

### Check

#### Initial planning

- Aims/objectives
- Suitable destination/ location/ dates /times
- Safety/suitability, availability of accommodation/venue(s)
- Basic programme
- Group members (basic plans)
- Staffing (basic plans)
- Initial/Outline Approval** (this can be given using paper system or ROVER, as required)

#### Detailed planning

- Group members (details)
- Staffing (details)
- Staff ratios
- Additional inspection/ planning visit of venue (if appropriate)
- External service providers – quality/safety checks
- Initial parental letter - information/consent/deposit?
- Bookings
- Insurance
- Finance
- Transport
- Minibus (if appropriate)
- Detailed programme
- Generic Risk Assessments
- Additional parent letter(s) - information/ consent/ final payments
- Specific Visit Risk Assessment

### Consider

#### Overall value, viability and safety

Justifiable educational aims (see VG1)  
 Anticipated cost, time available, travel arrangements, accommodation, age/ability, disabled access, staff/student/transport availability, clashes (see VG2)  
 Initial inspection visit of venue (s) (if appropriate). Previous experience/recommendations (see VG7)  
 Aims, objectives, suitability, cost, safety, inclusion issues (see VG2 + 3)  
 Level of interest, anticipated numbers, age/gender, ability/special needs, behaviour/inclusion/discrimination issues (see VG3)  
 Staff available/interested. Anticipated deputy, assistants/volunteers– numbers, gender, competence, qualifications, experience, ratios. Staff cover required. (see VG6)  
 Submit basic details of visit for initial internal approval, to obtain go ahead with bookings and detailed planning/preparations. For Category 4 Visits, which are more demanding and financially committing, the ROVER system must be used and LA approval gained. (see VG1 + 17)

#### Detailed arrangements

Precise numbers, age/gender, ability/special needs, behaviour/ inclusion/discrimination issues (see VG3)  
 Appointed deputy, assistants/volunteers– numbers, gender, competence, police checks, qualifications, experience, training, first aid training, overnight supervision (see VG6)  
 Group members, staff available, programme, gender mix (see VG6)  
 Safety (risk assess), suitability, rules/procedures, sleeping arrangements, overnight security (see VG7)  
 Written quality assurances of safety management systems – transport, accommodation, places to visit, activity instruction (see VG7 + 12)  
 Dates/ times, staffing, cost, travel, accommodation, programme, hazards, behaviour, requirements/conditions (see VG13)  
 Deposit/payment schedule, cancellation/refund policy, guarantees/conditions (see VG10)  
 Type and extent of cover, especially re. cancellation, rescue/ medical costs, repatriation, exclusions, existing conditions (see VG10)  
 Budget, records, separate non-private account (see VG10)  
 Reputable firm, times, costs, pickup/drop off points, route, contingencies if breakdown or delay (see VG12)  
 Seating, LA approved driver(s), additional adult, driver times (see VG12)  
 Suitability, worksheets, route cards (see VG8)  
 Travel, general locations – identify hazards, control measures, residual risk, acceptability. Discuss with other leaders - adapt and complete form, agree and sign. (see VG9)  
 Individual health/fitness, medical/diet/special needs, consent for first aid/emergency treatments, swimming and hazardous activities (see VG13)  
 Specific location, activities, group members. – identify hazards, control measures, residual risk, acceptability. Discuss with other leaders - complete form, agree and sign. (see VG9)

### Check

- Roles and responsibilities
- Staff briefing/training
  
- Kit lists
- Student briefing/training
  
- Parent briefing  
(if appropriate)
- Medical/diet/special needs
- First Aid/Accident records
- Group Lists
  
- Emergency procedure
- LA Guidelines
- Final Approval

### Consider

Organisation of who, what, where, when (see VG5 + 14)  
 Objectives, individual roles/ responsibilities, discuss and agree risk assessments (see VG14)  
 Clothing and equipment requirements (see VG13 + 15)  
 Objectives, code of conduct, schedules, clothing/equipment (see VG15)  
 Photos, maps, FAQ, safety concerns (see VG13)

Allergies, illness, disabilities, diets, swimming ability, (see VG13)  
 Personnel, first aid kit(s), accident/incident book (see VG5 + 14)  
 Include special/medical needs and home contacts – give to Leaders and Emergency Contacts (see VG14)  
 Contingencies, contacts, communication, action plans (see VG14)  
 Check visit complies with LA/School Guidelines (see VG1 + 2)  
 Submit final plans (6 weeks before visit if possible) (see VG17)

### Additional Items for Travel Abroad/Home exchanges

(see VG11)

- Travel agent/ tour operator
- Passport
- E111
- Foreign Currency/  
Travellers Cheques
- Insurance
  
- Home/family suitability
- Emergency procedure
- Activity programme
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ABTA bonded  
 Personal/Group? - allow time to obtain  
 Individual - allow time to obtain  
 Personal/Group - allow time to obtain, security,

Check cover for all activities and medical/repatriation – inform re. existing medical conditions  
 Appropriate vetting/checks  
 Check young people can access help (confidential, if required)  
 Check safety/suitability

### Additional Items for Adventurous Activities and Hazardous Environments

(see VG8)

- AALA Licence
- Instructor qualifications
- Staff competencies
- Equipment
- Clothing
- First Aid
  
- Water hazards
- Plan B

Check if using an outside provider  
 Qualifications, experience, ethos  
 Ensure competence  
 Appropriate, maintained in good condition  
 Suitable for conditions, emergency spares  
 Higher level of qualification may be required for adventure activities or remote locations  
 Particular care with risk assessment and supervision  
 Other options in case planned activities unsafe