



*Working for
Warwickshire*

	Parent/carer responses	Action required
Journey considered, activities, key items, toilet stops		
Outline any medical details that staff should be aware of		
Does your son /daughter need help with personal hygiene		
Food likes/dislikes/restrictions		
Any fears or phobias to consider		
Bedtime routines that are important e.g. lights, order of routine, waking patterns		



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Is your son/daughter likely to be anxious about the trip? If so, How can staff help your son/daughter to manage this anxiety?		
Strategies which work best with your son / daughter e.g. rewards, distractions etc.		
Contingency plans if your son/daughter is experiencing difficulties		
<i>Additional comments</i>		



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Additional check list for schools

	Essential	Unknown	Not required
Visual (picture) plan for the week Responsibility?			
Visual (written) plan for the week Responsibility?			
Breakdown of individual activities Responsibility?			
Rules and expectations made clear before each activity Responsibility?			
Photographs of venue Responsibility?			
Video of venue Responsibility?			
A visit with staff/parents before visit (if possible) Responsibility?			
Familiar adult to accompany trip Who?			
Additional staffing required to support trip What would this look like?			
Peer group considered / bedrooms allocated			
Consideration of unstructured times Responsibility?			
Behaviour management plans shared with all staff on the trip Responsibility?			