
	<h2 style="margin: 0;">Essential Check list</h2> <h3 style="margin: 0;">Off-site – On island</h3>	
Visit Title:		
Mobile Tel No		
Proposed Date(s) of visit:		
Year Group / Teaching Group:		
Name of organisation used /provider, if any:		
Summary of travel:		
Name(s) of staff accompanying the group plus mobile contact number		
Staff name	Mobile contact	Start and end time out of school

- 6. Please initial your box and then email the form to the next person.**
7. 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.
8. All groups travelling off site must carry an appropriate first aid kit. A first aider is needed if there is an adventurous activity.
9. On completion of the visit, staff should review and record any near misses/incidents, and if required amend the risk assessment accordingly.
10. Please inform Peter M so he can let Emma S-F know if you cancel at any point.

ALL PARTIES: COMPLETE THIS FORM DIGITALLY. FOLLOW THE INSTRUCTIONS STEP BY STEP.

	Date	Initial	Tasks
Group Leader			Check calendar for clashes. Consider if idea is the best way to meet objective. <ul style="list-style-type: none"> Create a new folder in SharePoint local visits folder Folder name – YrGrp – VisitTitle - DayMonthYear e.g. Year12 – Zoo – 16Dec19

			Save version of form (with same name) to your new SharePoint folder. <i>Email link to this document to p.marett@jcq.sch.je</i>
Peter Marett			PM checks in principle. <i>Email link to this document to e.silvestri-fox@jcq.sch.je if cover is required</i>
Group Leader			Enter cover request in Teams and, once approved, re-share this checklist to Peter M
Peter Marett			Approves in principle Enters as tbc in calendar <i>Email link to this document to Group Leader</i>
Group Leader			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 this document to p.marett@jcq.sch.je</i>
Peter M			Consider arrangements & risk assessment with Group Leader. Confirm first aid provision. Check insurance cover if provider being used. <i>Email link to this document to next appropriate person.</i>
Finance Office			Approve financial arrangements (if applicable). Arrange set up (including student list) if parent payment is needed. <i>Email link to this document to next appropriate person.</i>
Gary Briggs			Confirm minibuss travel (if applicable). <i>Email link to this document to next appropriate person.</i>
Finance Office			Confirm coach travel (if applicable). Coach booking form to be saved in visit folder. <i>Email link to this document to p.marett@jcq.sch.je</i>
Peter M			Visit approved. PM removes tbc from calendar and prompts web calendar. <i>Email link to this document to Group Leader</i>
Group Leader			Group Leader to contact IT to create consent link to be included in letter to parents, if trip is out of school hours. <i>Email link to this document to: e.lehegarat@jcq.sch.je</i>
IT			Create link as requested by Group Leader. <i>Email link to this document to Group Leader</i>
Group Leader			Draft letter and names of students and save list of students in SharePoint folder. <i>Email Trip Folder link to j.jarrat@jcq.sch.je and m.gouzinis@jcq.sch.je</i>
Admin Team			Consider whether User Defined Group is necessary and create in SIMS if appropriate. Send letter to Carl for approval and then send to parents as requested. <i>Confirm and email link to this document to Group Leader</i>
Group Leader			Group Leader – if Parents have completed the online Consent Form, save as Excel in the Trips Folder.
Group Leader			Email Trip Folder link to the Office and request registers to be pre-entered. Note: if the trip is out of hours, the student list should be the final version, following receipt of parental consent. If contact lists/medical info is required, send link to request a hard copy to be prepared.
Office Team			Pre-enter registers. First Aid kit(s) – Check contents

			<i>Confirm and email link to this document to Group Leader – any alterations thereafter must be advised to the Office.</i>
Group Leader			Collect First Aid kit(s) from Office – re-check contents.
Group leader			Record any accidents, incidents or near misses and give to Admin to file with trip form. Shred any other paper information
Group leader			Ensure report and photos are provided to Peter M for JCG Life, website, social media.