

Form 2

Off-Island Educational Visits Detailed Information and Head teacher Approval

Please complete this form and all other documentation and keep on site

School / Youth Group		
Group Leader		
Mobile Tel No		
Dates	Depart:	Return:
Centre / Accommodation Details		
Name:		
Address:		
Tel:		
Travel arrangements		
Carrier:		
Outward details:		
Return details:		
Other transport arrangements:		
Business details of Organising Company / Provider		
Name:		
Address:		
Tel:		
email:		
Insurance cover		
States policy	YES	NO
Other		

Detailed programme			
Please provide a daily programme where possible. You may attach a detailed programme to the back of this form if you need more space. If you will be leading groups over moorland or mountainous terrain, please attach a detailed route plan to the back of this form			
Deputy Leader Please write in relevant column			
Teacher	Support staff	Parent	Other
Nominated First Aider Please write qualification and expiry date			
Teacher	Support staff	Parent	Other
Other accompanying adults			
Teacher	Support staff	Parent	Other
Adventure qualifications			
If any accompanying adults will be involved in delivering adventure activities, please attach copies of relevant qualifications to this form			
Students numbers			
Male	Female	Age Range	
Confirmation of Parental Consent			
I confirm that consent of parents/carers has been provided for all participants.			
Group leader signature:			
Head teacher / Principal Youth Officer Approval			
I have studied this planned visit and I am satisfied with all aspects of the planning, including risk assessment, staffing and organisation of this visit and that it complies with the guidance set out in the Department's publication, "Educational Visits – Health and Safety of Pupils on educational Visits".			
Signed	Full Name	Date	
Notes for Head teachers / Principal Youth Officer			
A checklist is provided at the back of this form, which may provide a useful tool for Group Leaders, EVCs and you, to evaluate the planning and organisation of this visit. Should you have any concerns regarding any aspect of this visit please contact the Head of Facilities Management / Compliance Officer.			

Please ensure that Page 3 of this Form (Pupil and staff Details) and Page 4 (Emergency Contact Details) are completed in full.

A Risk Assessment for this visit must be completed and a copy retained on site. There is no requirement to send Risk Assessments or Form 2 to the Department unless requested by the Head of Facilities Management / Compliance Officer. Any request will be recorded on Form 1. Please ensure any detail changes are notified to the Department by email educationalvisits@gov.je as soon as possible.

Surname	Forename	DOB	Emergency Contact Name	Tel (Home)	Tel (Mobile)	Relationship
Continue on separate sheet if necessary						

Emergency contact in Jersey:

Name:		Job Title	
Home Tel:		Mobile	
Email:			

The above named person must be on-island for the duration of the visit and available to act as emergency contact at all times.

Head teacher contact details

Home Tel:	Mobile:
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FORM 2 (continued) Off Island Visit Check List

FINANCIAL	Y/N	ACTION/COMMENT/DATE
Have you set a price which is likely to stay in budget?		
Have you allowed for a contingency fund?		
Has the Head teacher/Organisation Head agreed to underwrite any emergency overspend not covered by insurance?		
Can the aims of the trip be achieved in a more cost effective way?		
Is the cost prohibitive to the majority of students?		
Is financial support available to disadvantaged students? (school or outside agencies)		
Have you made arrangements for keeping receipts and producing an accurate balance sheet?		
Have you agreed with parents what will happen to any money left over?		
Have you set spending money limits for pupils?		
Will you use personal credit card/debit card for emergency or other expenditure whilst away?		
Have you made arrangements for drawing foreign cash?		
Has enough time been given for students to make payments, or fund raise?		

GENERAL TRIP DETAILS	Y/N	ACTION/COMMENT/DATE
Have you outlined your proposal to the Head Teacher, and discussed with the EVC?		
Are the Staff/Pupil ratios within the Guidelines?		
Is the Gender balance of staff appropriate for the group?		

ACCOMMODATION	Y/N	ACTION/COMMENT/DATE
Have you, or do you intend to visit the Centre / location		
Have you any other evidence that the Centre / location is suitable, such as recommendations or testimonials?		
Is the accommodation secure?		
Will student rooms/tents be grouped together?		
Will staff accommodation be nearby, for example, on the same landing?		
Can a fire drill be organised shortly after arrival?		
Are there balconies? Have you a policy regarding this, and have you made this known to all?		

SUPERVISION / SUPERVISORS	Y/N	ACTION/COMMENT/DATE
Do you personally know all adults accompanying the group?		
Have all adults undergone a DBS check? (This is compulsory)		
Have all adults been briefed, and agreed, as to their roles and responsibilities?		
Will students carry an emergency card with contact details of staff mobile telephone numbers, and accommodation address and telephone?		
If a student has to remain behind when the group return to Jersey, has a member of staff been identified to stay behind?		

EMERGENCY CONTACTS	Y/N	ACTION/COMMENT/DATE
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Have you arranged for an emergency contact on the Island?		
Will parents be able to pass on important information via the contact?		
Will the emergency contact have details of all adults and students on the trip, and will they be available on the Island for the full duration of the visit?		

PARENTAL CONSENT & COMMUNICATION	Y/N	ACTION/COMMENT/DATE
Has parental consent been obtained?		
Have you given parents full written details of the planned activities, expected standard of behaviour, potential sanctions, expected level of supervision, (will there be any "remote" supervision?), and have you introduced accompanying staff?.		
Have you arranged a parental and pupil briefing?		
Have you provided a kit list?		
If the visit involves physical challenge, have you set out clear expectations regarding the level of fitness of students, and any requirement to undergo training or assessment prior to the visit?		

TRAVEL	Y/N	ACTION/COMMENT/DATE
Have you arranged for an emergency contact on the Island?		
Will parents be able to pass on important information via the contact?		
Will the emergency contact have details of all adults and students on the trip, and will they be available on the Island for the full duration of the visit?		
Have you allowed adequate time to allow for delay in reaching the airport / ferry terminal?		
Have you a plan in the event of cancellation or delay?		
If using coaches, do the coaches have seat belts / lap restraints, and a toilet?		
If using self-drive minibuses, do you have enough experienced and qualified drivers?		
Will group members be briefed on banned items on air travel?		
Have you checked the Foreign and Commonwealth Office web site for up to date travel advice, especially if travelling outside established tourist destinations?		

MEDICAL & FIRST AID	Y/N	ACTION/COMMENT/DATE
Have you arranged for an emergency contact on the Island?		
Will parents be able to pass on important information via the contact?		
Will the emergency contact have details of all adults and students on the trip, and will they be available on the Island for the full duration of the visit?		
Are you fully aware of special medical and dietary needs of all, including staff?		
Has an adult been nominated to take charge of first aid, and other medical duties, including keeping a record?		
Has the above named person organised adequate first aid kits?		

Has consent been granted by parents to allow staff to give non-prescription medication, such as Paracetamol and over the counter cough remedies to students?		
Have you taken advice on vaccination and other medical procedures, which may be required?		
Have parents and students been informed of these requirements, that it is a condition of participation, and has enough time been allowed for completion of any course of treatment?		

PASSPORTS	Y/N	ACTION/COMMENT/DATE
Have you arranged for an emergency contact on the Island?		
Will parents be able to pass on important information via the contact?		
Will the emergency contact have details of all adults and students on the trip, and will they be available on the Island for the full duration of the visit?		
If the group will need passports, have you actually checked all will have an in date passport for the duration of the Visit, including at least 1 week after the group is due to return? (allow at least 6 weeks prior to departure for this)		
Are Visas or any other travel documentation required? Have you allowed enough time to obtain these?		

DEPARTMENT REQUIREMENTS	Y/N	ACTION/COMMENT/DATE
Have you arranged for an emergency contact on the Island?		
Will parents be able to pass on important information via the contact?		
Will the emergency contact have details of all adults and students on the trip, and will they be available on the Island for the full duration of the visit?		
Have you undertaken a Risk Assessment, covering all aspects of travel, supervision, and safety? This should be retained by the School /Youth Group		
Have you completed Form 1 and complied with any conditions specified by The OE manager?		
Have you completed all sections of Form 2 and signed and obtained the signature of the Head Teacher / Principal Youth Officer?		

Useful Telephone and Email Contacts

Education Serious Emergency Contact Number 0830 hrs to 1630hrs)	
(+44 1534) 449206	
Education Reception	
+44 1534 499199	education@gov.je
Insurance Information (advice & claims)	
Contact Education Department's Head of Governance	
Tel. +44 (0)1534 447864	
Student Policy no: RKJ344578	Staff Policy no: RTT220281
Emergency medical assistance	
FirstAssist Tel. +44 (0)20 8763 3155	
Foreign and Commonwealth Office Travel Advice Unit	
www.fco.gov.uk	
Adventure Activities Licensing Authority (UK)	
www.hse.gov.uk/aala	
Royal Geographical Society	
www.rgs.org	