

OEAP EG: Visit Leader Check List

- I have been formally approved to carry out the visit?
- I am specifically competent and meet the requirements of employer guidance?
- I have undertaken Visit Leader training as recommended / required by my employer?
- I have planned and prepared for the visit, involving staff in the planning and risk management process to ensure wider understanding?
- I have kept my EVC informed at each stage of the planning process?
- I have undertaken a preliminary visit if appropriate or required by establishment policy?
- I have involved young people in these processes, wherever appropriate?
- I have defined the roles and responsibilities of other staff (and young people) to ensure effective supervision, and have appointed a deputy?
- I have shared details of 24/7 emergency contacts and emergency arrangements with key staff?
- I have obtained parental consent forms (where required), medical details and contact details and these have been copied and shared with relevant staff and providers?
- I have checked whether insurance arrangements are adequate?
- If accompanying leaders take a family member on a visit, there are adequate safeguards to ensure that this will not compromise group management?
- Child protection issues are addressed, including CRB/ ISA checks and processes where appropriate?
- I have disseminated relevant information to supporting staff?
- There is access to first aid at an appropriate level?
- Relevant information has been provided to parents and young people and pre-visit information meetings have been arranged where appropriate?
- All aspects of the visit (both during and after the event) are evaluated?
- Staff and other supervisors have been appropriately briefed on:
 1. the nature of the group, including age, health characteristics, capabilities, special educational needs, likely behaviour and any other information relevant to the planned activities?
 2. the nature and location of the activity?
- The visit is effectively supervised - staffing ratios meet requirements of good practice?
- I understand that the overarching duty of care remains with establishment leaders, even when partial responsibility is shared with a provider?
- Staff and third party providers have access to emergency contact and emergency procedure details?