# Residential 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 |
| **Grant Approval** | **WHO:** Head of Establishment* | **WHEN:** After completing Visit Plan and Risk Assessment |
| | *Local Authority approval is also required if the visit will involve adventure or coastal activities | |
| **Parental Consent / Information** | **WHO:** Responsibility of Visit Leader | **WHEN:** Trip specific parental consent required |
| **Check Insurance** | **WHO:** Head of Establishment and Visit Leader* | **WHEN:** Annually |
| | *to check LA / Establishment off-site insurance | |
| **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 |