



## APPLICATION FOR AN APPROVAL OF AN EDUCATIONAL VISIT

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- Parts one and two must be completed for all visits;
- Part three must also be completed for Category 3 residential visits, overseas visits and visits involving adventurous activities, **as well as visits to Pendarren (Directors requirement since June 2012).**

The group leader should submit this form, when completed, to the educational visit coordinator at least six weeks before the proposed visit. For most visits approval in principle will already be in place and the Headteacher will be kept updated about the progress of preparations. The group leader should obtain the consent of parents.

When approval is given, one copy of the form should be retained by the educational visits coordinator and another by the group leader. The educational visits coordinator should be informed of any subsequent changes in planning, organisation or staffing. If required, the Headteacher should seek approval from the school governing body or the Director of Children's Services.

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### Part 1 – The visit

Group Leader:

**1.1 The purpose of the visit and specific educational objectives:**

**1.2 Places to be visited:**

**1.3 Dates and times:**

Date of departure : Time :

Date of return : Time :

**1.4 Transport arrangements: include the name of the transport company. In the case of minibuses include the registration number of vehicle and the names of all drivers.**

**1.5 Proposed cost and financial arrangements:**

**1.6 Insurance arrangements for all members of the proposed party, including voluntary helpers:**



**2.3 Accompanying other adult supervisors:**

<b>Name</b>	<b>Experience/Qualification(s)</b>	<b>Responsibilities during visits</b>
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**2.4 Details of contact person in the home area. This person should hold all the information about the visit or journey in case of emergency:**

Name :  
Address :  
Telephone number :  
Fax number :  
Mobile number :  
Available 24 hours : Please Select

**2.5 Existing knowledge of places to be visited. Is an exploratory visit intended? Accompanying staff knowledge of venue:**

Has an exploratory visit taken place : Please Select  
If no, why not? :  
Extent of knowledge of venue :

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**Part 3 – To be completed for category 3 visits – Residential visits, overseas visits, and visits involving adventurous activities, as well as Pendarren.**

**3.1 Accommodation to be used:**

Name :  
Address :  
Telephone number :  
Fax number :  
Name of accommodation Manager :

**3.2 Organising company / Agency. Include Tour Operators, Travel Companies, and providers of adventurous activities. If more than one, please use additional sheets. Enclose copy of contract if applicable.**

Name :  
Address :  
Telephone number :  
Fax number :  
What will this company provide? :  
AALA License number (if applicable) :

**3.3 Details of activities (enclose copies of risk assessments):**

Description of activities :  
Who completed risk assessment :

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**Part 4 – Request for Approval**

Group Leader's request approval for the visit on the basis of the information given.

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**Signature**

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**Position**

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**Full name (print)**

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**Date**

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**Part 5 – Approval**

I have studied this application and am satisfied with all aspects of the visit, including its planning, organisation and staffing. Approval is given.

- a) Please ensure that I have all relevant information, including a final list of group members, details of parental consent and a detailed itinerary, at least seven days before the party is due to leave;
- b) Your report and your evaluation of the visit, especially details of any incidents, should be with me as soon as possible but no later than 14 days after the party returns.

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**Signed by Headteacher, or Educational Visits Coordinator on behalf of Headteacher:**

_____ <b>Signature</b>	_____ <b>Position</b>
_____ <b>Full name (print)</b>	_____ <b>Date</b>

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**Signed by Chair of Governing Body:**

_____ <b>Signature</b>	_____ <b>Position</b>
_____ <b>Full name (print)</b>	_____ <b>Date</b>

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**For category 3 visits - Residential visits, overseas visits, and visits involving adventurous activities, as well as Pendarren.**

Signed by Council Occupational Health, Safety and Well-being Manager on behalf of the Director of Children’s Services.

_____ <b>Signature</b>	_____ <b>Date</b>
_____ <b>Full name (print)</b>	

**A copy of the application form and details of any subsequent changes should be retained by the Headteacher.**

The form must be sent to the Council's Principal Health, Safety Adviser (for category 3 visits) for LEA's approval at: 38 Station Road, Wood Green, London N22 6BF or email: [fabrice.terrochaire@haringey.gov.uk](mailto:fabrice.terrochaire@haringey.gov.uk).