

Worked example of Day Visit that incorporates Adventure Activities provided by establishment 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 Mabie Forest **DATE** 1/4/14

ACTIVITY Orienteering as part of Nat 4/ 5 Physical Education

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"> • To introduce pupils to the forest environment. Introduce orienteering as an activity
2	Information to parents / consent	<ul style="list-style-type: none"> • Information letter to be sent out: covering nature of activity, venue, equipment list and request for current medical information • List of specialised equipment that will be provided to enable the participant to undertake activity regardless of all reasonable conditions • Parental consent gained
3	Staff / participant ratios	<ul style="list-style-type: none"> • The ratios will be compliant with the current best practice of the British Orienteering Federation. The maximum ratios will be viewed as in ideal conditions • Appropriate ratio for Mabie Forest is 1:12 i.e. for a BOF UKCC level 1 orienteering instructor. If a member of staff is without a Orienteering qualification or equivalent they must count in the ratios and the instructor would have a duty of care towards them • Mr Jones BoF UKCC level 1 • Mrs Smith UKCC Level 2 • Ms Andrews Class room assistant
4	Venue	<ul style="list-style-type: none"> • Mabie Forest Grid reference NX981 678 • Staff have not used this venue before but have been on an exploratory visit on 22nd March
5	Travel / transport	<ul style="list-style-type: none"> • Bus booked from A B Bus company outward 9.30am return 2.45 pm • Staff to travel on bus with participants and will check to ensure seatbelts are worn
6	Participants	<ul style="list-style-type: none"> • Group have been advised on clothing, lunch, medication. The group have also had class room work on Orienteering maps as well as a simple Orienteering lesson in the school grounds.

		<ul style="list-style-type: none"> Pupils have all been briefed regarding behaviour and expectations
8	Equipment required	<ul style="list-style-type: none"> Orienteering controls from school set – Mrs Smith responsible Mr Jones will check pupil personal equipment before leaving school and if required will supplement this from school stock
9	Managing the activity	<ul style="list-style-type: none"> Controls laid out so that participants will be kept within restricted area and participants briefed on use of whistle and expected times between controls In intro session they will work as pairs
10	Medical needs	<ul style="list-style-type: none"> Medical form for all pupils obtained – Mrs Smith responsible 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 Inhalers and Epi pens and other medication will be carried by individual pupils if required
11	Weather	<ul style="list-style-type: none"> Mr Jones will check forecast the night before and if required we will alter the plans for the day
12	First Aid provision	<ul style="list-style-type: none"> Mrs Smith and Mr Jones both have valid first aid qualification Both staff will carry a first aid kit
13	Emergency procedures	<ul style="list-style-type: none"> Details of visit and list of emergency contact left at school reception Home based contact is Mr Black List of emergency contact carried by both staff
14	External provider (if applicable)	<ul style="list-style-type: none"> n/a
15	Risk Assessment completed	<ul style="list-style-type: none"> Generic risk assessment read and specific risk assessment attached Discuss risks with staff and participants

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.

Day Visit approved by Head of Establishment	Signature	Date
Day Visit approved by Technical Adviser	Signature	Date