

Parent/Guardian Information checklist

Parents/guardians should normally be given the following information:

- Date of visit
- Visit's objectives
- Times of departure and return
- The location where the group members will be collected and returned
- Communication arrangements e.g. if there is a delay (consider parent "telephone tree")
- Travel arrangements, including the name of any travel company
- Group size and level of supervision, including any times when remote supervision may take place
- Details of accommodation (including address) with security and supervisory arrangements on site
- Details of provision for any special/medical needs
- Procedures for group members who become ill or need to return home
- Names of leaders, other staff and any other accompanying adults – including relevant leadership qualifications, experience etc.
- Details of the programme and activities planned and of how the assessed risks will be managed
- Code of Conduct and discipline - including pick-up/travel arrangements if group members need to be sent home for unacceptable behaviour
- What group members should not take on the visit or bring back
- Details of insurance taken out, including exclusions/conditions (N.B.pre-existing medical conditions)
- Clothing or equipment required and money to be taken
- The date of any parents meeting(s) and alternative means of obtaining information if unavailable
- Information required of parents and what they will be asked to consent to
- Emergency Contact numbers
- Overseas visits – passport/visa/EHIC/foreign currency requirements
- Overseas visits – names of tour operator/travel company
- Overseas visits – potential health risks and risk management
- Overseas exchange visits - details of the host families and vetting arrangements
- Overseas exchange visits – expectations/requirements
- Overseas exchange visits – emergency and contact arrangements
- Details of the cost of the visit, including deposit and payment arrangements, and cancellation costs