



BREWSTER AVENUE INFANT AND NURSERY SCHOOL

EDUCATIONAL VISIT POLICY

This policy has been adapted from the PCC model policy

This policy was ratified by the Full Governing Body on: 13th December 2017

Date for review (this policy will be reviewed every three years): Autumn 2020

1. Context

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment,

and so form a key part of what makes Brewster Avenue Infant School a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Enhanced opportunities for 'real world learning in context' and the development of the social and emotional aspects of intelligence;
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish;
- Greater sense of personal responsibility;
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts i.e. encouraging pupils to become more risk aware as opposed to risk averse;
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness;
- Improvements in their ability to cope with change;
- Increased critical curiosity and resilience;
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other);
- Possibilities for genuine team working including enhanced communication skills;
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments;
- Improved awareness and knowledge of the importance and practices of sustainability;
- Physical skill acquisition and the development of a fit and healthy lifestyle.

2. Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Brewster Avenue Infant School:

1. Adopts the Local Authority's (LA) document: '**Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE**' (All staff have access to this via EVOLVE).
2. Adopts National Guidance www.oeapng.info (as recommended by the LA).
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with this school policy, Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

3. Types of Visit & Approval

There are three 'types' of visit:

- 1. Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day.**
These follow the 'School Learning Area' Operating Procedure (Appendix 1).
- 2. Other non-residential visits within the UK that do not involve an adventurous activity e.g. visits to museums, farms, theme parks, theatres, etc.**
These are entered on EVOLVE by the visit leader and submitted to the EVC / Head for checking and approval.
- 3. Visits that are overseas, residential or involve an adventurous activity.**
These are checked and approved by the EVC/Head but are then submitted to the LA for approval at least two weeks prior to the visit.

4. Roles and responsibilities

Visit leaders are responsible for the planning of their visits and for entering these on EVOLVE (where required). They should obtain outline permission for a visit from the Headteacher prior to planning and before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary.

The Educational Visits Coordinator (EVC) is Becky Thompson, who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters and will check final visit plans on EVOLVE before submitting them to the Head. EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

The Head Teacher has responsibility for authorising all visits and for submitting those that are overseas, residential or adventurous to the LA for approval.

The Governing Body's role is that of a 'critical friend'. Individual governors may be given 'read-only' access to EVOLVE.

The Local Authority is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

5. Staffing

a) Competence

We recognise that staff competence is the single most important factor in the safe management of visits and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role;
- Supervision by senior staff on some educational visits;
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Headteacher will take into account the following factors:

- Relevant experience and any relevant training;
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency;
- Knowledge of the pupils, the venue, and the activities to be undertaken.

b) Ratio

As a general guide and in normal circumstances, the adult /child ratios adhered to are:

- EYFS - 1:4
- KS1 - 1:6

However, a professional judgement must be made for **each visit** by the visit leader and Headteacher, as a range of characteristics relevant to the particular visit should determine the ratio. These include:

- Type, duration and level of activity
- Needs of individuals within the group – medical, SEN, behaviour
- Experience and competence of staff and accompanying adults
- Nature of venue
- Weather conditions at that time of year
- Nature of transport involved

The competence of supervisors and the supervision arrangements are more important than ratios.

c) Supervision

Pupils must be supervised throughout all visits.

Supervising parents/ volunteers must be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. They must also be given a written list of the pupils in their immediate care and be shown the completed risk assessment.

During longer residential visits it is essential that staff work closely with external staff (when appropriate) to maintain supervision of the children. An off-duty rota could be arranged with the visit leader so that a minimum of 2 adults are on duty at all times.

6. Parental Consent

Annual consent is obtained for activities within the School Learning Area that are part of the normal curriculum and during normal school time (see Appendix 2).

Specific parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents (via letters, meetings etc.), so that consent is given on a 'fully informed' basis.

All efforts must be made to obtain written consent, however, on occasion where this has not been possible, verbal consent will be accepted with the agreement of the Headteacher or Deputy Head.

7. Financing Educational visits

The school complies with the Education Act 1996 (section 451) and procedure is outlined in the school's Charging and Remissions policy.

8. Risk Assessment

A risk assessment must be undertaken prior to all educational visits and off-site activities. The risk assessment should identify significant risks and take measures to control these, through proper planning by staff leading the visit. Risk assessments must be ongoing during visits and amended as circumstances change.

For trips that are out of the School Learning Area, a risk assessment should be completed on EVOLVE, outlining any significant risks and control measures as Event Specific Notes. For visits within the School Learning Area, a Record of Off-site visits must be completed (Appendix 3). A printed copy of the risk assessment/ record of off-site visit should be placed in the Risk Assessment file which is stored in the Headteacher's office. The risk assessment should be shared with all adults accompanying the visit to ensure that they are made fully aware of their responsibilities.

9. Transport

Travel arrangements should be included in the risk assessment. If public transport is to be used, all children and adults must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.

If travel is by coach or minibus, all pupils must remain seated and wear a seat belt. Staff must ensure that pupils comply with this rule. Adult should supervise children getting on and off the coach and ensure they alight onto a pavement, not into the path of oncoming traffic. In the event of vehicle break down, staff should follow driver instructions.

If any pupils are to travel by car, the driver must complete a Private Car Form (Appendix 4). This applies to both staff and parents' cars. A new form must be completed every academic year.

When transporting children by car, children must use an EU approved child car seat (labelled showing a capital 'E' in a circle) until they're 12 years old or 135cm tall, whichever comes first.

10. First Aid and Medication

At least one adult attending a visit will be first aid trained. First Aid kits are taken on every activity outside school.

Any child requiring medication during a trip will be listed on the risk assessment/ sign out sheet. Medicines are collected on the day of the visit by the first aider and remain in their charge. All medication must be named and prescribed by a doctor. In the case of an inhaler with a spacer – both items must be named. It is the parent's responsibility to ensure that all medication has been collected at the end of the trip.

A medical book, which includes a list of these medicines and also acts as an accident report book, will be taken on all residential trips.

11. Inclusion

Every effort will be made to ensure that school journeys, visits and activities are available and accessible to all who wish to participate, irrespective of special or medical needs, ethnic origin, gender, religion etc.

12. Emergency procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 2). All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the Local Authority.

13. Insurance

The Local Authority arranges insurance for off-site activities and presently provides cover.

14. Educational Visits Checklist

Brewster Avenue Infant School's Educational Visits Checklist forms part of the risk management process (see Appendix 5) for visits and off-site activities and may be downloaded from EVOLVE Resources. This has been adapted from the LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'YES'.

15. Evaluation

Within a week of a visit, the visit leader should evaluate the visit with the other supervising adults via EVOLVE. This should include any evaluation against the intended outcomes, log of any accidents and incidents and aspects to be considered in future planning e.g. timings, use of transport, activity arrangements etc.

Appendix 1 – School Learning Area

General

Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- Can operate under parental consent obtained annually, though it is expected that parents will be informed about the visit via a note/ letter home;
- Do not normally need additional risk assessments/notes (other than following the Operating Procedure below).

Boundaries

The boundaries of the School Learning Area are shown on the attached map. This area includes, but is not limited to, the following venues:

- The Green Backyard
- Fletton Rec
- Woodston Library
- St Augustine's Junior School
- Wharf Road

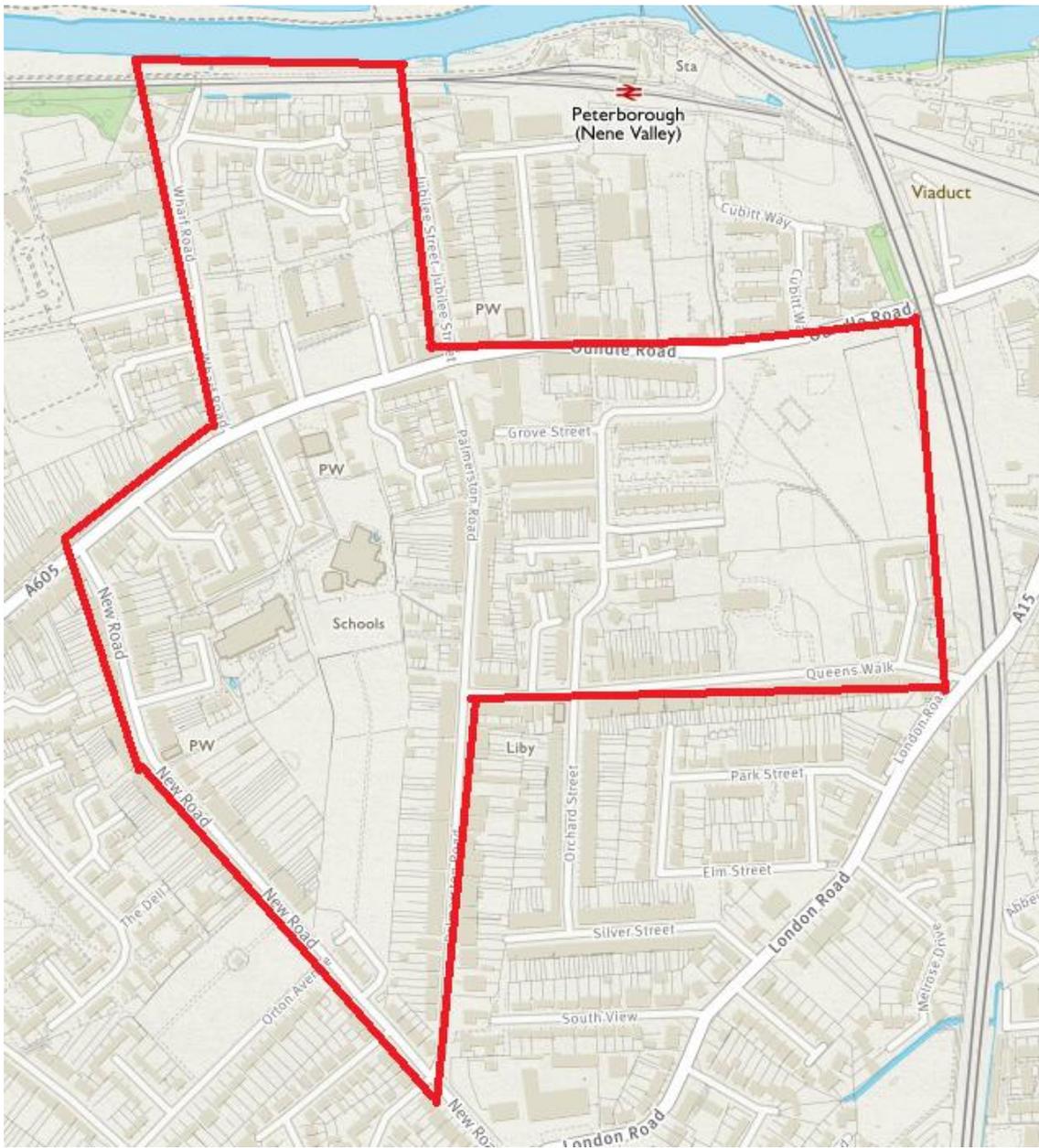
Operating Procedure for School Learning Area

The following are potentially significant issues/hazards within our School Learning Area:

- Road traffic
- Other people / members of the public / animals
- Losing a pupil
- Uneven surfaces and slips, trips, and falls
- Weather conditions
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc)

These are managed by a combination of the following:

- The Head or Deputy must give verbal approval before a group leaves and the visit must be recorded in the school diary. Only staff judged competent to supervise groups in this environment are approved;
- The concept and Operating Procedure of the 'School Learning Area' is explained to all new parents when their child joins the school and a synopsis is in the School Prospectus;
- There will normally be a minimum of five adults per class;
- Staff are familiar with the area, including any 'no go areas' and have practiced appropriate group management techniques;
- Pupils have been briefed and have practiced standard techniques for road crossings in a group;
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group;
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school;
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available;
- Staff are aware of any relevant additional needs, including behaviour and adult ratios/ supervision are appropriate to meet the needs of the pupils;
- Staff will complete the *Sign-out sheet* (including a list of all pupils and staff, a proposed route, a contact mobile phone number and an estimated time of return) and leave with the office;
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles).



The School Learning Area is the area within the red lines.

Appendix 2 – Consent for regular out of school activities



PARENT/CARER CONSENT FORM REGULAR OUT OF SCHOOL ACTIVITIES

Child's name: _____ Class: _____

I agree to my child taking part in standard activities off the school site, but within the local area, for example, environmental studies, Woodston library, The Green Backyard, local shops, parks, sporting fixtures and joint activities with other local schools.

I understand that:

- **Activities will take place within the school day.**
- **My specific permission will be sought for any out-of-school activities beyond those outlined above and which involve extended journeys or times, a cost or adventurous activities.**
- **All reasonable care will be taken of my child during the activity/visit.**
- **My child will be expected to follow instructions and the rules and regulations governing the visit/activity and will be subject to normal school rules and any consequences.**
- **I will inform the school of any medical condition or physical disabilities as and when they arise so that records are kept up-to-date.**

Name of Parent/Carer: _____

Signature of Parent/Carer: _____ Date: _____

Appendix 3 – Record of off-site visit



Record of off-site visit

To be completed for all visits within the School Learning Area, where the Educational Visits policy addresses the generic risk management. Leave this completed form in the Educational Visits Record File in the office *before* you go out.

Date	
Visit Leader	
Accompanying Staff	
Volunteers	
Group/Class Number of children	
Activity	
Destination/Venue details	
First Aid kit / Emergency Card taken?	
Visit on Google Calendar?	
Time out	
Time back	
Contact numbers (include at least 2)	
Any other relevant details/issues (including pupil medical/behavioural needs)	

Appendix 4 – Private Car Form



Use of a private car to transport children

1	To: The Head of _____ Establishment
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I confirm that I am willing to use my own vehicle for transporting young people on educational visits. I accept responsibility for maintaining appropriate insurance cover (see below). I have a current valid driving licence and will ensure that my vehicle is legal and roadworthy in all respects.

2	Signed: _____ Print name: _____
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3	Address: _____ _____ _____ _____
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4	Date: _____
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The LA and the establishment reserve the right at any time to request copies of any relevant documentation i.e. Registration Document, MOT, Insurance, Driving Licence

	Insurance cover required
For teachers, youth workers, or other LA employees	<i>'Use by the Policyholder in connection with the business of the Policyholder'</i>
For parents and other volunteers	<i>'Use for social, domestic and pleasure purposes'</i>

Appendix 5 – Emergency Procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the SLT, or will be able to contact an experienced senior leader at all times.
3. For activities that take place during normal school hours, the visit leader(s) will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader(s) and the base contact(s) know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. For visits that take place outside the School Learning Area, the visit leader will carry an Emergency 'Card'.
7. This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.

EMERGENCY CARD (HOME CONTACTS)

For visits that take place outside normal establishment hours.

This 'card' must remain with the establishment emergency contact(s) at all times.

The Emergency Home Contact(s) should have all visit information, including itinerary, venue details, names, medical information and emergency contact details for all participants including staff.

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), you should:

- Confirm the phone number at which the caller can be contacted back on;
- Note their location;
- Determine the nature of the emergency;
- Determine the type of help required.

If the incident does not involve serious injury or fatality, and/or is not likely to attract media attention:

- Provide the required assistance if possible;
- Seek further advice or pass on details to other establishment contacts who may be able to assist.

If the incident does involve serious injury or fatality, and/or is likely to attract media attention:

- Inform the Visit Leader that someone will phone him/her back as soon as possible.

It is the responsibility of the Visit Leader to contact the LA. However circumstances may prevent this. If you are not 100% positive that the LA has been contacted, please contact Peterborough City Council 07920 160001 (24 hours) and state that you require immediate assistance from the Emergency Response Team. Give brief details of the incident.

- Your details will be taken and you will be phoned back as soon as possible;
- You should also contact the Head of Establishment (if this is not you);
- A Response Team will be brought into action to support the party, the establishment, and the parents. Teams of senior officers are briefed for this role and will provide continuous support from the moment the emergency occurs. The team would operate from the Emergency Control Centre and the Head of Establishment or a senior member of staff may be asked to join the team immediately;
- The Head of Establishment should consider the appropriate time to contact the parents of the participants involved on the visit. Advice and support can be sought from the LA in dealing with this.
- The Response Team will form a continuous link with the affected group, and depending on the level of emergency will send a senior officer to the incident location. The Response Team will direct all actions; provide links with the media, rescue agencies, tour operators, insurance companies, etc. As appropriate the Response Team would arrange for the return of the party or arrange other transport where required;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- The LA will give accurate and periodic information through press releases, will arrange interviews, and will attempt to reduce media pressure from the incident, establishment, and parents. If appropriate, support and counselling will be arranged for families, participants and staff.

Name	Home	Mobile
Headteacher: Becky Thompson	-	07734 174966
Deputy Head: Amanda Bull		
Peterborough City Council Emergency Contact	07920 160001 (24 hours)	-

EMERGENCY CARD (VISIT LEADER)

This 'card' must remain with the Visit Leader at all times on a visit

In the event of a significant incident or accident that does not involve serious injury or fatality, and/or is not likely to attract media attention, the Visit Leader should seek advice from their establishment emergency contact(s). This should normally include a member Senior Management of the establishment.

In the event of an incident that does involve serious injury or fatality, and/or is likely to attract media attention, the Visit Leader should adopt the following protocol:

1. Assess the situation;
2. Safeguard uninjured members of the group (including self);
3. Attend to any casualties;
4. Call emergency services, if appropriate. (999 or Europe 112, North America 911)
5. **Contact the LA Emergency Contact Number** to report the incident and request assistance.

Peterborough City Council Emergency Contact: 07920 160001 (24 hours)

Be prepared to give: Your name and Establishment/Group
 Phone number & back up phone numbers
 Exact Location
 Nature of Incident
 Number in the Group

You will be called back as soon as possible so try not to make outgoing calls until contact is made. You will be given advice and asked what the LA can do to support you.

Then:

- Contact your establishment, EVC or Home Contact (see below) and seek further advice. If you are unable to do this, the LA will contact your establishment on your behalf.
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- Wherever possible, prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the LA;
- Do not allow any member of the group to discuss liability with any other party.

When the incident is under control:

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale – It may be appropriate to ask someone else to do this;
- Contact the British Consulate / Embassy if abroad.

Name	Home	Mobile
Brewster Avenue Infant School	01733 565092	-
Peterborough City Council Emergency Contact	07920 160001 (24 hours)	-

If the visit will be outside normal establishment hours:

'Home' Contact: Becky Thompson		07734 174966
Deputy Head: Amanda Bull		

Appendix 6 – Educational Visits Checklist



Educational Visits Checklist

The questions below form part of the risk management process for educational visits. Any visit should only go ahead if the answer to all relevant questions is 'YES'.

In advance of the visit:

1. Have the intended outcomes of the visit been clearly identified? yes
2. Is the visit appropriate to the age, ability and aptitude of the group? yes
4. Does the visit comply with the Educational Visits Policy? yes
5. Does the visit comply with any specific national/LA guidelines where relevant? yes
7. If using an external provider or tour operator, does the provider hold an LOTC Quality Badge (see www.lotcqualitybadge.org.uk) or have they satisfactorily completed and returned a 'Provider Form'? yes n/a
8. Are transport arrangements suitable and satisfactory? yes n/a
9. If residential, have appropriate measure been taken to ensure the suitability of accommodation? yes n/a
10. Has a pre-visit taken place? (normal procedure for most visits within the UK).
If not, have appropriate additional checks been made? yes
11. Do the adults in the party have the appropriate skills for the visit? (Check this carefully and arrange suitable training and/or briefing to clarify your expectations). yes
12. Have any adult helpers (non LA employees) been approved by the Headteacher/ EVC as to their suitability? yes n/a
13. Is the level of staffing sufficient for there to be an appropriate level of supervision at all times? yes
14. Does the Visit Leader possess the necessary competence to lead the visit, and is he/she comfortable with their role? yes
15. Are all support staff aware of and comfortable with their roles? yes
16. Are all helpers aware of and comfortable with their roles? yes
17. If appropriate, have Event Specific Notes (ESN) been made and will these be shared with all relevant parties? yes
18. Does at least one member of staff know the participants that are being taken away, including any behavioural traits? yes

- Have participants been advised in advance about expectations for their behaviour?
19. If appropriate, are participants aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with participants and staff? yes
20. Are participants aware of the nature and purpose of the visit? yes
21. Are parents fully aware of the nature (including contingency plans), and purpose of the visit, and has consent been obtained? yes
22. Have all relevant details been issued? (eg. itinerary, kit lists, etc?) yes n/a
23. Are staff aware of any medical needs and/or other relevant details of participants? yes
24. Has parental consent been gained for staff to administer specific medication and if necessary have named staff received appropriate training? yes n/a
25. Are staff aware of any relevant medical conditions of other staff/helpers within the group? yes n/a
26. Does at least one responsible adult have a 'good working knowledge' of First Aid appropriate to the environment? yes
27. Is a first aid kit (appropriate to the visit) available? yes
28. Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changed or changing conditions, staff illness, etc. eg. 'Plan B', and have these plans been risk assessed and parental consent been obtained? yes
29. For journeys taking place outside the establishment's 'normal' hours, will an Emergency Card (Visit Leader) be with the leader, and an Emergency Card (Home Contacts) be with the designated home contacts? yes n/a
30. Are full details of the visit at the LA establishment, or recorded on EVOLVE, and if appropriate with the establishment's Emergency Contact(s)? yes
31. Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? yes
32. Is a weather forecast and/or other local information necessary, and are staff able to access this information and act upon it appropriately if necessary? yes n/a
33. If undertaking water-margin activities, has a copy of 'Group Safety at Water-Margins' been made available to all supervising staff in advance of the visit? yes n/a
34. A mobile phone is recommended for all visits. Are you aware of the reception in the area you are visiting? yes n/a
35. Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of equipment? yes n/a
36. Does any specialist equipment conform to the standards recommended by responsible agencies? yes n/a
37. Have all financial matters been dealt with appropriately? yes
38. Has the visit been approved by the Head of Establishment and EVC, and in line with Governing Body policy (where appropriate)? yes
39. If residential, overseas or involving adventurous activities, has the visit been approved by the LA ? yes n/a

During the visit

40. Do all staff have a list of participants/groups? + emergency contact details and an Emergency Card (Visit Leader) if out of the school's normal hours? yes
41. Does the school office have a list of the names of all participants, including adults and if out of hours, does the home contact have these details and an Emergency Card (Home Contact)? yes
42. Do staff have sufficient funds to allow for any contingencies? yes n/a
43. Do staff have any relevant literature, work sheets, clipboards, etc? yes n/a
44. Do staff have other items, eg. first aid kit, + sick bags, litter sack, etc., if needed? yes
45. Are participant numbers being checked at appropriate times? yes
46. Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully? yes n/a
47. Are participants aware of the procedure in areas where there is traffic? (eg. if walking, is it pairs, crocodile, groups? - may participants run? - are participants aware of the procedure at road crossings? etc.) yes n/a
48. Has a clear recall system been arranged if the group is working away from you? Do participants understand this and will they be able to respond effectively? yes n/a
49. If a rendezvous for the group has been arranged after a period of time, does each participant and member of staff know exactly where and when to meet? yes n/a
50. Do participants know what action they should take if they become separated from the group? yes
51. Is on-going risk assessment being conducted, and if necessary the programme adapted to suit changed or changing circumstances (Plan B)? yes

At the end of the visit

52. Are appropriate arrangements in force for the dismissal of participants? yes
53. Has the Visit Leader reported back to the Educational Visits Coordinator? yes n/a
54. Has the group been debriefed and any relevant follow-up work completed? yes n/a
55. Have all loose ends been tied up, eg. paperwork, finance, thank you letters, etc? yes
56. Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits? yes
57. Have all staff and helpers involved in the visit been thanked for their input? yes