



# Planning Checklist

This list is intended to be used prior to approval of a visit.

The signature of the Group Leader will provide written assurance that each aspect has been considered and satisfactorily completed.

## Details of Visit

Dates of visit	
Visit to	
Group Leader	

Items for consideration / production of documentary evidence / written procedure	Yes / no	Signature of Group Leader / EVC
Is there a clearly identified Group Leader who has sufficient competence to manage the visit?		
Is the location of the visit suitable for the activities) to be undertaken and manageable for the group?		
There is a clearly identified purpose for the whole programme and any of its constituent parts appropriate to the age and ability of the group		
If the visit involves adventurous activities that are licensable is the provider licensed?		
If the activity does not require a licence, has the provider given written assurances that they have suitable and sufficient risk assessments in place for the activities they are to provide?		
Is there a risk assessment in place for risks involved in all aspects of the visit or activity?		
Are signed copies of risk assessments attached to the notification form?		
Are adults suitably competent for the activities they will supervise		
Have all adults accompanying the visit been suitably vetted		
Is there an acceptable adult/young person ratio necessary for the activities to be undertaken.		
Is there suitable and adequate mixed sex supervision?		
Is a preliminary visit required or planned?		
If there is no preliminary visit has adequate information been obtained to enable a suitable and sufficient assessment to be made and to enable parents to make informed decisions?		
Have arrangements been made to ensure that parents are provided with suitable and sufficient information about the visit?		
Has parental consent been obtained for the visit and any planned hazardous activities?		
Has an assessment been undertaken to determine what, if any, equipment and specialist clothing is required?		

Items for consideration / production of documentary evidence / written procedure	Yes / no	Signature of Group Leader / EVC
Is the equipment and clothing required provided by a reputable supplier?		
Is the equipment and clothing required in good condition and appropriate for its use?		
Is the programme of events suitable for all of the participants?		
Is there an alternative activity or event – i.e. a plan B- in the event that the programmed activity cannot take place?		
Are the group members sufficiently prepared and physically capable to undertake the activities planned?		
Are arrangements in place for specific medical needs of young people and adults?		
Are arrangements in place for specific needs for any participants with disabilities?		
Are there suitable arrangements for remote supervision where appropriate?		
Are there suitable emergency and contingency procedures required including arrangements for contacting emergency services, British Embassy/Consulate (if abroad), the Home Contact and appropriate Commissioner?		
Are there procedures to follow in the event of any delay during the visit and where any young person has to make an early return from the visit		
Are there arrangements in place for cancelling any visit or for stopping the visit early?		
Are there suitable arrangements for communication between the group and Home Contact and vice versa		
Is there clear identification of who will be responsible for first-aid, carrying accident forms, contact lists, maps, plans money etc.		
Is the deputy leader clearly identified?		
Is suitable transport being used?		
Are suitable insurance arrangements in place?		
Are adequate arrangements in place to finance the visit and manage the finances?		
Are any young members related to anyone acting in a supervisory role?		