

Checklist for Head of Establishment

Have I ensured that	Please tick
<ul style="list-style-type: none"> • If I am on a residential or overseas excursion I have approval from Head of Education Services; 	<input type="checkbox"/>
<ul style="list-style-type: none"> • travel arrangements comply with local authority guidelines/policies and the Pro forma detailing visit/ exchange has been forwarded to the Education Department; 	<input type="checkbox"/>
<ul style="list-style-type: none"> • teachers have completed leave of absence and insurance documentation; 	<input type="checkbox"/>
<ul style="list-style-type: none"> • the excursion/visit has been agreed by the Head of Educational Services; 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Three quotes have been obtained to ensure best value; 	<input type="checkbox"/>
<ul style="list-style-type: none"> • appropriate staff supervision/ group leaders will accompany the party; 	<input type="checkbox"/>
<ul style="list-style-type: none"> • all staff/volunteers have been appropriately/satisfactorily vetted (Disclosure Scotland); 	<input type="checkbox"/>
<ul style="list-style-type: none"> • all group members are adequately briefed about their responsibilities during the visit and appropriately equipped to deal with emergencies. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • a list of group members' names, addresses and emergency contact numbers, contractors details, programme for visit and risk assessment are lodged with the school office or other designated places; 	<input type="checkbox"/>
<ul style="list-style-type: none"> • a designated member of staff with a copy of all contact names and Parent/Guardian Consent Form(s) is available 24 hours a day in case of emergency; 	<input type="checkbox"/>
<ul style="list-style-type: none"> • a detailed itinerary of the visit (to include the programme, addresses, contact names and phone numbers) is logged with the school office; 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Sleeping arrangements are fully compliant with the relevant management circular and council policies; 	<input type="checkbox"/>
<ul style="list-style-type: none"> • I know how to contact a member of the Directorate should an emergency/serious accident/incident arise; 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Appropriate arrangements are in place for collecting/banking arrangements for the visit/excursion; 	<input type="checkbox"/>
<ul style="list-style-type: none"> • a written risk assessment has been carried out for all aspects of the visit/excursion including travel, accommodation, programme, activities etc? This must also include written risk assessment that the contractor is using; 	<input type="checkbox"/>
<ul style="list-style-type: none"> • all activities (including water based) have been sanctioned for participation by parent/guardians and appropriate parent/guardian consent form(s) have been completed; 	<input type="checkbox"/>
<ul style="list-style-type: none"> • leaders/ teachers have checked swimming ability of pupils if swimming or water based activities are included in programme; 	<input type="checkbox"/>
<ul style="list-style-type: none"> • all necessary arrangements in relation to a pupils disability has been carried out, and implications noted, in compliance with the Disability Discrimination Act. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Contact has been made with the Insurance section regarding pupils with pre existing medical conditions/disability. 	<input type="checkbox"/>

Signed _____ Date _____