SKELETON VISIT PLAN

V1.1 September 2015

Name of Provider: Education Destination Ltd

Accommodation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Visit Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ nights

Visit Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | **ITEM** | **DETAILS** |
| 1 | Aims and objectives |  |
| 2 | Parental communication |  |
| 3 | Parental consents |  |
| 4 | Staffing & ratios |  |
| 5 | Travel |  |
| 6 | Accommodation |  |
| 7 | Itinerary |  |
| 8 | Insurance arrangements |  |
| 9 | Participant information |  |
| 10 | Equipment requirements |  |
| 11 | Medical needs |  |
| 12 | Weather considerations |  |
| 13 | First aid provision |  |
| 14 | Emergency procedures |  |
| 15 | Risk assessments |  |

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APPROVALS

Head of Establishment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer (if required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

WORKED EXAMPLE VISIT PLAN

V1.1 September 2015

Name of Provider: Education Destination Ltd

Accommodation: East Dene Centre

Visit Dates: 01/06/2016 to 05/06/2016 4 nights

Visit Leader: Jane Doe

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|  | **ITEM** | **DETAILS** |
| 1 | Aims and objectives | KS3 sustainability project, looking at food production, transport, coastal erosion and local industry |
| 2 | Parental communication | Mrs Doe will send letter to parents in January and hold a meeting in February to introduce the visit and detail likely costs. Separate meeting with Fred Bloggs’ parents to discuss participation (Fred is a wheelchair user). Fred’s parents will be invited to accompany the visit to provide 1:1 care for Fred. |
| 3 | Parental consents | After the parents meeting in February Mrs Doe will issue letters to all who have expressed an interest, asking for consents, additional student info required and outlining payment schedule. |
| 4 | Staffing & ratios | Mrs Doe will meet with Mr Jones and Mrs Smith to assess impact on timetable. Approx 5 adults (at least 3 staff) will be needed for estimated 30 students (8:1 ratio plus 1 spare). To lessen timetable impact will invite Mr Governor to accompany the visit; alternatively consider Education Destination provided chaperone. Mr Black (Humanities) will be needed to accompany the visit so backfill will need to be arranged. |
| 5 | Travel | Education Destination have been contracted to provide door-to-door coach transfers including ferry crossing. |
| 6 | Accommodation | Education Destination have booked our accommodation at East Dene Centre (LOtC Quality Badge holder). East Dene is an outdoor learning centre hosting hundreds of school groups each year and is staffed appropriately. Students will be able to mix with other schools on site under staff supervision. |
| 7 | Itinerary | Education Destination have put together a detailed itinerary for us and supplied learning materials. Mrs Doe will meet with relevant class teachers following the February parents meeting to share these resources so that they can be properly embedded in the schemes of work following the Easter break leading up to the trip in June. |
| 8 | Insurance arrangements | LEA provide insurance and legal assistance. Education Destination offers Payment Protection insurance and Education Destination supplies copies of PLI for all service providers. |
| 9 | Participant information | Approximately 60 students from Mrs Doe’s two KS3 classes will be invited to take part in the visit. We anticipate a take-up of around 50%. |
| 10 | Equipment requirements | No special equipment is needed. |
| 11 | Medical needs | Up-to-date medical information will be collated from the consent forms. Mr Black (first aid trained) will be in charge of medication. |
| 12 | Weather considerations | The forecast will be checked in advance of the departure date and if there are any obvious travel risks these will be raised with the Head for direction.  Only one or two planned activities would be affected by severe weather during the visit – if necessary Education Destination should be able to arrange alternative activities at short notice. |
| 13 | First aid provision | Mr Black is accompanying the visit and is fully trained. A stocked first aid kit will be carried at all times. |
| 14 | Emergency procedures | Mrs Smith will be the emergency contact at school and during the visit she will hold a list of contact details for all participants’ parents/carers plus details of all aspects of the visit plan. If necessary Mrs Smith can escalate issues to the LEA liaison. Mrs Doe will carry a school mobile phone throughout the visit. |
| 15 | Risk assessments | See attached overall risk assessment plus individual documents for all of the services and activities provided via Education Destination. |

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APPROVALS

Head of Establishment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer (if required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date \_\_\_\_\_\_\_\_\_\_\_\_\_\_