

Appendix Q

**Oxfordshire Outdoor Learning Service
 Visit Notification Form**

Date received

Establishment name and address						
Visit Leader information	Name		Visit specific experience			
	Position					
	Contact					
Date(s) of visit						
Nature / purpose of visit (aims / benefits)						
Provider						
Venue				Venue contact number		
Accommodation				Accommodation contact number		
Transport provider (Include out of hours)	Name		Company Contact number			
Insurance Suitable and sufficient insurance in place to cover visit	Name of Insurance company					
Numbers involved in the visit	Assistants incl volunteers		Young people / children		TOTAL Incl Leader	
Emergency contact number(s) Please ensure names are legible and provide relevant contact numbers, including mobiles as necessary	<u>Establishment</u> Name Position			Contact No		
	<u>Out of hours</u> Name Position			Contact No		
Authorisations These signatures <u>must</u> be in place before the form is submitted. Electronic versions are acceptable	The above visit has been approved and will be run in accordance with LA and establishment guidance and policy requirements					
	EVC Name					
	Signature		Date			
Head / Manager Name						
Signature		Date				

Please send copies via email to Nick Rose at educational.visits@oxfordshire.gov.uk and insurance (if using OCC insurance) kathy.white@oxfordshire.gov.uk or insurance@oxfordshire.gov.uk

Oxfordshire Outdoor Learning Service

Visit Notification Form

If your visit is:

- overseas (day or residential)
- within the remit of Adventure Activities Licensing
- in a more remote / demanding setting
- significant water

then you should complete the Visit Notification Form and return it to:

educational.visits@oxfordshire.gov.uk

If using LA insurance to: kathy.white@oxfordshire.gov.uk or insurance@oxfordshire.gov.uk

What does submitting this form do?

In the event of a serious incident, the LA, as your employer, will need to put in place support for the establishment, those involved and parents / relatives. To do this the LA needs to have access to essential visit information so that it can act quickly and efficiently.

What are the timescales?

The timescales are set out so that they can be easily met. It is not expected that these cause an additional administrative burden and they should all fall within good visit planning principles. They are set as minimum times for notification:

- UK venues 4 weeks
- Eurozone visits 12 weeks
- Other overseas visits 24 weeks

Please note that failure to meet these timeframes may result in the inability of the LA to provide appropriate cover for your visit.

Who will approve the visit?

You should seek approval from both of the following:

- Your Head / Manager
- Your EVC

Please note that without these signatures in place this visit will not be supported.

Who is the Visit Leader?

This person should:

- be competent and approved to manage the visit
- hold the substantive responsibility for its delivery
- work within LA and establishment guidance and policy.

Signatures:

Electronic signatures are acceptable