

## Overseas Visit Planning Flow Chart



Research the the 图图 WHO: Visit Leader WHEN: Prior planning stages **Trip & Destination** Discuss proposal with WHO: Visit Leader WHEN: Prior planning stages Head of Establishment Undertake initial logistics & costing: 8 • Research transport and travel requirements WHO: Visit Leader WHEN: Prior planning stages Create Costing Consider staffing & accompanying staff roles Permission granted WHO: Head of Establishment **WHEN:** Prior planning stages in principle & Visit Leader\* \*Check LA/Employer guidance re approval for Overseas Visits Publicise the OV & seek interest 图图 WHO: Visit Leader WHEN: Prior to trip from potential participants WHO: Visit Leader WHEN: Early planning stages Create initial visit plan **8** Prepare initial risk assessment WHO: Visit Leader WHEN: Early planning stages WHO: Head of Establishment  $\mathbb{Z}^{\mathbb{Z}}$ CHECK INSURANCE WHEN: Prior planning stages and Visit Leader\* \*to check LA/Establishment off-site insurance Check external provider **图** WHO: Visit Leader WHEN: Early planning stages **Insurance** (if external provider used) Meet with interested participants & parents – provide full details of OV WHO: Visit Leader & WHEN: Prior to trip **Accompanying Staff** (see briefing meeting sample) & take deposits if possible Complete a detailed Visit WHO: Visit Leader & WHEN: Prior to trip Plan & risk assessment **Accompanying Staff** WHO: Visit Leader & Ongoing risk assessment WHEN: Prior & during trip **Accompanying Staff** Communicate updates with Head of Establishment & WHO: Visit Leader WHEN: Prior & during trip (if necessary) parental consent for any amendments to visit plan Leave details of specific visit 图 WHO: Visit Leader WHEN: Prior to trip with Home-based Contact

Review Visit & procedures

WHO: Visit Leader, Accompanying Staff & Head of Establishment

887 888

WHEN: Post trips