

Appendix 2

Application for permission for OFF SITE Group Activity within the Island

School / Youth Group	
Outline Description of Activity (itinerary)	
Mobile Tel No	
Proposed Dates	Times:
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 (Student/Staff Ratio dependant on the activity and year group)	

1. Please sign off the boxes below, in the listed order. Head teachers may wish to delegate approval to a deputy head or a member of the schools Senior Management.
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.
3. The EVC and Group Leader should discuss the visit and the Risk Assessment, and look specifically at staff/adult to pupil ratios, and first aid provision and qualification.
4. The group leader must ensure that parents are made aware of the offsite visit, and that parental consent has been given.
5. After the EVC is satisfied with the organisation of the visit, the Head teacher, or delegate, must give final approval.
6. All groups travelling off site must carry an appropriate first aid kit
7. On completion of the visit, staff should review and record any near misses/incidents, and if required amend the Risk Assessment accordingly.

	Date	Signed	Tasks
Head teacher or delegated			Initial approval in principle
Group Leader			New Risk Assessment completed Y/N Previous Risk Assessment reviewed Y/N
EVC			Discuss arrangements & Risk Assessment with Group Leader Confirm First Aid provision
Group Leader			Information letter sent to parents via students Yes No Information letter sent via post Yes No Information covered by generic information letter Yes No Consent gained (Specific Yes No) (Generic Yes No)
EVC			Approval of visit
Head Teacher or Delegated			Final approval
School Office			First Aid Kit – Checked and issued. List of participants retained This form retained and filed.
Group leader & EVC			Record any accidents, incidents or near misses. Keep trip information as per the retention schedule