

Lineham Farm

Children's Centre

Checklist for groups wanting to visit Lineham Farm

Below is a checklist of things for you to consider when you are visiting Lineham Farm. It is not an exhaustive list but will help you with planning your trip. There are many things to consider and we hope that you will find this useful.

General

- Cost of trip – value for money
- Purpose of the trip – education aims of the visit
- How does the trip link with the Curriculum?
- Social / emotional benefits for the participants
- Have you discussed the trip with the children/young people?
- Have you considered what you want the activity to achieve in terms of Learning Objectives?
- Have you got insurance which cover your requirements?
- Kit list – what will your group need?
- How are you going to get the group to the centre – transport?
- How are you paying for the trip – PP, SP, parents, governors, 'friends of?'
- Information for parents – presentation/ paperwork/ verbal
- Do you need to carry out a pre-visit to the centre you want to book?
- How will you evaluate the visit?
- How many nights are you planning to be away (residential)

The Group

- How many people are you taking – children, young people, adults, volunteers
- What age group are you taking – ratios, ability
- Have you thought about the gender mix of the group?
- Have you considered all access needs/ requirements?

Accommodation

Is the accommodation suitable for your groups needs?

Do any of your party require specific access to specialist equipment?

Food

Do any of group have any particular allergies?

Religious considerations – do any of your group require Halal?

Healthy food options – what will the group eat – variety/choice

Activities

Are the activities suitable for your group – age, height, weight, ability, capability?

Is the centre in scope for AALA licensing

Have you requested a programme from the centre you wish to visit?

Welfare of staff, volunteers, children and young people

Are all safeguarding and health & safety processes in place?

Parental consent

Digital image consent

Medication – does anyone require specialist support – insulin, medication etc.

First Aid – who are qualified First Aid people – centre and visiting staff?

Change of clothes needed depending on activity?

Staffing

Who are you going to take with you – staff/ volunteers

Experience of other staff members – have they been on residential before

Other qualifications consideration (climbing/archery etc)

Ratios of staff according to national guidelines