

Day trip reconnaissance checklist

Venue name: _____.

Date visiting: _____.

Before you begin the checklist:

Have parents and pupils been consulted regarding accessibility requirements for the trip?

If the answer is **no**, consultation needs to take place before planning can progress.

TRANSPORT	Action required?	Action
Do you need specialist/accessible transport for pupils with limited mobility for instance?		
Do any pupils need rest breaks on the journey?		
Is specialist seating/seatbelt required for the journey?		
Do you need additional staffing?		
What is the additional cost of specialist transport?		
Have staff arranged insurance if transporting pupils in private vehicles?		
Is a Blue Badge required?		

VENUE AND ACTIVITIES - MOBILITY	Action required?	Action
Is the venue accessible for their specific SEND? (e.g. steps, door widths, pathways)		
Are there any fixtures which will inhibit access?		
Are the toilets accessible?		
Is a Radar key required?		
Is specialist clothing required? (e.g. wetsuit, life jacket – check buoyancy aids with instructor, as individual aid may be required)		

Does the venue have restrictions on the number of wheelchairs admitted?		
Have you informed the venue of access requirements?		
Is there somewhere sheltered to go if too cold or wet; that is still within the same area as their peers?		
If the activity is inappropriate/inaccessible has a reasonable alternative been planned/considered and have the pupil and parents been consulted on this?		
Has a full risk assessment been carried out for each activity/pupil with SEND and signed off?		
Can pupils access activities independently or are adjustments to the plan required?		
Does the pupil need alternative evacuation procedures?		
Does additional time need to be allowed for pupil transition between activities?		
Are ramps required for access? Have you considered providing a portable ramp?		
Are the door widths sufficient?		
Are there lifts, if required? Are they of appropriate size?		
Do any pupils need a communication device to contact an adult?		
Can additional equipment required be transported to the venue?		
Can the eating area be accessed?		
If required, is there somewhere private/quiet to eat?		
Is there a secure facility for charging/storing electric wheelchairs?		
Has a risk assessment been carried out for the venue?		
Are the tables and chairs adjustable? Or can adjustable chairs and tables be provided?		

VENUE AND ACTIVITIES - SENSORY (AUTISM)	Action required?	Action
Is the venue quiet?		

Does it have a quiet area? (a chill zone?)		
Is there a quiet route to activities within the venue?		

VENUE AND ACTIVITIES - HEARING AND VISUAL IMPAIRMENT	Action required?	Action
Is there clear signage around the venue and the route?		
Is there an alternative evacuation procedure?		
Are there audible instructions?		

TOILET/SHOWER FACILITIES	Action required?	Action
Is the toilet appropriate for needs of pupils with SEND?		
Is there a hoist (if required)? Is a portable hoist required?		
Is a changing bed required?		
Is there somewhere secure to store personal care items?		
Is there a biohazard bin (if required)?		
Is there an appropriate hand basin?		
Are additional adults required for personal care?		
Time considerations of showering/toileting		
Are additional clothes required (or clothes washing facilities)?		

Accessible toilets can be located nationally and throughout the city through the following website - http://www.changing-places.org/find_a_toilet/location_map_and_national_register.aspx