

Company Three Blueprint Library



Trip Form

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Company Three take our young people on trips to watch shows as often as we can. We look for shows which relate to the plays they are making with us, and luckily we have partnerships and connections with local venues so often are offered free tickets. If we can't get free tickets, we speak with Box Office at the venue and try to negotiate a group or young person booking discount.

Our ratio of young people to adults on a trip is 15:2, and we always make sure there's a core member of staff present. On a trip, we always take: a full charged work phone with young people's phone numbers, and their parent/guardian's phone numbers; some petty cash to top up anyone's travel card and buy interval ice cream; our travel first aid kit.

We use this trip form to help us plan these trips, and so that the information is stored centrally should we need to hand over the trip delivery to another member of staff.

Proposal	
Trip:	<i>Name of Show or activity</i>
Purpose:	<i>What is the purpose of the trip? How will it benefit the group? How does it relate to the wider programme?</i>
When:	<i>Date and time</i>
Where:	
Duration:	
Who is it for?	<i>Which group will attend?</i>
Which member of staff is organising?	
Confirmed details	
Meeting location:	<i>We usually meet where we have our regular sessions or the local train station.</i>

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Schedule:	<i>For e.g.</i> <i>Meet at:</i> <i>Leave meeting point:</i> <i>Arrive at venue:</i> <i>Show starts:</i> <i>Show finishes:</i> <i>Arrive at pick up point:</i>
Young people attending:	<i>Numbered list of young people who have confirmed their attendance, and whose parents or guardians have confirmed their attendance.</i> <i>1.</i> <i>2.</i>
Staff Attending Designated first Aider	<i>We use a ratio of up to 2 staff: 15 young people on a trip.</i>
Travel plan: How are you getting there and getting young people home?	Detailed travel plan: <i>E.g. Meet at Highbury and Islington Station, travel 4 stops Southbound on the Victoria Line until Oxford Circus. Use Oxford St East exit. Walk for 10 minutes to reach the venue.</i> Names of young people who can go home alone and who are getting picked up by parents: <i>If the group are older (17/18), they often travel home alone from the venue and we text parents and guardians to know when they have left the venue.</i>

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	<i>If they are younger and the trip ends late, parents and guardians often collect their child from the local train station.</i>
Trip specific related risks or considerations: e.g. performance content, location, risks relating to individual young people	