



Visit Leader Checklist

This **MUST** be completed by the visit leader for all Trips and visits and Offsite Activities

All visits

The benefits and risks of all aspects of the visit have been considered, and the visit plan has an appropriate balance with an acceptable level of residual risk	Y/N
The visit plan has involved leaders and helpers before the visit, and they are clear about what they are expected to do in order to manage the risks	Y/N
Content and Aims	
There are clear and well considered learning aims that are particular to the learning and development of the group as a whole and individuals within it, which contribute to the wider curricular or ethos of the establishment	Y/N
Evaluation and visit review arrangements are in place	Y/N

The process has led to a visit plan addressing the following variables:

Staffing	
The budget for the visit has been agreed and the visit leader has access to sufficient funds	Y/N
I am clearly identified as the Visit Leader, i am aware of my role and responsibilities, I can fulfil them competently and I am approved by the establishment to lead this trip	Y/N
All members of the Visit Leadership Team are sufficiently confident and competent to fulfil their designated role	Y/N
Leaders and helpers have received all relevant documentation and information in relation to the visit and the group, and are clear about any risks and their role in managing them	Y/N
There are sufficient leaders to ensure effective supervision and deal with incidents emergencies - see ratio guidance	Y/N
All members of the Visit Leadership Team have received all relevant information on both the visit and the group	Y/N
If accompanying leaders are taking a family member on the visit, there are arrangements to ensure that this will not compromise group management	Y/N NA
I have kept my EVC informed during the planning process	Y/N
There is access to first aid appropriate to the planned activities, the group, the environment and the remoteness of the visit/activities and location	Y/N
Activities	
Activities are appropriate to the aims of the visit and the nature of the participants	Y/N
Any charges that will result to pupils and families as a result of participating in this visit have been clearly communicated in a timely fashion and meet legal requirements	Y/N
Appropriately competent activity leaders are in the Visit Leadership Team or a suitable Provider has been contracted to lead activities	Y/N
There is a sufficient amount of suitable equipment for activities	Y/N
Where adventurous activities are being undertaken the provider is recognised and registered with the LOTC and/or AALA	Y/N
External providers and facilities meet expected standards	Y/N
There is sufficient equipment available, which has been checked for suitability and safety	Y/N
Suitable insurance is in place	Y/N

There are alternative 'plan B' options in place as necessary – for example piste closed due to snow fall, how will you manage students in the hotel appropriately?	Y/N
The risks involved in specific activities have been considered - All visits/off site activities require a CORE risk assessment to be in place	Y/N
Group	
Parents/carers have been fully informed about the visit and have given their consent for their child's participation in it	Y/N
Up to date contact details, medical information, dietary requirements and information about special needs are available and shared appropriately with the Visit Leadership Team and any relevant provider staff	Y/N
Individual risk assessments are in place for specific medical needs for students – e.g. diabetes, epilepsy, allergy etc	Y/N
The group will be managed and supervised appropriately – staff are aware of the expectations in relation to this	Y/N
Information has been provided to parents and young people to enable informed consent (where consent is required)	Y/N
Participants have been provided with information about what to do and what is expected of them, and, where appropriate, have been involved in the planning and risk benefit assessment process	Y/N
Safeguarding issues are addressed	Y/N
Inclusion issues are addressed	Y/N
Participants have been well informed about what is expected of them and if appropriate have agreed to a code of conduct	Y/N
If food is provided, it meets the requirements of 'Natasha's law'	Y/N
Participants are physically fit for the planned activities and have received necessary training e.g. D of E practice expeditions, dry slope ski lessons	Y/N
Participants are aware of the need to look after their own property, and adequate arrangements have been made around security of valuable items should this be needed	Y/N
There are appropriate emergency procedures for which leaders and emergency contacts have been prepared, and which are appropriate to the planned activities, the group, the environment and the remoteness of the visit activity and location	Y/N
Environment	
Environmental factors (weather, daylight hours, temperature, water levels etc.) have been considered	Y/N
The risk of terrorism has been considered	Y/N
Security has been addressed especially for overseas or residential visits	Y/N
Participants have appropriate clothing, footwear and, if necessary, sun protection cream, sunhat and sunglasses etc	Y/N
The timing of the visit is appropriate <i>No residential visits during term time</i> <i>No Y11 on experiential and social visits that are not relevant to their study in the academic year of Y11</i>	Y/N
Accessibility issues are addressed	Y/N
Safety and security have been checked and considered including terrorism risk where appropriate	Y/N
I have undertaken a preliminary visit if appropriate or required by establishment policy. In the absence of a preliminary visit. I have sufficient information from other sources	Y/N
There is access to first aid at an appropriate level	Y/N
Where remote supervision will be used the environment is suitable for it	Y/N
Accommodation, where used, is safe, suitable and appropriate	Y/N
Travel or transport arrangements are appropriate	Y/N
There is a Plan B/alternative options in place, where necessary	Y/N
There is an emergency plan in place and leaders, helpers, participants, providers and emergency contacts have been given relevant information about it	Y/N
Suitable insurance is in place (and required documents if visiting overseas)	Y/N
Finally	

The visit meets all relevant requirements of my employer and establishment policy/procedure	Y/N
My decision is that this visit is appropriately prepared and should take place	Y/N
Date:	Name: Signed: