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|  | FORM OV 1 (CSF4252)LOW RISK AND ROUTINE VISITS AUDIT CHECKLIST AND APPROVAL*If using EVOLVE*, *there is no need to use this form, unless for your establishment’s internal purposes* |
|  | **Establishment:**  |

These visits are activities that would not expose those taking part to greater risk than that experienced on a day to day basis. They would normally be regular visits of one day or less (e.g. swimming, theatre trips, environmental studies, etc).

**PART 1: APPROVAL REQUEST**

If not using EVOLVE, this part of the form should be completed by the Visit Leader. It should then be passed to the establishment manager for audit and approval.

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| **Visit Leader:** |  |
| **Visit/Activity:** |  |
| **Purpose of visit:** |  |
| Intended Outcomes (optional) |  |
| **Dates and times:** |  |
| **Supervision arrangements:** |  |
| **Transport arrangements:** |  |
| **Details of providers/venues to be used (where applicable):** |  |
| **Emergency contact details:** |  |
| **Event Specific Notes:** |  |
| Or risk assessment document(s) attached? (Y/N) |  |

PART 2: MANAGERS APPROVAL

This section of the form should be completed by the establishment manager after s/he has completed the audit checklist overleaf and checked the risk assessment and arrangements.

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| *I confirm that I have checked arrangements for the above visit and have given approval for visits to take place as specified in the application for approval between the following dates:* |
| **From:**  | **To:**  |
| **Signed:**  | **Date:**  |
| **Name:**  |

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| **PART 3: AUDIT CHECKLIST** To be completed annually by manager to confirm arrangements are in place for the visit. | **Acceptable****Y / N / NA** |
| Training |  |
| Are those who may lead or supervise on low risk or routine visits suitably competent? (see NG [3.2d](https://oeapng.info/downloads/download-info/3-2d-4-4a-assessment-of-competence)) |  |
| Are arrangements in place for ensuring new staff are:* competent to lead or supervise the visit;
* briefed on the county council’s / establishment’s arrangements for safety during visits;
* briefed on any specific requirements by venue / provider during the visit(s);
* briefed on the risk assessment and arrangements for safety during the visit?
 |  |
| Risk Assessment (see NG [4.3c](https://oeapng.info/downloads/download-info/4-3c-risk-management/), [4.3f](https://oeapng.info/downloads/download-info/4-3f-risk-management-some-practical-advice), [4.3g](https://oeapng.info/downloads/download-info/4-3g-risk-management-what-to-record-and-how), [6a FAQs](https://oeapng.info/downloads/download-info/6a-faqs-asking-for-providers-risk-assessments)) |  |
| Has evidence of suitable risk assessment been provided for the visit? |  |
| Has the assessment been critically reviewed within the last year? |  |
| Are there arrangements in place for ensuring individual risk assessments are carried out/reviewed for children with special requirements (e.g. behavioural or medical needs)? |  |
| Have the provider’s safety arrangements been assessed or reviewed in the last year? (Not applicable if LOtC Quality Badge held) |  |
| Other Items |  |
| Are proposed supervision levels adequate? (see NG [4.2a](https://oeapng.info/downloads/download-info/4-2a-group-management-and-supervision), [4.2d](https://oeapng.info/downloads/download-info/4-2d-indirect-supervision-of-younger-children), [4.3b](https://oeapng.info/downloads/download-info/4-3b-ratios-and-effective-supervision)) |  |
| Where necessary, has parental consent been obtained? (see NG [4.3d](https://oeapng.info/downloads/download-info/4-3d-consent)) |  |
| Where appropriate, have all necessary DBS checks been carried out? |  |
| Are proposed transport arrangements adequate? (see NG [4.5a](https://oeapng.info/downloads/download-info/4-5a-transport-general-considerations)) |  |
| Where staff or volunteers are driving or using their own vehicles, have checks been made on their licenses/insurance? |  |
| Are proposed emergency/contingency arrangements suitable and in place? |  |