

STAFF CHECKLIST FOR EDUCATIONAL VISITS

Planning for safety

Please retain this form until after the visit.

Name of Visit:	
Date:	
Name of Teacher in charge	
Signature:	Date:

In advance of the visit:

		Yes	No	n/a
1a.	Have you checked your trip date against any possible clashes on the Portal? Please contact Deputy Head's PA if unsure.			
1b.	Have you clearly identified the aims of the visit?	X		
2.	Is the visit appropriate to the age, ability and aptitude of the group?	X		
3.	Has there been suitable progression/preparation for pupils prior to the visit?	X		
4.	Does the visit conform to National and school guidelines?	X		
5.	Have you consulted the relevant sections of the Norton Waugh School Risk Assessment Management software, which is available on the school's computer network?			X
6.	If staff are going to <u>lead</u> adventurous activities, have they been 'approved' in line with school and National guidelines?			X
7.	If using an external provider for adventurous activities, does the provider hold either an LOtC Quality Badge or an AALA Licence?			X
8.	Do you know or have you visited the locations?	X		
9.	Do the adults in the party have the appropriate skills for the visit? (Check this carefully and arrange suitable training and/or briefing to clarify your expectations.)			X
10.	Have any adult helpers (non-teachers) been approved by the Headmistress as to their suitability?			X
11.	Is the level of staffing sufficient for there to be adequate supervision at all times? This will be determined by: a) the type, level and duration of activity b) the requirements of the group c) the experience and competence of staff d) the venue, time of year and prevailing conditions	X		
12.	Are you (the visit leader) aware of, and comfortable with your role?	X		
13.	Are all staff aware of and comfortable with their roles?	X		
14.	Are all helpers aware of and comfortable with their roles?			X
15.	Is insurance cover adequate?	X		
16.	Has a suitable risk assessment been carried out and shared with all involved?			X
17.	Do you and/or other staff know the pupils that you are taking away?	X		
18.	Have you advised pupils in advance about your expectations of their behaviour? Are pupils aware of any 'rules'? Have you identified and agreed with pupils and staff the sanctions available to curb unacceptable behaviour?	X		
19.	Are pupils aware of the nature and purpose of the visit?	X		
20.	Are parents aware of the nature and purpose of the visit? Has written consent been obtained?	X		
21.	Have you issued all relevant details? (e.g. Itinerary, kit lists etc.)	X		
22.	Are you and other staff aware of the relevant medical details of pupils?	X		
23.	Has parental consent been gained for named staff to administer specific drugs/injections, and have named staff received appropriate training?			X
24.	Are you aware of whether members of staff/helpers have medical conditions?	X		
25.	Are you and/or other staff able to administer first aid, and up-to-date and proficient?			X
26.	Do you have a first aid kit appropriate to the visit?	X		
27.	Have you considered the suitability and safety of the transport to be used, and is there an appropriate balance between time spent travelling and time spent on site?	X		

28.	Is there flexibility within the programme? Do you have appropriate contingency plans that would be suitable in the event of changing conditions, staff illness, etc?	x		
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		Yes	No	n/a
29.	For journeys taking place outside school hours, do you have emergency contact phone number/s for designated staff?	x		
30.	Are you aware of the appropriate action to be taken in the event of a major accident/incident?	x		
31.	Have you obtained references for any service providers you intend to engage?			x
32.	Has the Head or Deputy met a senior manager of the provider's management to discuss their suitability?			x
33.	Will you need a weather forecast or other local information such as tide times, etc. and do you know where to get this information?			x
34.	Is a mobile phone necessary? If so, can you get reception in the area you are visiting?	x		
35.	Will your group need waterproof clothing, boots or other equipment? If so, have you checked who is responsible for ensuring that this equipment is fit for the purpose?			x
36.	Does any specialist equipment conform to the standards recommended by responsible agencies?			x
37.	Have all financial matters been dealt with appropriately and approved by the Bursar?	x		
38.	Has the venture been approved by the Headmistress and (if necessary) the Governors?	x		

On the day

39.	Do you have a list of pupils/groups (+emergency phone numbers if out of school hours)	x		
40.	Have you ensured that has the names of all participants, including adults? + contact details if out of school hours have been given to the people required by the policy?	x		
41.	Have you sufficient cash/spare cash?	x		
42.	Have you the relevant literature, work sheets, clipboards, etc?			x
43.	Have you an appropriate first aid kit, + sick bags, litter sack, etc. if needed?			x
44.	Are you checking/double checking pupil numbers at appropriate times?	x		
45.	Have you warned the group in advance of potential hazards? If necessary, have you arranged to supervise these areas particularly carefully?			x
46.	Are pupils aware of the procedure in areas where there is traffic? (eg. If walking, is it pairs, crocodile, groups? – may pupils run? – are pupils aware of the procedure at road crossings? etc.)	x		
47.	Have you arranged a clear recall signal if your group is working away from you? And have you taken steps to ensure that they all understand it and can respond effectively?			x
48.	If you are arranging a rendezvous for the group after a period of time, have you ensured that each group (and each member of staff) has a watch and knows exactly where to meet?	x		
49.	Do pupils know what action they should take if they become separated from the group?	x		
50.	Are you conducting on-going risk assessment, and if necessary adapting the programme to suit changed or changing circumstances?	x		

At the end of the visit

51.	Have you ensured appropriate arrangements are in force for the dismissal of pupils?			
52.	Have you reported back to the Headmistress?			
53.	Has the group been debriefed and any relevant follow-up work completed?			
54.	Have all loose ends been tied up, eg. Paperwork, finance, thank you letters etc.?			
55.	Have you evaluated the visit, and if appropriate made notes of points to be considered for future visits?			