



*Working for
Warwickshire*

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		
<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?			