**XXXXXX School**

**Off Site Excursions Form**

This form should be completed by the off-site excursion leader / member of staff for visits to the local area. This form should be completed with adequate information to supplement rather than replace information in EVOLVE e.g. staff and pupil names, detailed timings, location etc. The generic risk assessment should be contained in the EVOLVE Visit Plan. If necessary a specific risk assessment should be attached to either EVOLVE or this form.

This form should be held by the school office until the excursion returns, or the end of the school day after which the duty member of the SMT should hold the form/s and annotate when the excursion is successfully completed.

Staff should possess the competence to manage the excursion, be equipped with relevant 24/7 duty staff contact number/s and possess relevant and appropriate emergency procedures.

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| **Excursion** |
| Excursion leader and staff name/s:  | Pupils / young people: (list here or overleaf if not all of a register class) |
| Destination: | Excursion purpose:  |
| EVOLVE ID #: | Departure time and forecast return time: |
| **Excursion Signed Out At** |
| Print name: | Date / time |
| **Excursion Returned At**  |
| Print name: | Date / time |
| Comments (where applicable) |

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| **Participant Name:** | **Register Class:** |
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