



Trips and Visits Planner

Complete this form and leave it at the front desk when taking students on a trip. Every student on the trip must be listed on the back of this form (unless this is a whole class/group trip and attendance has already been entered in Kamar).

Important Note: Reception will act if you need support in **ANY** Situation. Please ring reception 03 3777773. Reception is able to coordinate all support for you, including contacting parents and SLT, medications, injury, accidents, behaviour etc. whilst you support the students in your care.

Homebase / class / group	
Location of visit	
Address of location	
KAMAR completed (or students listed over)	

LA / adult in charge	
Contact phone number	
Date of visit	
Time leaving	
Time returning	

Other adults involved	RAMS trained?		Police vetted?	
	Y	N	Y	N
	Y	N	Y	N
	Y	N	Y	N
	Y	N	Y	N
	Y	N	Y	N
	Y	N	Y	N
	Y	N	Y	N

Have you remembered:		
Contact details of attending students (or KAMAR app)?	Y	N
Possible medical details of students (or KAMAR app)?	Y	N
Student medications?	Y	N
First aid kit?	Y	N
Cell phone in each group?	Y	N
A copy of this form to the office?	Y	N
A copy of this form to each adult on the trip?	Y	N

Complete ONE of the following declarations

Low Risk, Central City	Low Risk, beyond central city	High Risk trips
This is a low risk trip, within the Four Avenues. I confirm that I have read the Low Risk Safety Action Plan and I have identified any additional risks. I agree to follow the processes and guidelines outlined in the Safety Action Plan.	This is a low risk trip. My Safety Action Plan has been approved by SLT and I agree to follow its processes and guidelines.	This is a high risk trip. I confirm that my Safety Action Plan has been approved by the BOT and SLT and I agree to follow its processes and guidelines.
Signature	Signature	Signature
Date:	Date:	Date:

