



## Outing Planner

Staff member in charge	Date
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Mobile Number	
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Destination	
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Purpose of outing	
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Departure Time	Estimated time of return
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**To be completed by driver**

Staff Name(s)	Young Person Name(s)	Medication Required
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>

This document relates to Article 23 (*Every child with a disability has the right to live a full and decent life with dignity and independence, and to play an active part in the community. Governments must do all they can to provide support to disabled children.*) of the UN Convention the Rights of the Child. This organisation is committed to safeguarding and promoting the welfare of children and young people

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Yes  No

## Essential information and items required

Vehicle Required

Yes  No

If yes Seating Plan completed

Yes  No

First Aid Kit

Yes  No

Has a risk assessment been completed for the activity or outing?

Yes  No

IF **No** please complete a risk assessment for the activity or outing. Alternatively please check the Individual Risk Assessment to see if it covers the activity or outing.

## Itinerary Check List ( Have you packed the following Items )

Journey Pack

Yes  No

Camera

Yes  No

Spare Clothes

Yes  No

Pads

Yes  No  NA

Money

Yes  No

Mobile Schedules

Yes  No  NA

Have the staff read and understood the risk assessment(s) before leaving for the activity or outing?

Yes  No

## To be completed by driver



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Plan B Details: ( What to do if the activity or outing cannot happen )	Emergency Details and Contacts:

Team Leader	Signature
<h2>Car Seating Plan</h2> 	

Name of Vehicle	
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Driver's Seat	Passenger Seat
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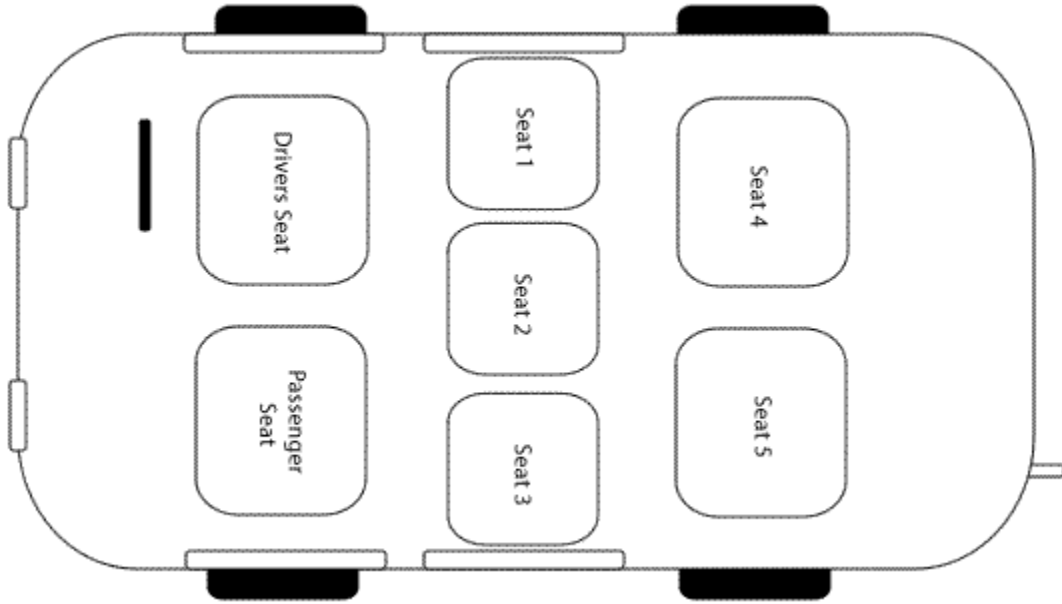
Seat 1	Seat 2
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Seat 3	Seat 4
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Seat 5	
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Car Plan

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## Additional Comments

Name

Date

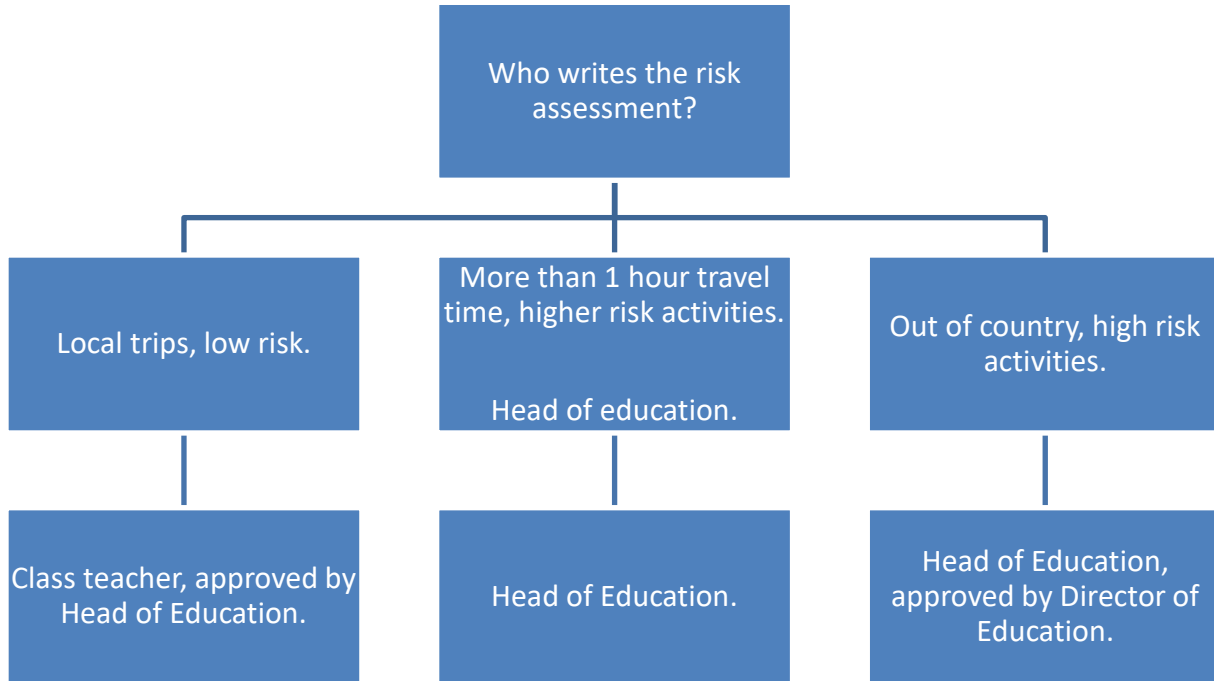
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## Risk Assessments

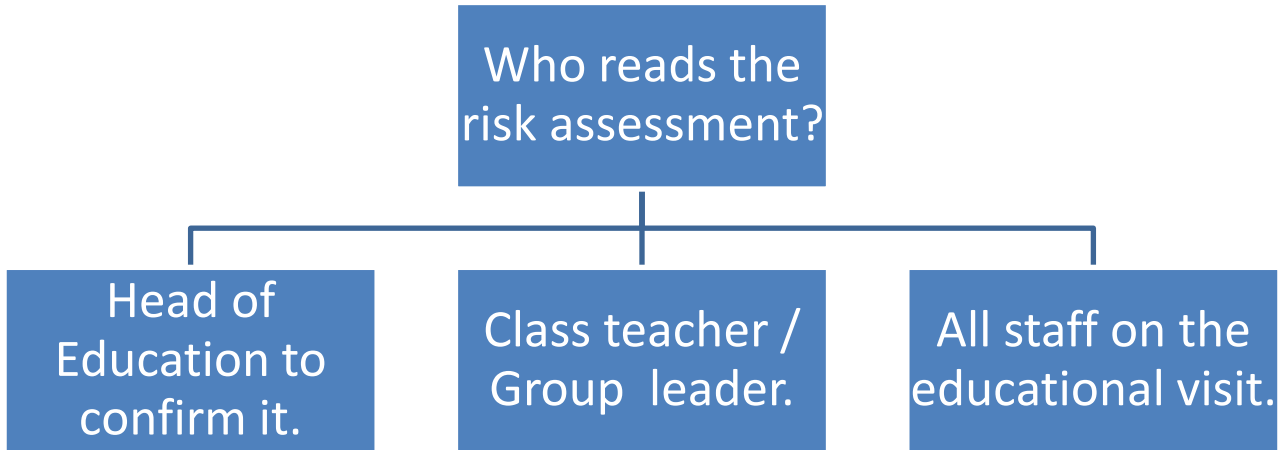


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