

# Head of Establishments Checklist

- The visit has suitable aims and effective ways of achieving them
- The visit leader is competent to manage and monitor the risks throughout the visit
- The destination is low risk and there are no relevant security issues or incidents which need to be considered
- Child protection procedures are in place
- Appropriate risk assessments have been completed and proportionate safety measures are in place
- Training needs have been assessed by a competent person and the needs of the staff and participants have been considered
- Communication with parents has been carried out and parents have been appropriately informed of all aspects of the excursion and the risks involved and the necessary permissions obtained.
- Parents and pupils have been briefed on any financial risks associated with the trip should it need to be called off
- Suitable financial arrangements are in place both to finance the excursion and safely manage currency and access to cash during the excursion
- The visit leader has suitable experience and competencies for the visit
- The visit leader has attended adventurous overseas training sessions, where appropriate
- Visit leaders are allowed sufficient time to organise visits properly
- Visit assistants and other accompanying adults in a supervisory role are appropriately recruited and briefed
- The ratio of other accompanying adults to participants is appropriate
- The Authority has approved the visit, if appropriate
- Arrangements have been made for the medical needs and additional support needs of all the participants
- The Authority's policy on the administration of medicines has been followed
- Appropriate first aid provision will be available to meet the needs of the participants.
- The mode of travel and travel arrangements are appropriate
- Effective contact arrangements are in place
- Emergency arrangements, if required, are in place and have been communicated to those who need to know

There is a contingency plan for any delays including a late return home

