



Industry Visit Checklist

School:	
Visit to:	
Date:	

Item	✓
Before Visit	
Date and times of visit confirmed	
Numbers in groups confirmed with company	
Transport arranged	
Accompanying adults organised	
Arrangements/venue to meet the children confirmed	
SEN provision considered	
Class briefed on required clothing, footwear and jewellery	
Method of feedback to company agreed – children’s work, reports etc	
Confirm Risk Assessment completed by company	
Confirm company has insurance for children on site	
School Risk Assessment for journey to and from site	
Appropriate people notified of visit	
Letter to parents (see separate checklist)	
Parent permission slips returned and checked	
Company provided with a list of names (children and adults)	
Advise company of any last minute changes	
After Visit	
Company and main contacts thanked	
Review of visit and further work with children	
Review of visit procedures carried out	