

Offsite visit/activities Procedure

Step 1

- Check the date suits all parties
- Job Coach obtains written permission from parent or carer if possible. Copy to be kept in file.

Step 2

- Ask School/College for relevant paperwork for Job Coach to complete including and legal paperwork the County require
- Job Coach completes a Risk Assessment on the individual regarding that specific activity (e.g business insurance on car they are being driven in, are there two people in the car? - If not possible an individual risk assessment on that particular pupil as to whether the Intern is a risk to be on their own with e.g have they ever made allegations against someone?)
- Emergency Contact numbers of all parties exchanged and included in paperwork

Step 3

- Sit down with activitiy leader and Intern to discuss the paperwork and expectations on the trip
- Job Coach, Intern and Visit leader sign the paperwork and are given a copy