

## Specific Visit Plan for a “Routine Visit”

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 visits to a venue.

### ROUTINE VISITS TO: *Green Loch Park*

ITEMS TO BE PLANNED		How/when this will be done
1	Information to parents/consent	<ul style="list-style-type: none"> <li>• <i>Parents are told at induction about visits to Green Loch Park as part of school curriculum.</i></li> <li>• <i>They are given an opportunity to withdraw their children from the activity if they wish.</i></li> <li>• <i>Clothing reminders are given out at each parents' evening.</i></li> </ul>
2	Staff visit to venue	<ul style="list-style-type: none"> <li>• <i>The Head of Establishment and all staff have visited Green Loch Park to risk assess the venue and plan activities</i></li> <li>• <i>New staff will work alongside experienced staff to start with.</i></li> </ul>
3	Staff/participant ratios	<ul style="list-style-type: none"> <li>• <i>Nursery ratio 1:5, P1-3 1:10, P4-7 1:15</i></li> <li>• <i>The class teacher will decide if extra help is required for specific participants or activities</i></li> </ul>
4	Getting to the venue	<ul style="list-style-type: none"> <li>• <i>groups will walk to the park (about 10 minutes).</i></li> <li>• <i>The only significant hazard is crossing Green Road. The group will walk to the pedestrian crossing.</i></li> <li>• <i>Staff will wear high vis vests</i></li> </ul>
5	Equipment required	<ul style="list-style-type: none"> <li>• <i>The group will wear their outdoor clothing</i></li> <li>• <i>Staff will carry spare clothes during the winter months</i></li> <li>• <i>A first aid kit will be taken</i></li> <li>• <i>Bags and gloves will be taken for litter</i></li> </ul>
6	Managing the activity	<ul style="list-style-type: none"> <li>• <i>The only significant risk at the park is falling into the Green Loch which is very shallow. When working in the pond area pupils will be supervised at all times</i></li> </ul>
7	Medical needs	<ul style="list-style-type: none"> <li>• <i>The class teacher will make sure that medical details are known and that any medicines are carried</i></li> </ul>

8	Weather	<ul style="list-style-type: none"> <li>• <i>If there are any concerns about adverse weather a forecast will be obtained</i></li> <li>• <i>The visit will be re-arranged if necessary or plans adapted</i></li> </ul>
9	Emergency procedures	<ul style="list-style-type: none"> <li>• <i>The list of participants and activity details will be left in the school office.</i></li> <li>• <i>The class teacher will carry a mobile and contact the school office if necessary.</i></li> <li>• <i>The office has been instructed to contact the Head of Establishment if help is needed.</i></li> </ul>
10	External provider (if applicable)	<ul style="list-style-type: none"> <li>• <i>If the Rangers or other outside providers are helping out this will be organised well in advance</i></li> <li>• <i>The rangers are council employees passed to work with young people. No further checks are required.</i></li> </ul>
11	Risk Assessment completed	<ul style="list-style-type: none"> <li>• <i>Staff completed the Risk Assessment.</i></li> <li>• <i>It has been discussed by the Head of Establishment and all staff.</i></li> <li>• <i>New staff will be made aware of the Risk Assessment</i></li> </ul>

<b>Routine Visit approved by Head of Establishment</b>	<i>J. Newton</i> <b>Signature</b>	<b>12.9.12</b> <b>Date</b>	<b>12.9.13</b> <b>Date for review</b>
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