

# Master Visits Form Reference

## SECTION A.1: VISIT OUTLINE DETAIL

### A.1.1 Visit Name

Create a unique name for the visit - E.G Barton Camp Summer 2026

### A.1.1.1 Visit Purpose

Add a visit purpose - E.G Team building skills

### A.1.2 Visit Category

Select a category for the visit:

Category A - Activities of a regular/low risk nature. Staff leading such activities can be approved by the local HT/Manager/EVC. There is no need to notify DS for these activities unless they form part of a residential visit

Category B - Activities of a higher risk/less frequent events. Staff are required to have undergone an additional familiarisation and induction into the specific activity or outside qualified persons can be employed. There is no need to notify DS for these activities unless they form part of a residential visit.

Category C - Activities of the most demanding nature, potentially high risk which include all those activities in the scope of AALA, any residential, any overseas trip.

Notification to DS is required for all category C activities. Minimum of 4 school weeks in advance, 6 school weeks for overseas visits.

*Options: Category A, Category B, Category C*

### A.1.3 Visit date

The start date of the visit (cannot be in the past)

### A.1.4 Visit end date

End date of the visit (cannot be before the start date).

### A.1.5 Calculated number of nights away

This is a calculated field, You do not need to/cannot enter anything here.

## SECTION A.2: VISIT LEADER (VL) DETAILS

### A.2.1 Visit Leader Name

Select the visit leader from the list. If you do not see them, check that the person has registered and has the Visit leader role assigned.

### A.2.2 Deputy Visit Leader Name

Select the deputy visit leader from the list.

### A.2.1.1 Emergency Contact 1

Select the primary Emergency contact for this visit from the list. If they are not listed, check they have registered and has the Emergency contact role assigned.

#### A.2.2.1 **Emergency Contact 2**

Select the secondary Emergency contact for this visit from the list. If they are not listed, check they have registered and has the Emergency contact role assigned.

Compliance Note: Two Emergency Contacts are required for school visits. Both contacts must have a valid mobile number recorded in their profile.

#### A.2.3 **Number of additional male staff**

Must be a number, can be 0

#### A.2.4 **Number of additional female staff**

Must be a number, can be 0

#### A.2.5 **Number of adult male volunteers**

Must be a number, can be 0

#### A.2.6 **Number of adult female volunteers**

Must be a number, can be 0

## SECTION B.1: VENUE AND PROVIDER DETAILS

### B.1.1 Venue/Provider Name

Select a venue from your database. If you cannot find a venue, click on the Venue/Provider menu and 'Add Venue/Provider'.

Check they have the correct compliance certs (LOTTC, AALA, etc.) - the system will notify you if these have expired.

#### B.1.1.1 Has a previsit taken place

Pre-visits are recommended to ensure risk assessments are robust.

#### B.1.1.2 Why has no pre visit taken place

This field appears if you answer NO to Has a previsit taken place. You must give a reason why not.

#### B.1.1.3 Will Campsites be used

If using campsites, please ensure you detail the camping arrangements.

#### B.1.1.4 Details of camping

This field appears if you answer YES to Will campsites be used. Please include details for campsites in the text box.

### B.1.2 Additional Venues

You can add up to four more venues if required.

## SECTION B.2: FOREIGN TRAVEL

### B.2.1 Does the visit involve foreign travel?

Note: You MUST complete the OEAP Overseas checklist 3.3g found on the uploads page for this visit.

(This appears only if you select YES to Does the visit involve foreign travel?)

### B.2.3 Exchange Details

This field appears only if you select YES for Does the visit involve foreign travel.

### B.2.4 Are there exchange visits to homes involved?

Yes / No

### B.2.5 Are all exchange addresses and family details confirmed

Address and family details must be confirmed at least 6 weeks before visit is due to take place.

(Appears only if you select NO to Are all exchange addresses and family details confirmed?)

## SECTION C.1: DETAILS OF YOUNG PERSONS

### C.1.1 Number male young persons

Must be a number, can be 0

### C.1.2 Number female young persons

Must be a number, can be 0

**C.1.3 Youngest age of young persons**

Must be a number, can be 0

**C.1.4 Year Group of young persons**

Must be a number, can be 0

## SECTION D.1: TRANSPORT ARRANGEMENTS

**D.1.1 What type(s) of transport will be used**

Select all types that apply. Please note additional evidence is required for hired transport and staff cars.

*Options: Walking, Staff in own car, School Minibus, Hired Coach or Minibus, Taxi, Train, Ferry, Aeroplane*

**D.1.10 Transport Provider Statement**

Please upload a Transport Provider statement for each hired minibus or coach provider used

## SECTION E.1: SAFEGUARDING AND EMERGENCIES

**E.1.1 Is an appropriate level of DBS in place for adults where required?**

You MUST ensure all accompanying adults have the necessary DBS clearance.

**E.1.2 If you have answered no, please give reason.**

Appears only if you answer NO to Is an appropriate level of DBS in place for adults where required?  
You MUST supply a reason for non compliance here.

**E.1.3 Individual risk assessments (Additional Needs)**

Have all individual risk assessments been completed for those with additional needs such as medical/allergies/behaviour etc.

**E.1.4 How many individual risk assessments will be uploaded?**

You must upload the same amount of IRA's as you state here.

**E.1.5 Contingency Plan**

As part of safeguarding, is a robust contingency plan in place which covers all aspects of the trip, including emergencies/terrorism/lockdown

**E.1.6 Reason for no**

**E.1.7 Mobile Phone/Social Media Policy**

have you considered the implications of mobile phone/social media use, in case of emergency

**E.1.8 Reason for no**

**E.1.9 Insurance Verification**

Have you checked with your insurer that all proposed activities are covered, including personal belongings and repatriation to the UK (if the visit includes foreign travel)

## SECTION E.2: FIRST AID AND MEDICATIONS PROVISION

### E.2.1 Medical Arrangements

Please detail your first aid and medical arrangements for the trip (including administering medication if applicable) based on the OEAP guidance?

## SECTION F.1: POLICIES AND GUIDANCE

### F.1.1 Compliance Declaration

Have appropriate policies and guidance been followed e.g. OEAP National Guidance, LA, MAT and your own establishment guidance?

### F.1.2 Reason for no

It is HIGHLY unlikely that without having taken all guidance into account this visit will be approved