



## Teacher checklist for external trips

	Children	Adults
1. Numbers attending	<input type="checkbox"/>	<input type="checkbox"/>
2. Departure time _____		
3. Arrival time at venue _____		
	<b>YES</b>	<b>NO</b>
4. Planetarium visit confirmed and paperwork returned to Planetarium	<input type="checkbox"/>	<input type="checkbox"/>
5. Risk assessment form obtained	<input type="checkbox"/>	<input type="checkbox"/>
6. Pupil payment received	<input type="checkbox"/>	<input type="checkbox"/>
7. Parental permission slip signed and returned	<input type="checkbox"/>	<input type="checkbox"/>
8. Parental permission for photographs gained/not gained	<input type="checkbox"/>	<input type="checkbox"/>
9. Arrangements agreed for children with special needs	<input type="checkbox"/>	<input type="checkbox"/>
10. Parent/Guardian contact details obtained (in case of delay, or emergency)	<input type="checkbox"/>	<input type="checkbox"/>
11. Lunch/Break arrangements for Pupils/Staff agreed with venue/caterer	<input type="checkbox"/>	<input type="checkbox"/>
12. Teacher Cover arranged	<input type="checkbox"/>	<input type="checkbox"/>
13. Heads permission agreed.	<input type="checkbox"/>	<input type="checkbox"/>
14. Purchase order number acquired for invoicing _____		
15. Approximate time of return to school _____		
16. Bus company/Driver contact details _____		
17. Emergency contact number for school _____		