

CHILDREN AND FAMILIES
VISIT LEADER'S CHECKLIST

	Target date to be completed	Tick when completed
<p><u>First steps and getting support</u></p> <p>Clarify aim of visit and group of young people involved</p> <p>Discuss with Line Manager/Off-site Visit Co-ordinator(OVC) the aim and objectives and value to young people and your competence/confidence to lead the visit</p> <p>Gain the Line Manager/OVC's outline approval</p> <p>Approach other colleagues</p> <p>Investigate possible funding</p> <p><u>Background research</u></p> <p>Follow your establishment/service policy for Off-site visits, this will reference both the Nottingham City Policy and the national 'Employers' Guidance' www.oeapeg.info</p> <p>Consider any issues of inclusion for young people with special needs</p> <p>Take advice from your OVC and, if the visit involves adventure activities, the Sport, Outdoor Learning and Sustainability Service Manager. martin.smith@collegest.org.uk</p> <p>Speak to other colleagues or establishments who have previously undertaken similar visits</p> <p>If going abroad, check the Foreign Office and Health Department websites for safety and health risks</p> <p>Decide on location and tour operator</p> <p><u>Planning</u></p> <p>Read through the relevant Children and Families generic risk assessments</p> <p>Plan programme including activity and leisure time</p> <p>Make preliminary visit</p> <p>Obtain information and safety assurances from provider (use OV2 if appropriate)</p> <p>Undertake risk assessments with advice from your OVC, only complete risk assessments for activities you lead. Don't forget to include Travel and Accommodation, if appropriate.</p> <p>Decide on length of visit and dates</p> <p>Establish financial arrangements and cost - including contingency</p> <p>Establish insurance arrangements</p> <p>Establish 24/7 Emergency contacts</p> <p>Organise access to first aid at an appropriate level</p> <p>Book accommodation, travel and other arrangements</p>		



Staffing

Agree with your OVC a team of competent staff for the visit

Arrange a briefing of staff involved, ensure a visit deputy is appointed and staff are aware of what is expected of them in case of an emergency

Make sure all staff and any accompanying adults are clear of their roles during the visit.

Parents/Carers and young people

Discuss plans with young people at an early stage and prepare written information for parents and young people

Discuss proposals with social worker, if appropriate. See Nottingham City SCB Procedures Manual sections 5.5.2 and 5.5.3.

Make arrangements for applications and collection of money

If appropriate, hold parents'/carers/social worker meeting. Discuss programme and activities - use photographs if possible to explain aim and benefits and risks involved

Check money is being received from participants

Issue OV4's (parental consent forms) for completion, equipment and clothing lists, contact details and any other instructions

Ensure young people are clear of their roles and what is expected of them in terms of their conduct

Any safeguarding and child protection issues are addressed

Approval

Prepare OV1 or input visit on the EVOLVE system for discussion and agreement with OVC/Line Manager- attach programme of visit, risk assessments, OV2 if appropriate

Gain approval from the Line Manager and OVC on the OV1 form or through EVOLVE.

All visit information should be forwarded to the Sport, Outdoor Learning and Sustainability Service Manager. martin.smith@collegest.org.uk if the visit is residential, involves adventure activities or is abroad at least 6 weeks before visit. This can either be done through the EVOLVE system or by sending paper copies or all relevant information to the Sport, Outdoor Learning and Sustainability Service Manager at the College Street Centre, College Street, Nottingham NG1 5AQ.

Ensure you have full parental consent for all pupils, check medical information provided

For visits abroad

Check Foreign Office website regularly

Check passport and visa arrangements (particularly if any non British nationals included) and make necessary applications

Check consent arrangements for any children in care

Arrange for European Health Insurance Cards (EHIC) are obtained for everyone on the visit.

Order foreign currency



Pre-visit preparation

Review risk assessments and all arrangements

Check arrangements with travel operator/providers; provide final numbers and details when required

Issue updated information to parents and young people

Plan emergency procedures

Brief participating staff

Brief young people on visit background and health and safety procedures

Ensure all necessary documentation is obtained - passports, insurance, EHIC

Full financial check - payments due from young people, payments made to tour operator, etc

Assemble and check paperwork including all parental consent forms, medical information and home contacts:

Final check of travel, accommodation and other details with tour operator

Final check that pupils are prepared and have necessary equipment

Final check of arrangements with OVC/ head of establishment including contact details

On return

Review visit with young people and collect their comments

Prepare report for Line Manager

Ensure financial accounts closed

Deal with any insurance claims, complaints and accident reports

Write letters of thanks

Celebrate visit!