



## Group Leader Check List

### Details of Visit

Dates of visit	
Visit to	
Group Leader	

Element	Comments
The proposal and notification form has been completed	
Information from the review of prior visits has been included	
The Leader has completed the planning checklist	
Risk assessments have been completed and appropriate safety measures are in place.	
The Leader has experience in supervising the age groups going on the visit and will organise the group effectively.	
The Leader or another adult is suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place	
Adult supervisors on the visit are appropriate people to supervise children	
The Leader has held (or has planned to hold) at least one briefing session/meeting with the other adults accompanying the trip	Date of meeting:
The ratio of supervisors to pupils is appropriate	
A parent information evening / meeting has been provided (if applicable)	Date:
All parents have been provided with information about the visit	
Any letters received from parents have been read and, where required, replied to.	
All communications with parents – letters, phone calls etc. have been logged.	
Parents have signed consent forms	
Arrangements have been made for the medical needs and special educational needs of all the pupils	
Adequate first-aid provision will be available	
The mode of travel is appropriate	
Travel times out and back are known, including pick up and drop off points	
There is adequate and relevant insurance cover.	
The DC/GSL has the address and phone number of the visit's venue and	

Element	Comments
have a contact name (where applicable)	
A Home Contact has been nominated and the Group Leader has details	
The Leader, Assistants and other adults have the names of all the adults and pupils travelling in the group and the contact details of parents and the teachers' and supervisors' next of kin.	
The Leader, Assistants and adults have a copy of agreed emergency procedures	
There is a contingency plan for any delays including a late return home	
issues identified by exploratory visits have been satisfactorily resolved within the risk assessment	
the accreditation or verification of providers has been checked	
there is a contingency plan (plan B)	
the Group/District has emergency procedures in place in case of a major incident on an educational visit	
Adequate child protection procedures are in place.	
Procedures are in place to enable all incidents and accidents – in particular any near misses – to be recorded and reported back to Group/District where required	

Outstanding issues:

Date form completed:

Signature:

Print Name: