



National  
Guidance  
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## Checklist – Educational Visit Coordinator (EVC)

In this checklist, the term 'visits' includes outdoor learning, offsite visits and Learning Outside the Classroom. Information about good practice can be found elsewhere in National Guidance (the numbers in brackets refer to some relevant documents).

- I have undertaken EVC training and remain currently competent, and I have access to competent advice such as from an outdoor education adviser ([3.4j](#)).
- I have an understanding of how visits can support a wide range of outcomes for participants ([5.1b](#)).
- My establishment has a policy for visits, which I understand, and it adopts OEAP National Guidance ([5.3b](#)).
- My establishment has standard operating procedures for straightforward and routine visits ([1b](#)).
- Visits are an integral part of the work of the establishment and have clear learning/development intent ([4.3a](#)).
- I support/oversee planning so that visits are well-managed, engaging, relevant, enjoyable and memorable.
- Procedure and responsibility for engaging leaders and determining their competence is clear and I support those involved in approval decisions ([3.2d](#)).
- Leader induction and training needs are identified, and I support leader development, sampling activity to identify any further training needs.
- Leaders are encouraged and supported to make preliminary visits as necessary ([4.4g](#)).
- Visit Leaders are responsible for, and have ownership of, visit plans including risk-benefit management ([3.4k](#)).
- Where appropriate, all leaders and participants are involved in the planning process.
- Visits have sufficient leaders to ensure effective supervision and to deal with incidents and emergencies ([4.2a](#), [4.3b](#)).
- Everyone is aware of their roles and responsibilities ([3.1b](#)).
- Notification and approval procedures are in place and are followed correctly and within agreed timescales.

- Visits are regularly considered at senior leadership/management level and by governors/trustees, and I provide information about the range of activity and its contribution to the quality of education.
- External providers are appropriately selected and used ([4.4g](#), [4.4h](#)).
- Systems are in place for informing parents, and for obtaining their consent when required ([4.3d](#)).
- Systems are in place for obtaining and securely handling up-to-date participant data including contact details, medical information, dietary requirements and information about special needs ([4.4j](#)).
- Medical, dietary, first aid, inclusion and accessibility issues are all addressed ([3.2e](#), [4.4b](#), [4.4d](#), [4.4i](#)).
- The planning and management of visits takes into account current government guidance about epidemics (such as coronavirus [4.4k](#)).
- Safeguarding issues are addressed and any necessary DBS checks are completed ([3.2g](#), [4.3e](#)).
- Any travel, transport, and residential arrangements are appropriate ([4.2b](#), [4.5a](#)).
- Visits have alternative options (a 'Plan B') if needed ([4.1a](#)).
- There is an emergency plan, which is periodically tested ([4.1d](#), [4.1h](#)).
- Accidents and incidents are reported and investigated, learning is shared and RIDDOR requirements are met.
- Where necessary, there is a designated 24/7 emergency contact with access to all information and documentation relating to the visit ([4.1d](#)).
- Visit Leaders have access to sufficient funds and an effective means of communication in case of emergency.
- The establishment has suitable insurance in place to cover the normal range of visits, and specific additional insurance is arranged when necessary ([4.4c](#)).
- Any charges for visits comply with the establishment's charging policy ([3.2c](#)).
- Contracts with providers and participants/parents are satisfactory ([3.2i](#)).
- I have checked whether any adventure activities that the establishment itself provides require it to obtain an Adventure Activities Licence ([3.2f](#)).
- I have checked whether any visits are in scope of the Package Travel Regulations ([3.2h](#)).
- Monitoring is in place to ensure that all requirements of the employer and establishment are met, and that the quality of visits meets expectations ([3.2b](#)).
- Visits are reviewed and evaluated, and good practice is shared ([4.2c](#), [5.1d](#)).

