

SCHOOL JOURNEY INSURANCE

APPLICATION FORM FOR INDIVIDUAL SCHOOL VISITS/RESIDENTIAL VISITS AND HAZARDOUS ACTIVITIES

Name of School and person to whom acknowledgement should be sent

Place(s) to be visited

Details of activities to be undertaken

DFES 'Health & Safety of Pupils on Educational Visits' category rating

- Category A Establishment approved local visits presenting minimal risk
- Category B Establishment approved visits/activities presenting some risk requiring competent leadership
- Category C Potentially hazardous visits/activities which require MA1 approval. Please note for all trips abroad an MA1 is required; however the premium rate is decided by the type of activity being undertaken whilst on the trip.

For details on category rating see the Oxfordshire Outdoor Learning Service website (under Visits Guidance): <https://www.qes-online.com/Oxfordshire/ego/live/Public/>

No. of pupils / adults	Period away From	To	No. of days	Pupil Days (a)x(d)	Premium rate	Base Premium (e)x(f)	Premium Tax (g) x 6%	Total Premium (g)+(h)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)

Please provide a cost centre and general ledger code to charge the premium to:

Cost centre General ledger

or make cheques payable to Oxfordshire County Council and return to:

Insurance Team, Oxfordshire Customer Services, Unipart House, Garsington Road, Oxford, OX4 2GQ
Tel: 01865-797321 E-mail: insurance@oxfordshire.gov.uk