

## Information Checklist for Evolve Excursion Forms (Non-adventurous)

### Staff to Participant Ratios:

The risk assessment carried out will direct the supervision level required for your particular excursion and is a matter for the Head to determine. [Further guidance](#)

### Participants:

Either add participants to the "Intended Attendees" field **or** upload a document listing pupils' names along with their next of kin emergency contact details.

### Risk Assessments:

A signed & dated risk assessment for the establishment's responsibilities: eg travel, behaviour, pastoral care, specific care of particular pupils. [Exemplar Risk Assessments](#)

### Travel Itinerary:

An Itinerary detailing travel arrangements including departure & arrival times and outline description of the trip. A letter to parents or information sheet with these details would serve this purpose

### Base Contact:

The base contact must be a named person associated with the establishment and who has access to all location, travel, itinerary & emergency contact details.

The Base Contact remains in the home area and does not attend on the trip. The Base Contact cannot be activity centre or provider staff.

For residential trips, confirm the named Base Contact is contactable outwith school hours by providing home & or mobile contact numbers.

### Staff contacts:

A list of the supporting staff & any volunteer's own mobile numbers along with their next of kin emergency contact details