

# Exeant visit checker

[(Please refer to Using Exeant to submit a visit webinar)](https://www.youtube.com/watch?v=xGGCd7jp3Cg)

When submitting a trip on Exeant the below points are often overlooked by establishments.

*(Please note this is not an exhaustive list for the trip submission and all relevant sections must be completed before a trip can be approved.)*

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| --- | --- | --- |
| **Exeant section** | **To be included** | **Completed*****✓*** |
| Why | * Visit title – (if the trip is Duke of Edinburgh Award please include the level)
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| Who | * Name the first aiders
* Name the Deputy Leader
* For a residential ensure non-establishment staff have a Disclosure and Barring Service check (DBS). Put DBS by their name if they have had the check.
* Ensure of the correct ratios of adult to child
* Provide a 24-hour telephone number back at the establishment
* Complete the group list
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| When | * Give the correct trip dates - (if it is a rolling programme provide the first date and last date of the programme and give additional information of the rolling programme days)
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| Where | * Choose UK or international
* Provide the full address and contact details of the location and accommodation
 |  |
| What | * Check if the activities are adventure by ticking ‘yes’ and check the list
* Say no for establishment staff if they are not leading any of the activities
* Say yes if establishment staff are leading any of the adventure activities, (please note qualifications to lead the adventure activity must then be attached in the supporting documents section)
* Say yes if you are using a provider to lead the activities
* Tick all activities that apply and add in any additional activities in the box
* For the Duke of Edinburgh Award, complete all fields and attach a route map in the documents section
 |  |
| How | * Tick all the transports you will be using throughout the visit
* In additional information provide all travel details including if applicable flight, ferry, train and Eurotunnel numbers and times
* Who organised the trip – choose a travel company, tour operator or activity provider if one was involved in any part of the trip
* If an external provider is being used you must confirm that they either have a Learning Outside the Classroom (LOtC) Quality Badge or if they do not have an LOtC badge they have completed a Provider Statement (see the Exeant documents section for the provider statement template)
* Complete all tour operator details if applicable
* If an academy or a private establishment please include the insurance policy number
 |  |
| Additional Supporting documents(Maximum two megabyte limit) | * Letter sent to parents about the trip
* Establishment’s own risk assessment
* Itinerary (if visiting more than one location)
* Group list if not completed in the who section
* If applicable provider statement, DofE route maps once completed
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| Formal Approval | * EVC approval must be given
 |  |

# Visit risk assessment

[(Please refer to Risk Assessments for visits made easy webinar)](https://www.youtube.com/watch?v=sLckF_Sy_Ns)

**When writing your risk assessment:**

**East Sussex maintained schools must:**

* use the up-to-date East Sussex County Council’s risk assessment template (see Exeant documents section for the template)
* separate out hazards and ensure each has control measures that the staff intend to implement if safe to do so
* ensure risk rating is provided for each hazard

 **Academies, independent establishments must:**

* use a template that their employer has provided or approved
* ensure each hazard has a relevant control measure that the staff intend to implement if safe to do so
* ensure there is an evaluation of risk

**Hazards**

Top hazards most likely to appear on trips.

*(Please note this is not an exhaustive list and each trip is individual to the establishment.)*

**Sites, environment being visited**

(Hazards that cover the whole visit):

* slips and falls
* members of the public
* pupils wandering off
* lack of supervision
* getting lost
* drowning
* crossing roads
* animal bites
* poisonous plants
* cold and wet
* high winds
* sunburn, heat exhaustion
* fire
* terrorism (a threat assessment may be needed)

**Activities** *(*Specific hazards associated with a specific site or activity. The above hazards may also need to be revisited for the specific site or activity.)

* inappropriate clothing
* lack of safety equipment
* improper use of equipment
* falling from heights
* burns
* poor water quality
* weak or non-swimmer
* unqualified, incompetent lifeguard
* lack of privacy in changing areas
* pupils not following rules
* staff and pupils not aware of specific hazards identified by the tour company or provider risk assessment
* unqualified instructor
* activities not accessible for the needs and abilities of the pupils
* language barrier
* purchasing inappropriate items for example alcohol

Accommodation:

* leaving the hotel unsupervised
* pupils accessing each other’s rooms
* pupils not able to access help during the night
* other guests in the hotel
* pupils accessing out of bounds areas
* lack of security
* falling from balconies
* reaction to food and choking
* improper storage of foods

Downtime:

* lack of supervision
* specific activity hazards
* bringing inappropriate equipment from home

**Transport**

* incorrect visas and travel documents
* lost travel documents

Coach:

* Not wearing seatbelts
* distracting the driver
* stowaways
* illness
* accident
* collision
* breakdown
* falls embarking, disembarking
* falling luggage
* heavy luggage
* unsupervised journey stops
* members of the public at journey stops

Car and minibus:

* incorrect driving documentation and training
* vehicle checks not completed
* lack of route planning
* tiredness
* accident
* breakdown
* illness
* driver distractions
* not wearing seatbelts or using the correct car seat

Ferry:

* illness
* drowning
* accessing out of bound areas
* members of the public
* lack of supervision

Plane:

* getting lost in the airport
* illness
* fear of flying
* turbulence
* failure to follow safety briefings
* delays and cancellations
* security incident

**Group**

* allergies
* travel sickness
* covid
* asthma
* mental health
* lack of emergency contacts
* lack of emergency staffing plan
* special educational needs
* disabilities
* specific medical needs for example diabetes
* improper storage of medicines
* lack of training on medical support and administration of medicines
* all staff unaware of groups’ needs
* individual’s plan not followed
* English as a second language
* disruptive, inappropriate behaviour
* lack of medical cover abroad (GHIC card in Europe)

***Visit Leader to sign and date the risk assessment***