

Inclusion checklist when looking for activities

Inclusion means....

being there, and feeling part of the whole whilst having the choice to take part or not.

Staff

	Yes	No
Is the organisation part of Inclusion Matters?		
Have you spoken to the activity leader to outline any additional information that might be required (additional needs, triggers, calming strategies)		
Have you shared your child's personal profile / notes about major interests / abilities / thoughts or worries?		
Do you have their mobile telephone number?		
Do the staff look comfortable / confident in meeting your child's needs, regardless of their ability?		
Is there anything you can do or provide to help them?		
Have the staff had any training around disability and equality issues?		
Have the staff received first aid training?		
Who is the first aider? - they should have 2		

Venue

	Yes	No
Is the venue fully accessible?		
Is an accessible (disabled) toilet available?		
Is there a separate area identified within the facility for changing?		
Are all of the facilities appropriate for the activities to be undertaken?		
Is the equipment appropriate?		
Are the staff adequately trained to use hoists etc if needed?		
Is information (leaflets, posters, consent forms) available in alternative formats upon request?		

Health & Safety

	Yes	No
Have you completed a consent form including as many contact telephone numbers as possible?		
If you need to, have you given the setting a care plan detailing medication requirements and procedures?		
Do all the staff have an Enhanced CRB check?		
Does the activity leader complete a daily register?		
Have you provided the activity leader with an alternative person to contact in an emergency?		
Have you requested a copy of the activity risk assessment?		
Have you been provided with an evaluation/feedback form at the end of the session?		