**Off-site PE Activities & Sport Events Procedure**

 **Visit Leader’s Checklist**

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| **Staff leading visits should consider the following check list before taking young people off-site.** |
|  | **Pre-visit planning** |  |  |  | **Before departure** |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **EVOLVE Local Area visit form completed and submitted to EVC?** |  |   |  | **Visit Approved by EVC?** |  |   |
|  |  |  |  |  |  |  |  |  |
| **Event Specific Notes (risk assessment) completed, as necessary?** |  |  |  | **EVOLVE Visit Register up to date upon departure?** |  |   |
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|  |  |  |  |  |  |  |
| **Visit Leadership Team able to provide effective supervision throughout visit?** |  |  |  | **Academy Emergency Home Contact confirmed. Contact information available?** |  |   |
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| **Parents informed / consent obtained?** |  |  |  | **First Aid Kit - contents checked?** |  |   |
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| **Contingency Plans checked?** |  |  |  | **Mobile phone set-up and charged?** |  |  |
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| **First aid trained member of staff present on trip?** |  |  |  | **Emergency Procedures available?** |  |  |
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