



## Things to know about holidays



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Owner: Aileen Reid

Policy Location: Operational Policy & Procedure Handbook

## Things to know about holidays



- Turning Point Scotland knows that going on holiday is important for some people. Going on holiday allows people to have new experiences.



- Some people may go on holiday with their family. Their family may plan the holiday. Other people may want help from their support workers to plan a holiday. They may want support workers to go on holiday with them.

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## Support you can get to plan a holiday



- Deciding where to go. Your support worker may be able to go to a travel agent with you or support you to look at holidays on the internet.



- Paying for a holiday. Your support worker may be able to help you to save for your holiday. You may be able to get help to speak with your social worker about getting money for going on holiday. Or, your support worker may help you to raise the money for going on holiday.



- Planning a holiday. Your support worker can help you to write a holiday support plan. Your holiday support plan will include your travel arrangements, equipment and medication you need on holiday, your spending money, and risk assessment.

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## Support you can get to go on holiday



- If a support worker is going to go on holiday with you, you can decide who you want to go with you. Your support worker can help you to stay safe and healthy while on holiday.



- Your support worker will help you to do the things you want to do on holiday. If you need help to go swimming, sunbathe or take part in activities they will support you.



- Your support worker will ask you if you want time on your own on holiday and try to make that happen.



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- Your support worker will help you to keep your money safe and make sure you get money when you want it

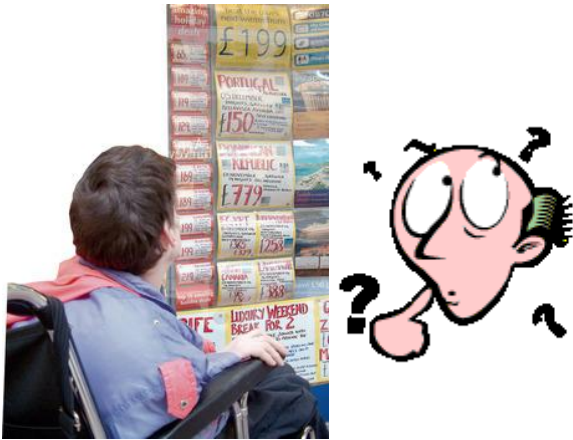
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## Who does what?



- Your key worker should help you to decide what you want to get from a holiday and help you to do your holiday support plan.

You can stick a photo of staff here.

- One of your staff team will be asked to help you to be in charge of your holiday. They should make sure that everything is planned the way you want it.

## **EMERGENCY**



- They should make sure that you will be safe while you are on holiday. They should help you plan what to do if anything goes wrong on holiday, or if there are any emergencies.

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You can stick a photo of your manager here

- Your holiday support staff should stick to your holiday support plan. They should help you to stay safe and healthy. They should keep the forms in your holiday support plan up-to-date.
- Managers should make sure that the staff that are supporting you have been properly trained. They should make sure that the staff know how to keep you safe. They should make sure that the staff know what forms they need to fill in.

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## Holiday support staff

You can stick a photo of staff here

Some things to know about the staff that support you on holiday:

- Staff are at work during the holiday. They are not on holiday.



- Staff are not allowed to drink alcohol when they are working.



- Staff should not smoke near you.



- Staff have a list of things that they should do to make sure your holiday goes well
- Staff have a lot of forms to fill in before you go on holiday and while you are there.

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## Tick (✓) List



- You might want to check that as much as possible has been done to make sure that your holiday goes well by ticking things on the list. Your support worker can help you to do this.

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## Tick (✓) List

Task	Done (✓)
 Find the holiday you want to go on and book it	
 Work out how you will get the money to pay for it	
 Write your holiday support plan and get it signed	
 Write down what should happen if there's an Emergency while you are on holiday	
 Plan what equipment you will take with you and what equipment you need to book, for example wheelchairs or hoists	
 Pack everything you will need while you are on holiday including medication, tickets, passport and your support plan	
 When you get there, find out what to do if there is a fire while you are there	

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## About this document

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