

Checklist - approval for activities

General information

School/Group

Details of Visit/Activity

Dates (DD/MM/YYYY)

From:

To:

Group Leader/Contact

Pre-approval

Are you clear about the requirements in your case? Yes / No

Have you sought approval soon enough? Yes / No

More off-site activities take place from the start of April to the end of June than all other months together. Clearly you need to take this into account in deciding when to seek approval.

Approval

When initially seeking approval all the final details might not be available. It may be possible to have outline approval so that you can continue planning and preparing and then update the detail later.

Headteacher sign off

The Headteacher should ensure your visit complies with all relevant guidelines and that the group leader is competent to monitor risks throughout the visit. Has the Headteacher sufficient information to ensure that:

- Child protection procedures are in place in accordance with your procedures. Yes / No
- All necessary actions have been completed, in full accordance with your school's policies, procedures, & requirements, before the visit begins. Yes / No
- That a risk assessment has been completed and suitable safety measures are in place. Yes / No
- Training needs have been assessed and needs of staff and pupils considered. Yes / No
- The group leader is experienced with the pupils' age group. Yes / No
- The school has satisfied itself that the group leader, & other relevant teachers are competent to instruct in the proposed activity and familiar with the location (including having undertaken a prior site visit if deemed appropriate) where this activity is taking place. Yes / No
- Group leaders have followed the school's policies, procedures & requirements to ensure sufficient time has been allowed to organise visits properly. Yes / No
- Non-teacher supervisors are appropriate people to supervise children, and have been formally checked in accordance with the school's policies, procedures & requirements, and any applicable laws. Yes / No
- Ratios of supervisors to pupils are correct. Yes / No
- The governing body and LEA (if appropriate) have approved the visit if required. Yes / No
- Parents have signed consent forms. Yes / No
- Arrangement for medical/special needs of children are in place. Yes / No
- Adequate first-aid provision is available. Yes / No
- Mode of transport is appropriate. Yes / No
- Travel times are known. Yes / No
- There is adequate/relevant insurance cover in force in accordance with the school's (& LEA's if applicable) requirements. The school should consider all insurance categories, including but not limited to motor, property, liability, injury. Yes / No

- Have the address and telephone number of the venue and a contact name. Yes / No
- A school contact has been nominated. Yes / No
- Copies of agreed emergency procedures are with group leaders, supervisors and nominated school contact. Yes / No
- Group leaders, supervisors and the nominated school contact should have the names of all the adults and pupils travelling in the group and contact details for their next of kin. Yes / No
- There is a contingency plan for any delays including a late return home. Yes / No

LEA'S and Governors sign off

Have you provided:

- Information of less routine visits well in advance. Yes / No
- Ensure training needs have been addressed. Yes / No
- Named staff to assist with advice. Yes / No
- A check that insurance cover is appropriate. Yes / No
- Procedures to monitor and review safety during off-site visits and activities. Yes / No
- Emergency telephone contact for the duration of a visit. Yes / No

Post-approval

Have you kept a copy of the details sent when you requested approval (from Head Teacher, Governors, LEA, &/or other applicable approvals required) and the date it was sent? Yes / No

If someone else was going to post it for you, perhaps after signature by a senior member of staff, are you assured it was sent off in good time? Yes / No

It is sensible to keep a record of all arrangements made and information passed on as there is often a long gap between approval and departure and you may forget the details.

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