

## Generic Visit Plan for Residential Visits

This is a generic Visit Plan. It provides general suggestions for preparing a Visit Plan. A worked example can be found in the toolkit.

- 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 Local Authority to approve the visit (if required).

**RESIDENTIAL VISIT TO** .....

**DATES** .....

**VISIT LEADER** .....

ITEMS TO BE PLANNED		Typical examples of detail to be provided
1	Aims and objectives of visit	<ul style="list-style-type: none"> <li>• state the aims and objectives of the visit</li> </ul>
2	Information to parents/consent	<ul style="list-style-type: none"> <li>• provide information letter to parents</li> <li>• gain parental consent in writing</li> <li>• obtain current contact details from parents</li> </ul>
3	Staff/participant ratios	<ul style="list-style-type: none"> <li>• establish any factors affecting the ratio</li> <li>• consider any equality issues</li> <li>• decide on suitable ratio</li> <li>• prepare list of staff on visit</li> </ul>
4	Travel/transport	<ul style="list-style-type: none"> <li>• mode of travel/transport and supervision arrangements</li> <li>• name and number of transport company</li> <li>• planned comfort stops and supervision arrangements</li> </ul>
5	Accommodation	<ul style="list-style-type: none"> <li>• arrangement/layout of accommodation</li> <li>• overnight supervision and security</li> <li>• fire evacuation procedures</li> <li>• security of any money and valuables</li> </ul>
	Programme	<ul style="list-style-type: none"> <li>• provide detailed programme</li> <li>• details of supervision arrangements</li> </ul>
	External provider (if applicable)	<ul style="list-style-type: none"> <li>• discuss programme to be supplied</li> <li>• establish clear handover times and procedures</li> <li>• ensure participants' wellbeing during activity</li> <li>• ensure external provider has Risk Assessments</li> <li>• check provider's insurance</li> </ul>
	Insurance	<ul style="list-style-type: none"> <li>• check visit is covered by Employers insurance</li> <li>• check external providers hold adequate insurance</li> </ul>
6	Participants	<ul style="list-style-type: none"> <li>• hold a meeting for participants</li> <li>• hold a meeting for parents</li> <li>• carry out training/preparatory work</li> <li>• collect money</li> </ul>

		<ul style="list-style-type: none"> <li>• issue clothing advice</li> <li>• discuss behaviour, supervision, risks</li> </ul>
8	Equipment required	<ul style="list-style-type: none"> <li>• list and collect equipment for the visit</li> <li>• carry First Aid kit if necessary</li> </ul>
10	Medical needs	<ul style="list-style-type: none"> <li>• gather up-to-date medical details of participants</li> <li>• take list of medical details on visit</li> <li>• carry medicines as required</li> </ul>
11	Weather	<ul style="list-style-type: none"> <li>• travel risks</li> <li>• obtain forecast close to visit date</li> <li>• discuss severe weather alternative with Head of Establishment if necessary</li> <li>• change plans if necessary</li> </ul>
12	First Aid provision	<ul style="list-style-type: none"> <li>• establish if First Aid is available at the venue</li> <li>• decide if First Aid qualification is needed</li> <li>• carry First Aid kit if necessary</li> </ul>
13	Emergency procedures	<ul style="list-style-type: none"> <li>• leave list of participants at establishment</li> <li>• arrange 24/7 contact person to be available at base</li> <li>• carry list of participants on visit</li> </ul>
15	Risk Assessment completed	<ul style="list-style-type: none"> <li>• consult employer's generic Risk Assessment</li> <li>• prepare specific Risk Assessment for visit (only those elements you are responsible for)</li> <li>• discuss risks with staff and participants</li> <li>• review Risk Assessment after visit if necessary</li> </ul>
	Add further items as required	List details for specific activity

<p>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.</p>		
<b>Residential Visit  approved by  Head of Establishment</b>	<b>Signature</b>	<b>Date</b>
<b>Residential Visit  approved by  Local Authority (if  required)</b>	<b>Signature</b>	<b>Date</b>