**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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