Group Leader - Checklist

Visit / Activity:								
Date/Time:	from	/	/	am/pm	to	/	/	am/pm
Venue:				**Transport:**				

Contact information:

Mobile Phone No:

Home Base Contact: Name: Contact Tel No:

Issue:	Checklist:	Tick:
Staff	Staff trained and experienced, relevant to activity	
	Appropriate ratios have been identified for the group overall and for specific activities	
	All staff have agreed roles	
First Aid	Suitably qualified first aider(s) identified	
Insurance	Insurance cover confirmed via IW Council Policy and covers all activities / participants	
	If not covered separate Insurance arranged and in place	
Venue	There is a designated contact person at the venue	
Communication	Mobile phone(s) available	
Pupil Information	Pupils briefed	
	Pupils informed about emergency procedures	
	Pupils informed about expected standards of behaviour	
Parents/Carers	Registration forms completed	
	Parents/Carers have given consent to all activities	
	Details of medical and additional needs have been provided	
	Parents/Carers briefed about the trip	
Emergency Procedures	LEA emergency procedures in	
Risk Assessments	All staff aware of risk assessments and emergency procedures	
Visit pack completed	Copied to Home Based contact and other staff / adults as necessary	

All Actions Completed

Signed:

Group Leader's full name (print): **Date:**

This list provides a useful starting point for checking safety aspects of your planned trip but is not exhaustive. You may wish to include further information, according to the circumstances of the visit