

## **OEAP EG: Heads and Managers Check List**

- I have read and understood employer guidance and have undergone training to ensure understanding?
- I have an establishment Visit Policy?
- I have appointed an EVC?
- The visit policy identifies an activity leader induction process for all new staff?
- Staff training needs are identified and addressed?
- Visits and off-site activities are formally approved and notified as required by employer guidance?
- All activities are led by competent staff in accordance with employer guidance and training?
- All volunteer adults are vetted and those with significant unsupervised access are subject to full CRB /ISA checks and processes?
- There is appropriate risk management (including risk- benefit assessments) for all outdoor learning activity?
- The EVC has been kept informed during the planning process?
- Where appropriate, staff and young people have been involved in the planning?
- There is a plan 'B'?
- Preliminary visits have taken place where required?
- Third party provider assurances have been obtained?
- Governors have been informed as required by the establishment Visit Policy?
- The number and competence of leaders will ensure effective supervision?
- There is a 24/7 emergency contact, with access to all information relating to the visit?
- All staff and group members have been informed of their roles and responsibilities?
- A copy of all relevant documentation is lodged in a designated place providing 24/7 access?
- Those in parental authority have been appropriately briefed regarding itinerary, accommodation, activities, transport and emergency telephone numbers?
- In case of an emergency, the Visit/Activity leader has sufficient funds and an effective means of communication?
- Visits are debriefed and reviewed?
- RIDDOR requirements are met?