



Sherburn Visiting Scheme

Booking Policy

All bookings for SVS activities must be made through the office. Activity coordinators and volunteers should pass any bookings made with them directly, to the office as soon as possible. This ensures attendance records are accurate, activities remain within safe capacity limits, and members can be contacted if plans change. If members alert a volunteer or activity coordinator to the need to cancel or change the booking, this information should also be passed to the office.

SVS Central Booking System

Activity Booking Folder

Each activity has its own booking sheet.

The sheet includes:

- Activity name
- Date
- Maximum number of places
- Member name
- Telephone number and address

Members book by:

- Telephone
- Calling into the office
- Speaking to a member of staff who will pass the information to the office

Waiting List

Any members booking a place after the activity is full will be given priority the following week.

Once the activity is over:

- The completed booking sheet is filed.
- This provides a record for reporting, safeguarding and funding evidence.