



PROSPECT HOUSE  
SCHOOL

PROSPECT HOUSE SCHOOL  
EXCURSIONS FORM

CLASS: DATE: TIMES:  
VISIT: LOCATION:

<b>EDUCATIONAL SECTION</b>  OBJECTIVE:  PREPARATION:
<b>BOOKING DETAILS AND TRANSPORTATION</b>  METHOD OF TRANSPORT: DATE: COACH BOOKED:  ENTRY TICKETS (NO. BOOKED AND HAVE YOU PAID): LECTURER: CONTACT NAME & TEL. NO.:  COMMENTS BY TEACHER:

**PLEASE PLEASE PLEASE LET THE EXTRA LSU/MUSIC TEACHERS KNOW ABOUT YOUR TRIP**

**Ensure that you have filled in the document on Google Drive for children taken on the trip**

**Ratios – Ideally but may vary dependent on activity**

**EY 4:1**

**KS1 7:1**

**KS2 10:1**

**Coach details: United office: 020 8400 8401**

**Gallaghers 0207 3849711**

**Westway 0208 944 1277**

NO OF CHILDREN ATTENDING: NO OF STAFF ATTENDING: EXCURSION LEADER: DEPUTY LEADER:
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SIGNED BY;

EXCURSION LEADER; \_\_\_\_\_ DATE: \_\_\_\_\_

EDUCATIONAL VISITS CO-ORDINATOR: \_\_\_\_\_ DATE: \_\_\_\_\_

(Si Vedat)

HEAD: \_\_\_\_\_ DATE: \_\_\_\_\_

Reviewed: 1/09/23

Prospect House School

Next Review: 1/09/26

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COMMENTS IF ANY:  
 RESPONSIBILITY FOR TAKING THE CAMERA

<b>PROSPECT HOUSE SCHOOL RISK ASSESSMENT</b>
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HAZARD	WHO MAY BE HARMED	RISK		CONTROL MEASURES
		LIKELIHOOD	CONSEQUENCE	
1.				
2.				
3.				
4.				
5.				
Regular headcounts throughout the day				
MEDICAL i.e. asthma, epipen, first aid kit, register	Named children			
<b>EMERGENCY PROCEDURES</b>				
<b>ACCIDENT</b>	Excursion leader	LOW	LOW TO HIGH	Brief Deputy leader on whether to abort trip or continue. Travel with injured child to A&E Notify school
<b>LOST/MISSING CHILD</b>	Excursion leader	LOW	MEDIUM TO HIGH	Notify event staff Notify police immediately Call school Stay at site, deputy to escort children back to school (in extreme circumstances)
<b>ILLNESS ON TRIP</b>	Excursion leader	LOW TO MEDIUM	LOW TO HIGH (BUT HIGH IS RARE)	Call school to notify parent Detail adult to stay with child Re-allocate children – consider aborting trip



**PLEASE DO NOT FORGET TO COUNT HEADS REGULARLY**

**PROSPECT HOUSE SCHOOL  
EXCURSION BRIEFING SHEET**

**TEACHER:** \_\_\_\_\_

FORM(S):	DATE:	LOCATION:
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MOBILE NO.

LEADER:

DEPUTY LEADER:

OTHER STAFF AND ADULTS:

- 1.
- 2.
- 3.
- 4.
- 5.

IN THE EVENT OF INCIDENT, FOLLOW THE INSTRUCTIONS OF THE EXCURSION LEADER OR THE DEPUTY.

AT THE EVENT, IF YOU BECOME SEPARATED OR LOST PLEASE GO TO

\_\_\_\_\_.



CHILDREN ALLOCATED TO FOLLOWING TEACHER(S)

**APPENDIX C (PHS) - EXCURSION LEADER'S CHECKLIST**

**PROSPECT HOUSE SCHOOL**

School main telephone number: 020 8780 0456

**HAVE YOU GOT YOUR GREEN ADDRESS LIST? AND YOUR STAFF LIST?**

**Have you added details to the document in Google Drive identifying children on this trip?**

*Party leaders: Be calm, be measured, take your time. You are in charge at the site of the incident.*



1. Party leader to appoint an assistant to take care of children either not harmed or not involved in the incident
2. Party leader to summon emergency services if necessary
3. Party leader to determine who should accompany any casualties to hospital, ensuring remainder are left supervised and in a place of safety
4. Party leader or the appointed deputy to call and reconcile party register (children *and* staff) - account for missing persons
5. Party leader to inform headmaster of incident, including:
  - a. Brief description of incident
  - b. Names of children and staff involved, brief description of status of injuries if known
  - c. Name(s), address(es) and contact telephone numbers of hospital(s) to which casualties have been sent or,
  - d. If dealing with a missing child or children, name of police station dealing with incident, name and rank of senior officer responding and contact number of CID team involved
  - e. **Agree with the headmaster when the next contact by mobile phone will be made**
  - f. Headmaster/incident commander will advise you if he is sending you additional staff members to help
6. Assistant teachers on trip first to ensure safety of children not involved in incident
7. Assistant teachers then to take name of any witnesses and to note down key times and when incident has been contained

