

Visit title: _____
 Visit date(s): _____
 Visit leader: _____

Outline Proposals

- Aims & objectives
- Who (Pupils)
- Who (Staff)
- What (Activity)
- Visit Category 1 2 3 (Circle)
- Where
- High Risk Country Yes No (Circle)
- Cost estimate

Initial Approval

- EVC
- Head of Establishment
- DCYP

Formal Proposals

- Detailed itinerary
- Supervision & safeguarding
- SEND provision
- Medical & welfare issues
- First aid provision
- Accommodation
- Provider assurances
- Finance
- Insurance
- Transport
- Familiarisation visit
- Risk assessment
- Appropriate emergency plans
- Emergency contacts
- Parental consent method
- Expert advice for Cat 2 & 3

Formal Approval

- EVC
- Head of establishment

Fully Informed Parents	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Full written details Opportunity to withdraw blanket consent Specific consent, if needed SEND, medical & welfare info requested Method to advise programme changes Parents' meeting
Informed Pupils	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Full details of visit or activity Involved in risk management Behaviour & conduct expectations Responsibilities of accompanying adults Emergency procedures
Informed Staff	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Full details of visit or activity Risk management SEND, medical & welfare info Defined responsibilities Emergency procedures
Visit or Activity	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Documentation to all staff on visit Emergency contacts Contact numbers to/for pupils First aid kits Appropriate way home for all
Review	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	With pupils, staff, parents Report to EVC & Head of Establishment Identify issues for future visits