

School Trip Checklist

Plan a trip on paper and record that your own requirements were met, then use the second page on the day for groups and head counts.

A trip planned on paper: groups, staffing, timings, and the checks done before anybody gets on a bus.

NO RATIOS OR REQUIREMENTS ARE PRINTED

What is required before taking children off site — ratios, consent, insurance, assessment, first aid, approvals — differs by country and by setting, and often by the activity. This sheet prints no ratio and no requirement; it is a place to record that yours were met.

Trip and destination		Date	Leader in charge	Group
Depart	Return	Transport	Emergency contact at base	

BEFORE THE DAY

- ☐ Risk assessment written for this trip and this group

☐ Approvals obtained as your setting requires

☐ Consent obtained as your setting requires

☐ Staffing and supervision arrangements agreed and recorded

☐ Insurance and any permits confirmed
- ☐ Medical and dietary information gathered and held securely

☐ First aid arrangements and named first aider agreed

☐ Venue contacted, and their own arrangements checked

☐ Contingency plan for weather, delay and early return

☐ Head count method agreed, and when it will be done

GROUPS AND STAFFING

Group	Adult responsible	Contact number	Students in this group

ON THE DAY

Time	Head count	Count correct	By whom	Notes and anything that happened