

Working for In Jarwickshire

Planning a school residential trip for a child /student with additional needs

Children and young people with additional needs can benefit enormously from participating in a residential trip alongside their peers. However it may be necessary to plan a little more carefully before the visit to ensure that the experience gives the child /young person the greatest chance of success.

It is anticipated that all trips will complete generic risk assessment to cover activities. Individual risk assessments may be necessary for a child / young person with more complex needs after completion of the following document. These should be done in consultation with parents/carers

Checking questions to be completed with parents/carers before finalising the trip

Questions to be asked	Parent/carer responses	Action required/risk assessment required
Has your son/daughter successfully stayed away from home before? (relatives, friends, school residential cubs, brownies etc)	If Yes , is there anything that made the stay away from home successful e.g. planning, pictures, schedules, prior visits	
	If No is there any preparation parents/carers can do to prepare their child for the experience of being away from home without parents/carers?	





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	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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	Parent /carer responses	Action required
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		
Additional comments		





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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?		•	•

