## Residential and off island visits flow chart

This flow chart is for quick reference. The current Visit Operation Procedures and forms (available on the Itslearning site) must be used for further details. National Guidance (oeapng.info) is also a resource that should be referenced.

What	How	Who	When
Research the Venue	•Reconnaissance, past visits, liaising with other users/Schools/OEC. Provider Quality Badge? Also check on Visit Leader competency by the EVC	Visit Leader/ EVC	Early planning/ proposal stages
Seek initial approval	OA1 form (from its learning) Brief information and only * details required. On initial approval bookings can be made	Visit Leader via the EVC from SED	At least 6 weeks prior to departure
Planning and Preparation	•Itinerary, Risk Benefit, Generic Risk Assessments, ratios (and staff competency +specific group demands), specific parental consent (letter + itinerary home, parents evening), medical info (OA4, OA3, OA5), accommodation check (OA6), transport, adventure activities, insurance, expenses/costing and all in accordance with National Guidance and the Education Departments Visit Operational Procedures.	Visit Leader (assistance from EVC)	Prior to final approval and visit
Final Approval	•Completed current OA1 form with the following: evidence of informed parental consent, itinerary, OA7V, OA7G, any other visit specific information as per policy (eg Island school sports visits, shared school visits, etc).	Visit Leader via EVC from SED	At least 4 weeks prior to departure
The visit	•As per approval advice from Education Department and in accordance with itinerary. Significant changes must be agreed with your EVC and the Department kept current. Base contact must have the ful visit pack.	Visit Leader, staffing team with only the agreed group	On the agreed dates (inform SED of changes)
Review	Reflecting on learning opporunity that inform future visits	Visit Leader & EVC (SED if appropriate)	After trip

## Notes

HSO +OEC = Health, Safety Officer and Outdoor Education Manager (<a href="mailto:dbrimson@education.gov.gg">dbrimson@education.gov.gg</a>)

EVC = Education Visits Coordinator (this may be the Headteacher in some schools), SED = States Education Department

The correct line of communication should be: Visit Leader – EVC – OEC/HSO – Head of Resources (SED)

Dynamic Risk Assessment is expected at all times

Share planning with your group to help them take ownership and responsibility of visits

Off island visits are subject to laws/customs of the jurisdiction they are travelling in or transiting

Journey Insurance, CRB/VB-DBS checks and self-drive are separate to the approval process