

Overseas Visit Plan checklist

This working document should be used by the Visit Leader as part of the planning process. The completed checklist should provide sufficient information to allow final approval of the visit. The checklist contains the key elements of organising an Overseas Visit but supplementary information will be required in a visit file (e.g. detailed itinerary, kit list, code of conduct)

ESTABLISHMENT:

OVERSEAS VISIT TO:

DATES:

ACTIVITY:

VISIT LEADER:

NUMBER OF PUPILS:

ADDITIONAL STAFF:

Planning		Y/N/NA	Details
1	Purpose of visit		
2	Participants <ul style="list-style-type: none"> Is the visit appropriate to the age, experience, and ability of the group? Have you ensured that the needs of all potential participants have been considered? 		
3	Staffing <ul style="list-style-type: none"> Does the excursion leader have the necessary experience? Does the visit require any specific staff skills / experience? Is the staff team suitably balanced and experienced? 		
4	External Provider/Partner? (see 4.13 in GOT) <ul style="list-style-type: none"> Have you ensured that you are complying with your LA guidance? 		
5	Activities		
6	Venue and accommodation		
7	Travel / transport		
8	Cost/funding		
The above information could be submitted to gain initial approval or to provide information to participants / parents			
9	Communication with parents and informed consent <ul style="list-style-type: none"> Has an initial information letter been issued? Has an information meeting been arranged? Are parents fully aware of the details of the visit? Have you gained informed consent? Have the final detailed arrangements been issued? 		

10	Immunisations and health <ul style="list-style-type: none"> • Are participants and parents fully aware of the level and nature of medical care available in the area to be visited? • Have arrangements been for any required immunisations? 		
11	Passports, visas, health cards <ul style="list-style-type: none"> • Have you ensured that all participants have the required passports / visas? 		
12	Insurance and Finances <ul style="list-style-type: none"> • Have you arranged adequate insurance? • Are parents aware of the level of insurance cover? • Do you have arrangements for contingency funds? 		
13	Communication arrangements <ul style="list-style-type: none"> • Are participants / parents aware of arrangements for use of mobile phones? • Is there a robust communication plan in place? 		
14	Local customs and language <ul style="list-style-type: none"> • Have you researched the culture of the country to be visited? • Are participants / staff / parents aware of any legal or cultural considerations? • Are there arrangements in place to address any language barriers? 		
15	Participants <ul style="list-style-type: none"> • Have you obtained up to date information about participants needs (medical or other relevant information)? • Are the participants suitably prepared to meet the demands of the itinerary? • Have all participants agreed to a code of conduct? 		
16	Equipment required		
17	Supervision arrangements <ul style="list-style-type: none"> • Are all staff clear about their role and responsibilities? • Has supervision been discussed and agreed with other providers? 		
18	Weather		
19	First Aid provision		
20	Emergency procedures <ul style="list-style-type: none"> • Are all staff (visit and home-based) equipped with the relevant contact and communication information? • Are all staff and participants aware of appropriate action to be taken in the event of an incident? 		
21	Risk Assessment completed <ul style="list-style-type: none"> • Has a risk assessment been completed and relevant information been included in the Visit Plan? 		

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.

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