

## **Residential trip reconnaissance checklist**

Venue name: \_\_\_\_\_.

Date visiting: \_\_\_\_\_.

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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.

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<b>TRANSPORT</b>	<b>Action required?</b>	<b>Action</b>
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?		
If the pupil has sensory difficulties, can they have a quieter seating area?		
Can the pupil travel with their friends? Or can the pupil's friends travel with them?		

<b>VENUE AND ACTIVITIES - MOBILITY</b>	<b>Action required?</b>	<b>Action</b>
Is the venue accessible for their specific SEND? (e.g. steps, door widths, pathways)		

<b>Are there any fixtures which will inhibit access?</b>		
<b>Are the toilets accessible?</b>		
<b>Is a Radar key required?</b>		
<b>Is specialist clothing required? (e.g. wetsuit, life jacket – check buoyancy aids with instructor, as individual aid may be required)</b>		
<b>Does the venue have restrictions on the number of wheelchairs admitted?</b>		
<b>Have you informed the venue of access requirements?</b>		
<b>Is there somewhere sheltered to go if too cold or wet; that is still within the same area as their peers?</b>		
<b>If the activity is inappropriate/inaccessible has a reasonable alternative been planned/considered and have the pupil and parents been consulted on this?</b>		
<b>Has a full risk assessment been carried out for each activity/pupil with SEND and signed off?</b>		
<b>Can pupils access activities independently or are adjustments to the plan required?</b>		
<b>Does the pupil need alternative evacuation procedures?</b>		
<b>Does additional time need to be allowed for pupil transition between activities?</b>		
<b>Are ramps required for access? Have you considered providing a portable ramp?</b>		
<b>Are the door widths sufficient?</b>		
<b>Are there lifts, if required? Are they of appropriate size?</b>		
<b>Do any pupils need specialist sleeping arrangements or equipment?</b>		
<b>Do any pupils need adult support through/during the night?</b>		
<b>Do any pupils need a communication device to contact an adult?</b>		
<b>Is the bed appropriate height for handling?</b>		
<b>Can additional equipment required be transported to the venue?</b>		

Can the eating area be accessed?		
If required, is there somewhere private/quiet to eat?		
Are the communal areas accessible?		
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 the 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?		
Is the shower accessible?		
Is seating required in the shower?		
Are additional adults required for personal care?		

<b>Time considerations of showering/toileting</b>		
<b>Is it appropriate to shower/are there suitable facilities for alternative washing methods?</b>		
<b>Are additional clothes required (or clothes washing facilities)?</b>		
<p><b>Accessible toilets</b> can be located nationally and throughout the city through the following website - <a href="http://www.changing-places.org/find_a_toilet/location_map_and_national_register.aspx">http://www.changing-places.org/find_a_toilet/location_map_and_national_register.aspx</a></p>		