

STANGROUND COLLEGE
CHECKLIST FOR NON-HAZARDOUS VISITS/ACTIVITIES

Note 1: *Ensure that you have consulted the folder “Policy and Guidance for Off-Site Visits and Adventure Activities”. If visits are hazardous, follow exactly the procedures in that Policy folder.*

Note 2: *Ensure risk assessment is completed, signed by the Principal and kept on file.*

1. Carefully select the best day(s) in terms of cover required.
2. Check with calendar (especially if any amendments made).
3. Send a memo to affected Curriculum Manager’s and Student Support Manager’s (at least two weeks notice, ideally four weeks or more).
4. Complete Pink Planning Sheet. Do not make any bookings until approval by CM/SSM/Auditor/Principal and Finance Office (appropriate forms in finance Office). Costings should make a small surplus to allow for college expenses and possible unforeseen expenses (not more than 10%).
5. Arrange transport.
 - a) Ring companies for 3 quotes for coach(es).
 - b) Get train timetable and costs. Book in advance if possible or make a group booking to save money.
 - c) Cost and book minibus (qualified driver required).
 - d) If using private cars, cost and check insurance cover.
6. Book cover with cover office (collect appropriate form from Curriculum Managers). Check ratio of staff to students (1:15 recommendation).
7. Ring Place(s) for visit – confirm through letter.
8. Let staff/department know well in advance. Put information on staff room notice Board (two weeks notice).
9. Place dates and times onto staff Bulletin Sheet.
10. Hand out copies of registers for collection of money. Registers through Office – Columns:

VISIT TO.....

NAMES	SLIP	MONEY	STUDENT SIGNATURE	ATTENDANCE ON VISIT
(Pre-Printed Class Lists)				

NB – This form needs to be kept for attendance record and returned to the visit organiser

11. Letters: times of arrival/departure
date
food/lunch
clothes
cost
Place(s)
Tear off slip
Invite parents along (if relevant)
Medical details / treatment
12. Inform kitchen staff of numbers if students will miss lunch (at least two weeks notice)
13. Find out those needing free lunches: order them from kitchen staff (at least two weeks notice)
14. Black bags, tissues, sick bags (carriers?) for coach
15. Mobile phone from finance office (to be booked)
16. First-Aid kit from General Office
17. Get a copy of registers to leave on site with reception/general office
18. Prepare w/sheets or resources for visit/activity and cover work for classes left behind
19. Ensure on the day that copies of registers are left with the general office.
Also that they know exactly which students/teachers are out and where.
Give details of times of arrival/departure and return names and years of students.
Complete these details on purple form and leave in General Office. If appropriate leave message on white board in reception area.