



National
Guidance

oeapng.info

Parent and Guardian Check List

- I have completed all the requested documentation.
- I have paid any agreed fees.
- I am confident that the staff are aware of any medical conditions and/or special needs of my child including any emotional wellbeing or mental health issues which may affect his/her participation in the visit.
- My child fully understands his/her responsibilities.
- I know who to contact if there is an emergency.
- I have dates and times of the visit and understand its purpose.
- I know the range of activities my child will participate in and have given consent when needed.
- I and my child understand and have agreed to the visit code of conduct.
- I understand my responsibilities in relation to the code of conduct including my specific responsibilities in case of the need to support the early return of my son/daughter.
- My child is fully prepared to participate in the visit.
- Where the visit is more complex (e.g. a residential), I have had the opportunity to attend a parents' meeting.
- I am contactable throughout the visit and, when necessary, I will be available to support the code of conduct.
- I have provided accurate emergency contact numbers for the duration of the visit.

