

Specific Visit Plan for “Day Visits”

This is a specific Visit Plan. It provides an example of how an actual Visit Plan might be prepared.

- 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 (if required).

DAY VISIT TO *The National Museum of Scotland*

ACTIVITY *S1 Studying Evolution*

VISIT LEADER *Mrs McIntyre*

ITEMS TO BE PLANNED		Typical examples of detail to be provided
1	Aims and objectives of visit	<ul style="list-style-type: none"> • <i>Developing the S1 Evolution topic</i>
2	Information to parents/consent	<ul style="list-style-type: none"> • <i>A letter and consent form will be sent to parents</i>
3	Staff/participant ratios	<ul style="list-style-type: none"> • <i>Ratio of 1:15 approx</i> • <i>List of staff to be prepared by Mrs McIntyre</i> • <i>Museum staff also available</i> • <i>Mrs McIntyre will provide assistance for special needs pupils as required</i> • <i>Each staff member will have a list of their group</i>
4	Venue	<ul style="list-style-type: none"> • <i>Venue provisionally booked for March 3rd see letter in file.</i>
5	Travel/Transport	<ul style="list-style-type: none"> • <i>McBlaynes coaches provisionally booked see letter in file.</i> • <i>McBlaynes 01234-987654</i> • <i>No comfort stop issues - short journey</i> • <i>Staff will be responsible for counting their group on the bus</i> • <i>Mrs McIntyre will do a full head count before each bus leaves the museum</i>
6	Participants	<ul style="list-style-type: none"> • <i>S1 will be covering this topic in science before the visit.</i> • <i>The visit will cost £5 (school to assist as necessary - Mrs McIntyre to arrange)</i> • <i>School uniform to be worn</i>
8	Equipment required	<ul style="list-style-type: none"> • <i>Science notebooks for all pupils</i> • <i>First Aid kit to be taken</i>
9	Managing the activity	<ul style="list-style-type: none"> • <i>Pupils working in small groups under supervision on project work after lecture.</i>

		<ul style="list-style-type: none"> All groups will meet at 1pm by museum entrance.
10	Medical needs	<ul style="list-style-type: none"> Printout list of S1 pupils from school information Miss Fraser to check medicines required and share with staff Group leaders will ensure they have any medication for their group members
11	Weather	<ul style="list-style-type: none"> Unlikely to be an issue for journey Decision to be made on day by Mrs McIntyre
12	First Aid provision	<ul style="list-style-type: none"> First Aid available at the venue Mr Morton is First Aid qualified First Aid kit will be taken
13	Emergency procedures	<ul style="list-style-type: none"> The list of participants will be left in the school office. Mrs McIntyre will carry a mobile and contact the school office if necessary. The office has been instructed to contact the Head of Establishment if help is needed.
14	External provider (if applicable)	<ul style="list-style-type: none"> National Museum School staff present at all times No need to check insurance for this venue
15	Risk Assessment completed	<ul style="list-style-type: none"> Risk Assessment has been completed Behaviour and supervision will be discussed with pupils Risk Assessment will be reviewed after visit if necessary

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	<i>S. Taggart</i> Signature	<i>15.1.13</i> Date
Day Visit approved by Technical Adviser	<i>Not applicable</i> Signature	Date