

Preparation

Checklist:

- Have you planned the trip in accordance with the health and safety and child protection policies of your organisation?
- Has the location been visited: has disabled access, accommodation, facilities, sleeping arrangements, site rules and safety information been checked?
- Have catering arrangements been checked: can all dietary needs be met?
- Are travel arrangements in place?
- Are all vehicle licence and insurance details confirmed?
- Has a full risk assessment been carried out for travel / site / activities?
- Have steps been taken to reduce any foreseeable risks?
- Has the insurance cover been checked for travel / site / activities?
- Ensure you have valid insurance for both on and off-site activity, and that the residential centre or activity centres also have the correct insurance and licences.
- Have all costs been accounted for?
- Do deposits need to be collected and will the participants be allowed to bring pocket money?
- Do any payments need to be made prior to the visit or during it?
- Has a kit list been drawn up?
- Have consent and medical forms been obtained for everyone?
- Are staffing ratios adequate? Do you need both male and female leaders?
- Have all staff undergone recent checks by the Disclosure and Barring Service?
- Do you have adequate first aid supplies and a qualified first-aider?
- Have ground rules, appropriate behaviour, boundaries, discipline and emergency procedures been agreed?
- Have staff got adequate copies of emergency contact details, consent forms, and medical information to take on the trip?
- Have parents got adequate details in case of emergency?

When planning a residential it is useful to first consider what your aims and objectives are. It can be helpful to engage the children in the preparation of the programme of events in order to encourage ownership and enthusiasm.

Guidelines for planning a residential trip for young people
This information does not constitute an exhaustive list, but is a guide to planning a residential trip in the UK for young people. Urban Saints shall not be held liable for any losses, liabilities or damages arising from or in connection with these Guidelines.