

## Worked example of Day Visit that incorporates Adventure Activities provided by LA employed specialist staff

- The purpose of a Visit Plan is to record any decisions and training that have been carried out.
- It should give sufficient information for the Head of Establishment to approve the visit.
- It should give sufficient information for the Technical Adviser to approve the visit

**DAY VISIT TO** Loch Ken **DATE** 12/6/14

**ACTIVITY** P7 Kayaking – induction programme

**VISIT LEADER** Mr Jones and Mrs Smith

**DEPARTURE TIME** 9.30am **RETURN** 3.15pm

ITEMS TO BE PLANNED		Typical examples of detail to be provided
1	Aims and objectives of visit	<ul style="list-style-type: none"> <li>• Meeting other pupils prior to secondary schools</li> <li>• Develop communication and problem solving skills</li> </ul>
2	Information to parents / consent	<ul style="list-style-type: none"> <li>• Information letter to be sent out covering nature of activity, venue, equipment list and request for current medical information</li> <li>• List of specialised equipment that will be provided to enable the participant to undertake activity</li> <li>• Parental consent granted.</li> </ul>
3	Staff / participant ratios	<ul style="list-style-type: none"> <li>• 2 staff and 23 pupils</li> <li>• Ratios for kayaking are determined by Loch Ken operating procedures</li> </ul>
4	Venue	<ul style="list-style-type: none"> <li>• Loch Ken Watersports Centre</li> <li>• School staff have used venue previously and activity provider very familiar with venue</li> </ul>
5	Travel / transport	<ul style="list-style-type: none"> <li>• Bus booked from A B Bus company outward 9.30am return 2.45 pm</li> <li>• Staff to travel on bus with participants and will check to ensure seatbelts are worn</li> </ul>
6	Participants	<ul style="list-style-type: none"> <li>• Group have been advised on clothing, lunch, medication</li> <li>• Pupils have all been briefed regarding behaviour and expectations</li> </ul>
8	Equipment required	<ul style="list-style-type: none"> <li>• All specialist equipment provided by Loch Ken</li> <li>• Mr Jones will check pupil personal equipment before leaving school</li> </ul>

9	Managing the activity	<ul style="list-style-type: none"> <li>Loch Ken staff responsible for activity – school staff responsible for all other supervision</li> </ul>
10	Medical needs	<ul style="list-style-type: none"> <li>Medical form for all pupils obtained – Mrs Smith responsible for passing relevant information to Loch Ken staff</li> <li>Pupil with diabetes will self-check insulin prior to activity and at regular intervals. Pupil responsible for own medical kit and emergency dextrose carried by staff. Plan for blood checks and snacks agreed with Mum</li> <li>Inhalers and Epi pens and other medication will be carried by individual pupils if required</li> </ul>
11	Weather	<ul style="list-style-type: none"> <li>Decisions regarding weather will come directly from Loch Ken staff</li> </ul>
12	First Aid provision	<ul style="list-style-type: none"> <li>Loch Ken staff responsible for first aid during activity.</li> </ul>
13	Emergency procedures	<ul style="list-style-type: none"> <li>Details of visit and list of emergency contact left at school reception</li> <li>Home based contact is Mr Black</li> <li>List of emergency contact carried by both staff</li> </ul>
14	External provider (if applicable)	<ul style="list-style-type: none"> <li>Programme agreed with all cluster schools</li> <li>Loch Ken staff responsible for delivering agreed programme</li> <li>Activity is covered by LA insurance arrangements</li> </ul>
15	Risk Assessment completed	<ul style="list-style-type: none"> <li>Risk assessment for activity is the responsibility of Loch Ken</li> </ul>

I confirm that satisfactory planning and preparation has taken place for this visit.  
I have checked that all reasonable steps have been taken to ensure the safety and wellbeing of participants.

<b>Day Visit approved by Head of Establishment</b>	<b>Signature</b>	<b>Date</b>
<b>Day Visit approved by Technical Adviser</b>	<b>Signature</b>	<b>Date</b>