**Planning a Residents’ Outing**

**Almshouse Association Template**

The (name of charity) organises group trips to shows, to the theatre, to dances, to garden centres, museums, and other places of interest. A group trip can range from just a few residents to a larger group according to the level of interest in the activity planned.

The trustees of (name of charity) wish to support and assist residents who want to continue attending or being involved in activities in the local community. This encourages the residents to maintain their interests and links with the wider community and their families and friends.

**Planning a Residents’ Outing Policy**

This policy is intended to set out the values, principles, and policies underpinning (name of charity’s) approach to planning and arranging day trips and activities.

**1 Planning**

1.1 When planning a day outing, (staff/trustees/volunteers) will:

* make an appropriate risk assessment, which includes ensuring appropriate risks around i.e. Covid-19, are properly mitigated
* consider accessibility issues and try to ensure that places to be visited will be easily accessible for wheelchair users and any residents with mobility issues. Consideration will also be given to:
* sensory requirements, such as hearing loops for residents with hearing difficulties
* medication needs
* use of specialised coaches with easy access for wheelchair users
* walking aids as necessary for residents
* the need for rest stops during the outing
* make arrangements for appropriate dietary requirements.

1.2 Arrangements will be made to ensure that there is an adequate number of escorts for any outing.

1.3 The destination will be contacted as part of the planning process and any special needs or access arrangements should be discussed in advance of the trip.

1.4 All arrangements will be fully advised to the residents concerned.

**2 Escorts**

2.1 (Staff/trustees/volunteers) will have or be provided with a mobile phone with the telephone number of (name of charity) in case of emergencies.

2.2 (Staff/trustees/volunteers) accompanying the outing will have in their pessession:

* List of names of residents
* Residents’ mobile telephone numbers
* Details of residents’ relevant health problems
* Residents’ next of kin details
* First aid kit.

2.3 (Staff/trustees/volunteers) selected for escort duty will be competent to fulfil the role. They will be fully aware of the residents’ requirements, including any special needs.

**3** **Destinations**

3.1 Residents will be encouraged to make choices about where they go on outings.

**This policy has been approved for issue by the board of trustees of (name of charity)**

Signature: ..........................................................................

Name: ......................................................................................

Date: ......................................................................................