



GUIDELINES for OUTINGS

Outings Criteria:

For Home and Community Care clients with limited opportunities to socialise

Outings Guidelines:

In place to ensure access and equity of service

How do I book to go on an Outing?

Check the date on the right side of the calendar and ring the IWCT office after 9.00am.

Can I leave an Outing booking message on the answering machine before that date?

Outing bookings will not be taken from the answering machine prior to 9.00am on the designated booking date.

Can I ring for myself and a friend ?

Each client is to ring individually for himself / herself.

My friend / relative is unable to call on his / her own. Can I ring on his / her behalf?

If the friend / relative is unable to call then an advocate may ring on their behalf.

Can I go on an Outing every month?

The Outings are run monthly. Clients are encouraged to ring each month but, to be fair to all, you will be placed on Standby if you attended the previous Outing. If there are places available, after clients who didn't go last month are confirmed, you will be able to go again.

We encourage all clients to ring and be placed on Standby as there are often late cancellations.

How many people can be taken each month on an Outing?

The first ten (10) clients who ring on the designated date will be confirmed at the time of the booking – after that, clients will be placed on Standby.

Depending on the Outing destination, we may be able to take more than ten people. Standby clients will be contacted by 4pm latest on the Friday prior to the Outing.

How does Standby work?

Priority on the Standby list is given to those people:

1. In booking order
2. Who have not attended an Outing recently