

## Worked Example Visit Plan for Residential Visits

This is a specific Visit Plan. It provides an example of how an actual Visit Plan might be prepared.

- The purpose of a Visit Plan is to record any decisions and training that have been carried out.
- It should give sufficient information for the Head of Establishment to approve the visit.
- It should give sufficient information for the Local Authority to approve the visit (if required).

**NAME OF ESTABLISHMENT**    **Sample Youth Club**

**RESIDENTIAL VISIT TO**        **Blackpool**

**DATES**                                **1<sup>st</sup> – 3rd May 2013**

**VISIT LEADER**                        **Mr James**

ITEMS TO BE PLANNED		Typical examples of detail to be provided
1	Aims and objectives of visit	Expand horizons for club members and develop group dynamics
2	Information to parents/consent	Mr James will send letter to parents in January and ensure written consent before any money is collected. A parents meeting will be held in Feb. Separate meeting with John's parents (disabled club member) to discuss participation.
3	Staff/participant ratios	Maximum of 12 youth club members. Staff numbers will be finalised depending on participation of disabled club member. Mr James, Mr and Mrs Black will all be going and John's Mum might attend. Minimum ratio of 1:4
4	Travel/transport	We will be travelling in the YC minibus and if John attends he will travel by car. Mr James and Mr Black will drive the minibus – both have Midas training.
5	Accommodation	Accommodation at Seaview Guest House -see attached information and correspondence.
6	Programme	See attached itinerary
7	External provider (if applicable)	Cinema and Pleasure Beach – no need to check insurance or risk assessments
8	Insurance	Residential Visit covered by Sample Youth Club insurance
9	Participants	Participants are all regular YC members and are well known to staff. They have drawn up their own code of conduct for the trip and signed it. A kit list will be provided by Mr James in April.

10	Equipment required	Mr James will collect the residential first aid kit from the main office prior to departure. Mrs Black will take games and resources for evening activities.
11	Medical needs	Up to date medical information will be obtained on the consent form. Mr Black will be in charge of any medication John's mum will look after his needs if he attends
12	Weather	We will obtain forecast close to visit date and if there are any travel risks we will discuss severe weather alternative with Mrs Fraser.
13	First Aid provision	Mr James has a valid first aid certificate.
14	Emergency procedures	Mrs Fraser will be the emergency contact A list of all participants and the visit plan will be left with her and in the main office at Sample YC .
15	Risk Assessment completed	See attached risk assessment

<p>I confirm that satisfactory planning and preparation has taken place for this visit. I have checked that all reasonable steps have been taken to ensure the safety and wellbeing of participants.</p>		
<b>Residential Visit approved by Head of Establishment</b>	<b>Signature</b>	<b>Date</b>
<b>Residential Visit approved by Local Authority (if required)</b>	<b>Signature</b>	<b>Date</b>