

# YOUR CHECKLIST FOR A GREAT RESIDENTIAL

## *BEFORE COURSE*

COURSE TITLE: .....

COURSE DATE: .....

CENTRE: .....

CENTRE CONTACT DETAILS: .....

TO DO	ACTION	CHECK
<b>HEADTEACHER AGREEMENT</b>	Submit a proposal to your headteacher or governing body, seeking approval for the course in principle. Make sure you include: <ul style="list-style-type: none"> <li>• Date</li> <li>• Duration</li> <li>• Cost</li> <li>• Course objectives</li> <li>• Centre details</li> <li>• Pupil group number</li> <li>• Staffing resources</li> </ul>	<input type="checkbox"/>
<b>STAFFING</b>	Get visiting staff members signed up to attend your course and also cover for them back in school. Ensure this staffing (where necessary) includes male and female supervision.  Share our visiting staff guidelines: <a href="https://outwardbound.org.uk/VSguide">outwardbound.org.uk/VSguide</a>	<input type="checkbox"/>
<b>CONFIRM YOUR BOOKING</b>	Sign your contract and pay your 10% deposit	<input type="checkbox"/>
<b>RISK ASSESSMENTS</b>	Your Outward Bound centre will have any risk assessments you need	<input type="checkbox"/>
<b>INFORMATION FOR PARENTS</b>	Send course details to parents, including: <ul style="list-style-type: none"> <li>• Parental consent form</li> <li>• The course objectives</li> <li>• How much the course will cost parents, with transport</li> <li>• Insurance cover details</li> </ul>	<input type="checkbox"/>
<b>PARENTAL CONSENT FORMS</b>	Set a deadline to get these back and decide who will chase outstanding forms in	<input type="checkbox"/>
<b>PROMOTE YOUR COURSE</b>	We have resources here to help you advertise and promote the course to your students here: <a href="https://outwardbound.org.uk/recruitment-toolkit">outwardbound.org.uk/recruitment-toolkit</a>	<input type="checkbox"/>
<b>FUNDRAISING</b>	If you're planning a fundraising event or setting students a target to raise, you'll find some tips and ideas here: <a href="https://outwardbound.org.uk/funding">outwardbound.org.uk/funding</a>	<input type="checkbox"/>
<b>PRE-COURSE BRIEFING</b>	Arrange a meeting for attending students. Be sure to talk about what they can expect on the residential and what behaviours are expected of them. Your Account Manager can send you a PowerPoint presentation or there are videos and resources here <a href="https://outwardbound.org.uk/recruitment-toolkit">outwardbound.org.uk/recruitment-toolkit</a> to build the excitement.	<input type="checkbox"/>

# YOUR CHECKLIST FOR A GREAT RESIDENTIAL

## *BEFORE COURSE*

TO DO	ACTION	CHECK
<b>PARTICIPANT INFORMATION FORMS</b>	Send the link to our online Participant Information Form to your families to complete. This asks them for their young person's personal, medical and dietary information	<input type="checkbox"/>
<b>PRE-COURSE WORK</b>	Our pre-course resources will help get your students ready for Outward Bound and add to the impact of your course. Let your account manager know if you do any pre-course work. <a href="http://outwardbound.org.uk/ob/before-your-course-resources">outwardbound.org.uk/ob/before-your-course-resources</a>	<input type="checkbox"/>
<b>PACK YOUR LAPTOP AND CAMERA</b>	You'll be able to access wifi in the main areas of the centre. Don't forget your camera so that you can upload and share your pictures straight away. If you're sharing on social please tag in @outwardbounduk	<input type="checkbox"/>
<b>INFORMATION FOR PARENTS</b>	<p><b>Arrange a parents' evening / session to share:</b></p> <ul style="list-style-type: none"> <li>• The objectives and outcomes of your course</li> <li>• Pre-course information packs to all parents</li> <li>• Where and when to drop off and pick up students</li> <li>• How you will be travelling including the name of the travel company</li> <li>• Emergency contact back at school</li> <li>• Details of provision for special educational or medical needs</li> <li>• Procedures for pupils who become ill</li> <li>• Details of the activities planned and of how the assessed risks will be managed</li> <li>• Standards expected of students around alcohol, sexual behaviour, smoking and general group discipline including prohibited items.</li> <li>• Money, clothing and equipment to be taken</li> <li>• Outward Bound's kit list</li> </ul>	<input type="checkbox"/>



# YOUR CHECKLIST FOR A GREAT RESIDENTIAL

## *AFTER COURSE*

**COURSE TITLE:** .....

**COURSE DATE:** .....

**CENTRE:** .....

**CENTRE CONTACT DETAILS:** .....

TO DO	ACTION	CHECK
<b>ACTION PLANNING</b>	Make sure your pupils have completed their post course action planning	<input type="checkbox"/>
<b>SHARE YOUR STORIES</b>	Remember to upload any photos you have taken to your school's website or social media sites or write a blog and we'll put it on our website and tweet about you	<input type="checkbox"/>
<b>CELEBRATE YOUR SUCCESS</b>	Arrange a presentation for when you're back at school for the students and their parents. You could ask them to each give a short speech on their time at Outward Bound, what they learned, what they will take away and include all the photos from your course.  Share the exciting range of Summer Adventures we have available	<input type="checkbox"/>
<b>BOOK YOUR PLACE FOR NEXT YEAR</b>	Get in touch with your Account Manager to discuss dates for your next course	<input type="checkbox"/>

