# **Pre-Arrival Planning Checklist**

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| **To Do** | **Person responsible** | **Complete?** |
| **Family Support Team Preparations** | | |
| Have plan for how family support team will communicate & coordinate (e.g. Slack, Whatsapp, Google Calendar?) |  |  |
| All volunteers are registered, DBS/PVG checked & attended safeguarding training |  |  |
| Team have written & agreed our Code of Conduct |  |  |
| Prepared timetable for first two weeks |  |  |
| Confirmed rota of 24-7 interpreters for first two weeks |  |  |
| Rota of ESOL tuition/conversation practice prepared |  |  |
| Risk Assessments written for volunteering in the family home and arrival day |  |  |
| **Accommodation** | | |
| Tenancy Agreement translated and ready to sign |  |  |
| Have keys to house at least two weeks before |  |  |
| Plan for registering and paying utilities and council tax |  |  |
| Douche and net curtains installed in house |  |  |
| Stair guard and child locks installed if young children |  |  |
| Instructions for how to use appliances in family’s language |  |  |
| **Providing Initial Resources** | | |
| Completed Welcome Pack |  |  |
| Code of Conduct, Complaints & Safeguarding procedures translated into family's first language |  |  |
| Stocked house with food, toiletries, cleaning products for first two weeks |  |  |
| Cans/ingredients labelled in family's language |  |  |
| Arrangements for distributing £200 per person on arrival |  |  |
| **Arrival Day Plans** | | |
| Decide who will welcome family at airport |  |  |
| Book transport |  |  |
| Prepare child car seats, travel sick bags, and snacks for journey (and face masks & hand sanitizer during covid-19) |  |  |
| Prepare welcome banner |  |  |
| Welcome meal ready to heat up on arrival |  |  |
| PCR tests booked if necessary |  |  |
| **Appointments & Registration** | | |
| Made arrangements with GP practice to register family within one week of arrival |  |  |
| Made arrangements to register with Dentist & Opticians |  |  |
| School places secured, and arrangements for family to visit |  |  |
| Appointment booked with Job Centre within 3 days of arrival |  |  |
| Made arrangements to open bank account, appointment booked if necessary |  |  |
| Made arrangements to register with ESOL classes |  |  |
| **Technology** | | |
| Have sim card for phone |  |  |
| Added useful contacts onto sim card |  |  |
| Added useful apps, and bookmarked useful websites onto laptop/tablet/phone (e.g. Zoom, Email, Bus Timetables, Google translate) |  |  |
| Set up email accounts |  |  |
| Have prepared a secure method to write down passwords/log-in details for email, Universal Credit etc. |  |  |