

Project Connect
Session Routines

Last review: September 2015

Equipment

First Aid Kit	Emergency Procedure	PPE
Pro forma consent forms	Mobile phone	Emergency bivi-bag
Risk-benefit analysis	Tools & firelighting kit	Spare clothing
First Aid book	Handwashing kit	Fire blanket
Incident log	Fresh water/water carrier	Toileting kit

Setting Up

1. Carry out a session risk assessment of site and advise/act accordingly
2. Collect necessary equipment and restock first aid where necessary
3. Meet and register group
4. Check phone signal

Session Opening

1. Introductions of any new faces
2. Make the group aware of new hazards or medical considerations
3. Check that they are all wearing suitable clothing and footwear
4. Take the group to the location
5. Form an opening circle
6. Describe or walk the boundaries for the day
7. Engage children in the development of rules and guidelines for the day
8. Describe the day's activities

During the Session

- Visually check all equipment before use
- Check on pastoral needs of group
- Conduct a head count, as needed
- Ensure appropriate personal protective clothing is worn

Closing the Session

1. Extinguish any fires properly
2. Count any tools used into their bag
3. Remove structures
4. Check for litter etc.
5. Collect the equipment
6. Form a closing circle
7. Conduct some type of evaluation with the group (questions, talking stick or drawing)
8. Walk the group to the pick-up point
9. Bid farewell to the group
10. Thoroughly check equipment
11. Complete the appropriate evaluation forms