

Group Leader Checklist

Complete an Outline Proposal for Excursion form and obtain the agreement of the Head of Establishment taking into account the needs of participants with additional support needs.

Decide which category your excursion falls into. Excursions are grouped into five categories.

Ensure the agency is on the approved list if an external agency is being used.

Ensure an Annual Parental Consent Form has been completed if the excursion falls into Category 1.

Send a letter to parents for their expression of interest if the excursion falls into Category 2, 3, 4 or 5.

Arrange the completion of a Specific Parental Consent Form if the excursion falls into Category 2, 3, 4 or 5. As arrangements for the excursion progress keep young people and parents informed and nearer the time more specific arrangements of timings and drop-off arrangements should be supplied.

Agree a Depute if necessary and ensure they are clear of their roles and responsibilities and are competent and experienced to carry out the excursion.

Complete risk assessments.

Ensure risk assessments have been signed off by the Head of Establishment.

Agree ratios taking into account:

category of excursion

gender mix

risk assessment

nature of the needs of the young people

Ensure sufficient additional adult helpers and where necessary arrange completion of Disclosure Checks and Volunteer Registration. Ensure they are clear of their roles and responsibilities and are competent and experienced to carry out the excursion.

Ensure adult helpers are trained in child protection issues.

Identify: *appropriate Insurance*

adequate first aid arrangements

appropriate transport arrangements

emergency procedures

Complete the Approval Form in relation to the appropriate category and obtain the approval of the Head of Establishment

Register the excursion centrally in Pullar House at least six weeks before the excursion takes place if appropriate - Category 3, 4 and 5. Obtain approval from Pullar House before the excursion takes place. Trips abroad require to be registered as early as possible as will be referred to OCAG for scrutiny and approval.

Ensure parents, adult helpers and pupils are briefed and have received the necessary information.

Ensure the travel company is ABTA/ABTOL registered if travelling abroad.

Identify a Homebase Contact and ensure all involved in supervising have details of the Homebase Contact.

- Ensure that all involved in supervising and the Homebase Contact have a copy of the emergency procedures and know how to activate them.
- Ensure all involved in supervising and the Homebase Contact have details of participants additional support or medical needs.
- Carry out an evaluation to identify further improvements.
- File paperwork appropriately.
- Issue a Financial Statement if appropriate.