

**KINGSDOWN SECONDARY SCHOOL
HEADTEACHER APPROVAL FOR ROUTINE VISIT**

EDUCATIONAL AIM OF VISIT	
NAME OF VISIT ORGANISER	
ACCOMPANYING STAFF	
PUPILS	
DATE (s)	
TIME	
LOCATION	
RISK ASSESSMENT OF LOCATION ATTACHED	
IF NO WHY NOT	
METHOD OF TRANSPORT	
RISK ASSESSMENT ATTACHED	
ACTIVITES TO BE UNDERTAKEN	
ADDITIONAL SUPERVISION AT VENUE	
ARRANGEMENTS IN CASE OF POOR BEHAVIOUR	
PARENTS/CARERS INFORMED	
ANY OTHER INFORMATION	

Please ensure that before you leave the premises

- Lisa is informed of exactly who is going
- You take a mobile phone
- You take the Visits file with emergency contact/medical details of all pupils and individual risk assessments where necessary

Signed:

Date: