

Organising a Visit

A Checklist for Group Leaders

| STEP | PROCESS | COMPLETION DATE |
|--|--|-----------------|
| Planning | | |
| 1 | Decide on the aims and objectives of the visit and the activities to be undertaken. | |
| 2 | Discuss the proposal with your Curriculum Manager. If s/he agrees, start Entering your visit on EVOLVE. | |
| The following will help you gather the informayion you need and make the necessary arrangements to ensure that your trip is safe and fulfilling. Not all points will be relevant to your trip. | | |
| 3 | Decide on the destination and method of travel and check that these are available. For ideas, look at the Resources section on EVOLVE. | |
| 4 | Draw up the itinerary. | |
| 5 | Carry out a risk assessment of all activities (including travel and accommodation) to be undertaken, taking account of the nature of the Group. Upload them to EVOLVE. | |
| 6 | Decide staff : student ratio taking into account the male:female ratio. | |
| 7 | Check appropriate insurance cover is in place. The Risk Mnager can provide guidance. | |
| 8 | Calculate the cost of the trip (including expenses and any contingencies). | |
| 9 | Consider additional funding that may be available, e.g. Learner Support Funds and Trust Bursary, and that for students with additional needs. | |
| 10 | Check passport and visa requirements. If any of the group are not British Passport holders, chaeck that they will be able to gain entry to the UK on return. | |
| 11 | Check vaccination requirements. | |

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| Organisation | | |
| 13 | Make any necessary financial arrangements with the Finance Department and students? | |
| 14 | Prepare itinerary, worksheets and equipment. | |
| 15 | Inform students, and if under 18 (25 SLDD) their parents/guardians, of all details of trip, insurance cover etc. | |
| 16 | Ensure all students have returned the relevant completed consent and medical details forms. Upload them to EVOLVE. | |
| 17 | Ensure that where appropriate and necessary, staff have been trained in dealing with any medical conditions of students or staff attending the trip. | |
| ENSURE CM & AP HAVE GIVEN THEIR APPROVAL FOR THE TRIP TO TAKE PLACE Check on EVOLVE | | |
| 18 | Book transport and accommodation. | |
| 19 | For trips of more than one day duration, notify Security of any vehicles to be left on campus. | |
| 20 | Brief Supervisors on their duties and the aims and objectives of the trip. | |
| 21 | Brief students on arrangements, activities and code of conduct. | |
| 22 | Confirm all bookings. | |
| 23 | Confirm all passport and visa requirements have been addressed. | |
| Emergency procedures checklist | | |
| | Do you have a first aid kit (if appropriate)? | |
| | Is there adequate First Aid cover? | |
| | Do you need access to a college mobile phone? | |

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| | Are you familiar with procedures in case of emergency? | |
| | Do you have a list of useful emergency contact numbers? | |
| | Does each Supervisor have a list of all students participating and their emergency contact numbers? | |
| | Has a College Contact number been circulated to parents/guardians (if appropriate)? | |
| On your return | | |
| | Complete trip evaluation on EVOLVE | |