

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

	<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <h3 style="margin: 0;">Essential Check list Trips – Off island</h3> </div>	
<b>Trip Title:</b>		
<b>Mobile Tel No:</b>		
<b>Proposed Date(s)</b>		<b>Times:</b>
<b>Year Group / Teaching Group: Year</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 and cover requirements:</b>		
<b>Staff name</b>	<b>Mobile contact</b>	<b>Cover needed (also enter in Teams)</b>

- 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 on all off-island trips.
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.

## Essential Check list: Trips – Off island

To be signed by	Date	Signed	Tasks
Group Leader/Peter Marett			Check calendar for clashes and email staff to ensure trip does not impact on other important events or assessments. Discuss idea and staffing in principle with @p.marett@jcg.sch.je Discuss any health and safety issues, insurance, adventurous activities.
Group Leader			Enter your cover needs in Teams. <i>Forward link to this document to p.marett@jcg.sch.je</i> . Remember you need a first aider.
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 <a href="#">Educational Visits</a> Expect request from CYPES for risk assessment Complete and send risk assessment to CYPES
Group Leader			Discuss proposed travel arrangements with Finance/Travel Office
Group Leader			Receives approval of Form 1 from CYPES Inform Finance/Travel Office which students the trip is open to
Finance/Travel + Group Leader			Liaise to complete costing template
Finance/Travel			Set up 'funds' and <i>send link to this document to Admin</i> confirming 'funds' are prepared 'pending'.
Peter Marett			Peter M removes tbc and confirms that trip is approved to finance/travel
Finance/Travel			Set up necessary forms/links and provide wording for communications to parents. Send this to group leader so they can prepare launch letter.
Group Leader			Using the template in Sharepoint and following the notes, draft the trip launch letter. Send to Finance/Travel for checking.
Finance/Travel			Check all financial details in the letter are correct. Update this document and <i>email confirmation and link to the <b>Trip Folder</b> to Admin.</i>
Admin			Prepare letter drafted by Group Leader for approval by CBH. Send letter to student list once approved. Inform Danielle and trip leader <i>Email link to this document and confirm to Group Leader.</i>
Group Leader			Book school mobile with AVA office.
Group Leader/ Finance/Travel			Add definitive student participant list to SharePoint. Advise Admin and Finance so that the user defined group can be finalised
Group Leader			For all trips outside the UK, France and Ireland, send list of students and staff going on the trip to IT together with trip dates (to enable access to emails). <i>IT to confirm to Group leader.</i>
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 <a href="mailto:admin@jcg.sch.je">admin@jcg.sch.je</a> requesting a hard copy to be prepared.</i>
Finance/Travel			Ensure contact list and medical details are in the trip folder
Group Leader			Complete and sign Form 2 to take (paper copy) to Peter M together with accompanying staff emergency contact details and itinerary.

<b>Peter Marett/Group Leader</b>			Meet to check Form 2, emergency contacts, medical details, risk assessment, insurance card(s) and itinerary PM ensures paper copy goes to CBH, Group Leader and office (who will pre-enter registers). PM ensures that survey link is sent to Group Leader.
<b>Group Leader</b>			Request trip cash from Finance at least one week before departure.
<b>Admin</b>			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. <i>Send link to this document to Group Leader.</i>
<b>Group Leader</b>			Ensures they have first aid kits
<b>Group Leader</b>			Collect phone from AVA.
<b>Group Leader</b>			Collect trip cash from Finance.
<b>Group Leader</b>			Group leader and other staff to read emergency procedures document. ALL PRE-TRIP TASKS COMPLETE.
<b>Group Leader</b>			Send trip survey link to participants. Ensure accident/incident and near miss records are given to Admin for filing with trip record.
<b>Admin</b>			Trip records archived.