

Swanmead School – Trips, Visits and External Activities

INITIAL APPROVAL FORM

This form must be completed and submitted to the school’s Educational Visits Co-ordinator as the first step in organising any visit, trip or external activity. When initial approval has been given, then the trip organiser may proceed to make a formal application using the system on Somerset’s Outdoor Education website.

Member of staff organising proposed activity: _____

Title of activity _____

Dates and times of activity _____

Approximate details of pupils involved (Year Group, Gender, Numbers): _____

Staff and adults involved (How many? Names if known) _____

Brief description of the activity – give as much detail as you can at this stage: _____

Educational Purpose of the activity: _____

Organiser’s Signature..... Date.....

Initial Approval **Given/Denied** Reason _____

External Visits Co-ordinator’s Signature (For Category A visit)..... Date.....

Chair of Governors Signature (For Category B visit)..... Date.....

Once Initial Approval has been given by the EVC (delegated Governors approval for Cat A), or by the Chair of Governors (Cat B), the activity organiser must make an application using the on-line system, accessed through Somerset’s Outdoor Education Website - <http://www.six.somerset.gov.uk/sccoea/> - also accessible through **iPost** by typing “Outdoor Education” in the SEARCH window.

Full guidance on how to carry out the application are on the website. For further help see the EVC.