

**This Approval Form must be completed for all visits that are:**

**EV2**

Please tick ☐ **overseas**  
which apply: ☐ **residential**  
☐ **involving an adventurous activity as defined in Section Y**

**which will be led by:** ☐ **School staff** ☐ **an external provider** ☐ **involves skiing**

**Does the visit involve any swimming, water sports or water-margin activity?**  
**(Y/N)** \_\_\_\_\_

Establishment:	Name of EVC:
Dates of visit:	Approx. no. & age of young people:
Destination/accommodation address and phone no: Venue and activities:	
Educational/Recreational aims:	
Name of any external providers:	
Travel arrangements:	
Emergency contact numbers:	
Visit Leader name & contact numbers:	

- a) The planning and risk management for the above visit has been checked and approved according to the London Borough of Barnet 'Requirements for Educational and Recreational Visits 2008' guidelines, including adherence to the 'Educational Visits Checklist';*
- b) The Visit Leader has received appropriate training/induction;*
- c) The LA policy on educational/recreational visits has been complied with;*
- d) I/we will approve the Event Specific Risk Assessment prior to the visit;*
- e) (If using an External Provider): I am in receipt of a completed (unmodified or agreed) Form EV4.*

EVC	signed & date	Headteacher	signed & date
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The following is available for inspection if required (please tick):

- ☐ Information letter/s to parents
- ☐ Internal approval forms
- ☐ Form EV5 Event-Specific Risk Assessment (ESRA)
- ☐ Other:

## FOR LA USE ONLY

- **The above Visit is approved by the LA Health and Safety Unit and may take place.**

Signed:	for London Borough of Barnet	date
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- **The LA requires the following information to be forwarded for consideration prior to granting approval for this visit to take place:**