Day Visits

Flow Chart of Procedures

GOING OUT THERE

Research the Venue	**WHO:** Visit Leader	**WHEN:** Early planning stages
Create Visit Plan	**WHO:** Visit Leader	**WHEN:** Early planning stage and continually updated
Prepare Risk Assessment	**WHO:** Visit Leader	**WHEN:** Prior to trip
Check Insurance	**WHO:** Head of Establishment and Visit Leader*	**WHEN:** Annually
	*to check LA / or Employer's off-site insurance	
Approval	**WHO:** Head of Establishment*	**WHEN:** After completing Visit Plan and Risk Assessment
	*Technical Advisor approval is also required if the visit will involve adventure or coastal activities	
Parental Consent / Information	**WHO:** Visit Leader	**WHEN:** Annual or trip specific*
		*see Section 9.5 of Going Out There guidance
Check External Provider Insurance	**WHO:** Visit Leader	**WHEN:** Early planning stages
Leave Details of Specific Visit	**WHO:** Visit Leader	**WHEN:** Prior to departure
Review Visit and Procedures	**WHO:** Head of Establishment and Visit Leader	**WHEN:** After visit