

BEAULIEU DEVELOPMENT CENTRE GROUP LEADER CHECKLIST

To help your visit run as smoothly as possible, we've prepared the following tick list for your use.

Preparation

- Please read and familiarize yourself and other leaders with the information provided in this pack.
- Liaise with Beaulieu's booking team to arrange a visit to the site to confirm your groups activity programme.
- Hampshire schools will need to inform the appropriate member of staff within the school of the visit. An **Off Site Activities Form** does not need to be completed unless you are planning a residential experience, or your own activities to be led by your own staff.
- Book Transport to and from the Centre arranged / costed (if required)
- Group Travel & Personal Accident Insurance arranged
- Kit Lists & Parental Consent Forms / Medical Forms issued to parents & collected
- All Group Leaders, responsible adults and young people have been made aware of the:
 - Roles and responsibilities of leaders & participants
 - Site Procedures
 - Centre facilities

One month before arrival

- Confirm numbers of party and leaders with BDC
- Return to us your group summary list (at least 14 days before visit)
- Please inform us of any change to your original activity program
- Inform us of estimated times of arrival and departure
- Call us to discuss whether you will be meeting us at the Motor Museum coach park, or at our centre in Hartford wood, (see map and directions) before being met by our staff.

Upon arrival:

- Any relevant new medical or behavioral information is relayed to tutors
- Welcome and Introduction
- Share program and learning objectives with group

Follow Up

- Evaluate & review the experience with the group
- Fill in a feedback form and return to BDC. We welcome feedback, so please feel free to notify us of what was best about your visit and any improvements you would like to see
- Send examples of work, photographs etc. to Beaulieu for sharing with other groups via our website or displays
- Provisional booking made for next visit