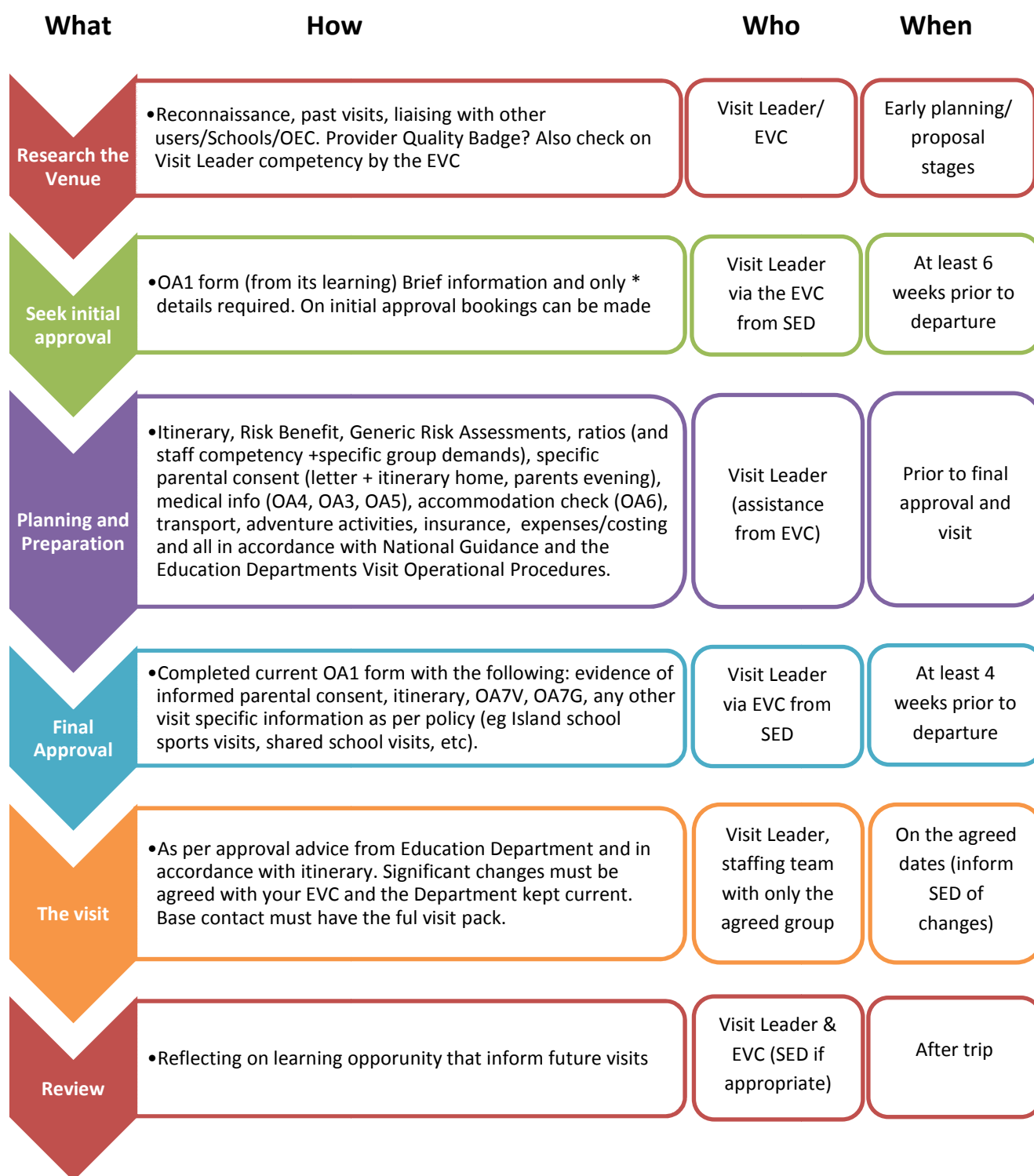


Residential and off island visits flow chart

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.



Notes

HSO +OEC = Health, Safety Officer and Outdoor Education Manager (dbrimson@education.gov.gg)

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