Check List –
Educational Visit Coordinator (EVC)

General

☐ I have attended OEAP-approved EVC training and remain currently competent, and I have access to advice such as from a competent outdoor education adviser.

☐ I have an understanding of how visits/outdoor learning can support a wide range of outcomes for children and young people.

☐ My establishment has a policy for visits/outdoor learning, which I understand, and it adopts OEAP National Guidance.

☐ Visits/outdoor learning are an integral part of the work of the establishment and are evaluated and good practice shared.

☐ I support/oversee planning so that activity is 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.

☐ Leader induction and training needs are identified and I support leader development, sampling activity to identify any further training needs.

☐ Visits/outdoor learning 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 establishment effectiveness.

☐ There is an establishment emergency response procedure, appropriate to the nature of activity undertaken, which is periodically tested.

☐ Accidents and incidents are reported and investigated, learning is shared and RIDDOR requirements are met.

☐ Notification and approval procedures are followed correctly and within agreed timescales.
Visit/Activity Specific

☐ Preliminary visits have taken place if necessary.
☐ Any third party providers have been appropriately selected.
☐ Parental consent, where required, is in place.
☐ Parents have been provided with appropriate information.
☐ There are clear learning/development aims, which contribute to the wider aims/ethos of the establishment. An evaluation process is in place.
☐ The Visit Leadership Team is sufficiently confident and competent for this activity with this group.
☐ The Visit Leader is responsible for, and has ownership of, the visit plan including risk-benefit management.
☐ Where appropriate, all leaders and participants have been involved in the planning process.
☐ There are sufficient leaders to ensure effective supervision and to deal with incidents and emergencies.
☐ Everyone is aware of their roles and responsibilities.
☐ Medical, first aid, inclusion and safeguarding issues have all been addressed.
☐ Any travel, transport, and residential arrangements are appropriate.
☐ There is a 'Plan B'/alternative options if needed.
☐ Where necessary, there is a designated 24/7 emergency contact with access to all information and documentation relating to the activity.
☐ The Visit Leader has sufficient funds and an effective means of communication in case of an emergency.
☐ Suitable insurance is in place.

Finally

☐ All relevant requirements of the employer and establishment policy/procedure have been met.
☐ The Visit Leadership Team and activities are appropriate for this group – its age, competence and the needs of the participants – in this setting/environment.
☐ This Visit is well prepared and ready for approval.