain Parental Consent details from IT and check. Find out from Finance/Travel who has/hasn't paid. <i>Send link to this document to Finance/Travel Office and request details of who to chase for payment to be sent to Admin.</i>
Finance/Travel Office			<i>Send link to this document to Admin a.leblancq@jcg.sch.je with details of students/amount to be paid for follow-up letter:</i>
Admin			Draft chaser letter using template and send once approved by CBH. <i>Send link to this document to Group Leader.</i>
Group Leader			Check again for missing Parental Consent and payments. Repeat above step until finalised
Group Leader			Add definitive student participant list to SharePoint and inform JCGtravel@jcg.sch.je
Group Leader			For all trips outside the UK, France and Ireland, send list of students and staff going on the trip to IT e.lehegarat@jcg.sch.je together with trip dates (to enable access to emails). <i>IT to confirm to Group leader.</i>
Group Leader			<i>Send link to this document to Travel Office and arrange a meeting to review arrangements/status.</i>
Travel Office			Book travel for all confirmed students on the list (by this stage all deposits and Parental Consents (inc passport information) should have been received. <i>Send link to this document to Group Leader.</i>
Group Leader			Liaise with Finance/Travel to check all students have paid in full (esp. if paying by multiple instalments).
Group leader			Send any invoices to pay travel operators etc to Finance/JCG Travel.
Group Leader			Check Parental Consent information, that all details are still correct and that there have been no changes in contact or medical details. Save as Excel document in Trips folder and <i>send link to the Trip Folder to admin@jcg.sch.je requesting a hard copy to be prepared.</i>
Group Leader			Complete and sign Form 2 to take (paper copy) to Peter M together with accompanying staff emergency contact details and itinerary.
Peter Marett			Form 2 and itinerary checked, contacts added and given to CBH for signing – at least 2 weeks prior to the trip. PM ensures paper copy goes to CBH, Group Leader and office (who will pre-enter registers). <i>Send link to this document to and arrange final meeting with Group Leader.</i>
Group Leader			Request trip cash from Finance at least one week before departure.
Admin			Pre-enter registers. Prepare and print student contact & information from email sent by Group Leader. Keep file of trip and student details with on-island emergency contacts for the trip in the office during trip. Contact Group Leader to collect contact list, insurance cards and first aid kit(s). <i>Send link to this document to Group Leader.</i>
Group Leader			Collect phone from AVA.
Group Leader			Print off travel bookings and tickets (liaise with Travel Office if necessary).

Group Leader			Collect trip cash from Finance.
Group Leader			Go through final check list and completed risk assessment with Peter M and possibly CBH for a long-haul destination or trip with significant risks. Group leader to read emergency procedures document. ALL PRE-TRIP TASKS COMPLETE. <i>Send link to this document to p.marett@jcg.sch.je</i>
Peter Marett			Send out trip survey links
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.
Admin			Post-trip: Check list filed. Trip records archived.