

**PLANNING & ORGANISING COMMUNITY VISITS FOR SERVICE USERS**

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*This Policy summarises the arrangements in place at the Centre for planning and providing a programme of external social activities to reflect the diverse needs of the service users, and in which they can choose to participate, or not. This programme will have the objective of strengthening the Centre's links with the community:*

1. Activities will be planned on a monthly basis by the Manager. They may be whole day events or just morning-only or afternoon-only activities. The month will be divided into weeks and each week's activities planned and documented on an appropriate Planning Form.
2. The Manager will give a minimum of 3 weeks notice of proposed excursions and visits, hence the need to plan a month ahead. Details of each proposed excursion or community visit will be displayed on the Centre's notice-boards for the attention of service users and visitors; additionally each service user will be personally informed by his / her Keyworker.
3. From the weekly plan of activities for each planned excursion / visit a simple check-list Form will be prepared by the Manager or delegate. This check-list will highlight the following:
  - 3.1 The number and names of the service users who wish to take part.
  - 3.2 For each service user:
    - 3.2.1 what special meals may be required;
    - 3.2.2 what medication will need to be brought on the trip by Care Staff to ensure dosage requirements are observed;
    - 3.2.3 whether the service user is reliant upon any aids, such as walking-sticks or frames, and therefore may need special handling requirements.
  - 3.3 Any special requirements for certain service users, such as warm / cool clothing, wheelchair mobility and disabled toilet facilities.
  - 3.4 Transportation requirements:
    - 3.4.1 Type (e.g. coach / taxi / minibus) and number;
    - 3.4.2 Special requirements - wheelchair access and mobility, etc;
    - 3.4.3 Any contractors to be used;
    - 3.4.4 Confirmation of bookings made.
  - 3.5 The number and names of Care Staff needed to accompany the service users (a ratio of 1 staff member : 3 service users is the norm).
4. Once the excursion / visit is confirmed the Manager will co-ordinate the following:
  - 4.1 Ensuring that all service users who have indicated an interest in taking part are informed through their Keyworkers.
  - 4.2 Liaising with Care Staff to ensure that the required number of staff are released and that Staff Duty Rotas are appropriately amended.