

Head of Establishment Checklist

- The excursion has suitable educational aims and effective ways of achieving them including provision for participants with additional support needs.
- Adequate child protection procedures are in place.
- All necessary actions have been completed before the excursion begins.
- A written risk assessment has been completed and appropriate safety measures are in place.
- Training needs have been assessed by a competent person and the needs of the staff and participants have been considered.
- The Group Leader has experience in supervising the age groups going on the excursion and will organise the group effectively.
- The Group Leader or another person is suitably qualified to instruct the activity and has suitable knowledge of the location/centre where the activity will take place.
- Group Leaders are allowed sufficient time to organise excursions properly.
- Non-teacher supervisors on the excursion are appropriate people to supervise children.
- Any instruction provided by a third party is undertaken by a suitably qualified person or an agency on the approved list of providers.
- Ratio of supervisors to participants is appropriate.
- The local authority or other employer has approved the excursion, if appropriate.
- Appropriate consent forms have been signed.
- Arrangements have been made for the medical needs and additional support needs of all the participants which are DDA compliant.
- The local authority policy on the administration of medicines has been followed.
- Adequate first aid provision will be available.
- The mode of travel is appropriate.
- Travel times out and back are known including pick-up and drop-off points.
- There is adequate and relevant insurance cover.
- The address and phone number of the excursion's venue and a contact name available.
- A Homebase Contact has been nominated (this may be the Head of Establishment) and the Group Leader has details.
- The Group Leader, group supervisors and nominated Homebase Contact have a copy of the agreed emergency procedures and know how to activate them.
- The Group Leader, group supervisors and nominated Homebase Contact have the names of all the leaders and participants travelling in the group, and the contact details of parents' and leaders' next of kin.
- There is a contingency plan for any delays including a late return home.