**Visit Leaders Checklist**

**General**

* Any third-party providers have been appropriately selected.
* Parental consent, where required, is in place.
* Parents have been provided with appropriate information.
* There are clear learning/development aims.
* The leadership team are sufficiently confident and competent for this activity with this group.
* The Visit Leader is responsible for, and has ownership of, the visit plan.
* Where appropriate, the Visits Leader and Visit Assistants have been involved in the planning process and they are clear about what they are expected to do to in order to manage the risks.
* All staff aware of their roles and responsibilities.
* Medical, first aid, inclusion and safeguarding issues have all been addressed.
* Travel, transport, and residential arrangements are appropriate.
* The Visit Leader has an effective means of communication in case of an emergency.
* Suitable insurance is in place.

**Staffing**

* I am clearly identified as the Visit Leader and approved by the Principal.
* All members of the visit team are sufficiently confident and competent to fulfil their designated role.
* All members of the visit team have received all relevant information on both the visit and the group.
* The Principal’s PA / EVC has been kept informed during the planning process.

**Activities**

* Activities are appropriate to the objectives of the visit and the nature of the participants.
* Appropriately competent activity leaders are in the visit team, or a suitable provider has been contracted to lead activities.
* There is a sufficient amount of suitable equipment for activities.

**Group**

* Parental consent is in place and up to date contact details, medical information, dietary requirements and special needs are available and shared appropriately with the visit team and any relevant provider staff.
* Information has been provided to parents and young people to enable informed consent (where consent is required).
* Child protection issues are addressed.
* Inclusion issues are addressed.

**Environment**

* Environmental factors (weather, daylight hours, temperature, water levels etc.) have been considered.
* Accessibility issues are addressed.
* Safety and security have been checked and considered.
* I have undertaken a preliminary visit if appropriate. In the absence of a preliminary visit I have sufficient information from other sources.
* There is access to first aid provision.
* Accommodation, where used, is safe, suitable and appropriate.
* Travel or transport arrangements are appropriate.
* Suitable insurance is in place.

**Two days before the visit, the Visit Leader must inform the reception about the following:**

1. If a parent does not give permission to attend, the student is expected to remain at school and an alternate program will be provided.
2. Ensure that all travel arrangements and a list of students attending is sent to the School Reception.
3. Inform Reception of updates on how the visit is progressing. Please also ensure all parents are aware of this (for international trips only).

**On the day of the visit the Visit Leader must:**

1. Take attendance, leave a copy with the school Reception and retain a copy to take on trip.
2. Ensure the Visit Leaders and all Visit Assistants mobile numbers are available at reception.
3. Take copies of the Parent Consent Form which outlines emergency numbers.
4. Ensure that all Visit Assistants have a list of all participants and their contact numbers.
5. Ensue the Facilities Manager has carried out a safety check on the bus.
6. Ensure the bus drivers has the correct directions and phone numbers for destinations.
7. Carry a mobile phone switched on at all times.
8. Collect first aid kits from the school nurse.
9. Check that all students are wearing appropriate uniform (if appropriate for the trip e.g., residential trips). Ensure appropriateness of jewellery, make-up, and footwear.
10. Remind students of visit rules and regulations once on the bus.
11. Keep the school informed if there is likely to be a delay to the scheduled return time or adjustments made. Phone the school in good time so that parents can be notified.
12. On return ensure all students have been collected.