

CHECK LIST FOR TOUR ORGANISERS

Pre-Tour:

Confirmed

**Application to and approval by Board
including request to open dedicated Bank A/c.**

Date: _____

Notice and information to Pupils and Parents

Date: _____

Rules and conditions for participating pupils

Date: _____

**Professional Responsibilities of Staff
including Supervision arrangements:**

Date: _____

**All relevant pupil details (Health, Contact etc.)
including Parental approval in medical emergency**

Date: _____

**List of pupils and staff & contact numbers
provided to school management**

Date: _____

Insurance and Indemnity requirements

Date: _____

Costs and accountability for Finance:

Date: _____

Risk analysis for all proposed activities

Date: _____

Post-Tour:

Report to Principal & Board:

Date: _____

Summary report to Parents: (Website / Zodiac)

Date: _____

Closure of dedicated A/c.

Date: _____

Tour Leader: _____

Date: _____