

## Checklist for Group Leaders

Have I ensured that	Please tick
• All appropriate documentation regarding East Renfrewshire Standard Circulars and Health and Safety documents have been completed;	<input type="checkbox"/>
• Three quotes have been obtained to ensure best value;	<input type="checkbox"/>
• Accompanying staff volunteers have the knowledge and skills to ensure the safety of pupils and have been vetted by Disclosure Scotland;	<input type="checkbox"/>
• All accompanying staff/volunteers understand their roles within the group and their duty of care;	<input type="checkbox"/>
• My contact abroad has fully met my requirements to ensure the safety of pupils in their care;	<input type="checkbox"/>
• All group members have completed necessary documentation for e.g. valid passport, visa if required, European Health Insurance Card if appropriate;	<input type="checkbox"/>
• a complete list of group members with contact names and addresses including emergency contact numbers, written risk assessment, contractors details are lodged with my educational establishment;	<input type="checkbox"/>
• I fully understand the laws/ethics and morals of the countries we are visiting;	<input type="checkbox"/>
• a detailed itinerary is lodged with my educational establishment;	<input type="checkbox"/>
• I fully understand the procedures to deal with emergencies in the country we are visiting	<input type="checkbox"/>
• I have a 24 hour contact number for a senior member of staff in East Renfrewshire should an emergency/serious accident/incident arise while abroad;	<input type="checkbox"/>
• I have sufficient funds to deal with emergencies;	<input type="checkbox"/>
• My travel agent/tour operator will provide drivers, couriers and other staff who are able to ensure a proper standard of care for the group and have been properly vetted by Disclosure Scotland;	<input type="checkbox"/>
• Contact has been made with the Insurance Section regarding pupils with pre-existing medical conditions/ disability;	<input type="checkbox"/>
• Group members understand and agree to a code of conduct during our visit:	<input type="checkbox"/>
• Sleeping arrangements for the group are compliant with relevant Management Circulars and Council policies;	<input type="checkbox"/>
• Group members have all the information relating to their host/accommodation details (if Home-stay)	<input type="checkbox"/>
• a written risk assessment has been carried out for all aspects of the visit/excursion including travel, accommodation, programme, activities etc;	<input type="checkbox"/>
• Parent and Guardian consent form(s) have been completed;	<input type="checkbox"/>
• if swimming or any activities that requires swimming is included in programme then the separate Parent/Guardian Consent form(s) have been completed;	<input type="checkbox"/>

<ul style="list-style-type: none"><li>• I have confirmed pupil swimming ability if swimming or water based activity is included in this programme,</li><li>• All buses, coaches, minibuses have appropriate seatbelts fitted and everyone is aware that seatbelts must be worn while in the vehicle and that is the individuals responsibility to wear these seatbelts at all times while bus/minibus/car is travelling;</li><li>• I am aware of other Management Circulars that relate to school excursions and educational visits</li></ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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Signed \_\_\_\_\_

Date \_\_\_\_\_