

Checklist - qualifications and experience of staff

General information

School/Group

Details of Visit/Activity

Dates (DD/MM/YYYY)

From:

To:

Group Leader/Contact

However accomplished in other areas volunteers will not always have the skill to manage large groups of young people. Off-site activities raise some issues which rarely occur in the classroom or back at base. This might involve a wide range of matters from working with pupils with special needs to the ability and qualifications to teach outdoor activities.

Is there sufficient experience of working with young people to meet your needs? Yes / No

Is there sufficient experience of taking young people of the age involved away from home? Yes / No

Is there sufficient specialist experience available to meet the needs of all the pupils? Yes / No

Is there sufficient experience to deliver the planned programme safely and effectively? Yes / No

Does the home contact have sufficient experience to provide the necessary support in an emergency? Yes / No

If not, have you a contingency to support your home contact before and during the trip? Yes / No