

Hill House School Policy

Activity Planning



At Hill House, we encourage all of our young people to participate in activities and trips, whether as part of their curriculum during the school day or out of class time; in their home or out and about making use of trusted organisations, facilities and places of interest in the community.

Carefully planned and appropriate activities are not only fun but they give a young person the opportunity to achieve their full potential in all aspects of personal development by extending their range of interests, hobbies, and learning opportunities.

Staff need to feel confident when arranging activities so as to maximise the benefits for each young person and to secure the welfare and safety of all concerned.

This is done through proper planning and risk assessment and there are procedures in place to help you to do this.

Planning

We aim to offer our young people a wide range of activities that take into account their:

- age and abilities
- religious, cultural and medical needs
- EHCP and IEP targets
- care plans
- Individual Risk Assessments (IRAs)
- Behaviour Support Plans (BSPs)

Ideally, activities should be planned in advance for each week. This helps to show the focus and objective of each activity - how it links to the curriculum and IEP targets, fits in with One Planet Living (OPL) principles - and to make sure you have all the resources that are needed e.g. staffing, tickets booked, cash or debit cards, mini bus availability, arts and crafts materials, recipe ingredients etc. Planning in advance also allows for contingencies to be put in place should things change e.g. the weather, train strikes, illness.

On-Site Activities

An Activity Planner for all activities taking place at Hill House is available on our SharePoint.

[Activity Planner – On Site](#)

It must be completed in advance and approved/signed by a senior manager who will make sure you have thought of everything.

Off-Site Activities

All off-site activities must have been pre-approved by a senior member of staff before any visit can be arranged.

An Activity Planner for going out and about – as well as a guide on how to complete it - is available on our SharePoint.

[Activity Planner – Out and About](#)

[Guide to completing the activity planner.](#)

It is important that you complete the activity planner correctly as Senior Managers must be aware at all times of where everyone is when off-site.

Risk Assessments

Risk taking and achieving independence is an essential part of growing up and at Hill House we recognise that some of our young people need help and support to keep themselves safe while learning to become independent. We work with our young people to help them understand risky

behaviours and teach them how to stay safe through role modelling. Activities are a good way to do this.

Each young person has an individual risk assessment that enables staff to assess the risk involved in any given situation. These can be found in their Master Care File.

All on- and off-site activities and their locations also have a risk assessment. These risk assessments take account of:

- the nature of the activity taking place
- the use of a specialised area such as the Hub, music room, allotment or workshop
- any specific equipment or materials used

All activity risk assessments can be found on the Hill House SharePoint.

[Risk Assessments](#)

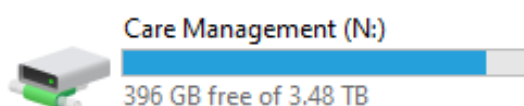
There is a specific risk assessment for large group activities and prior permission from a manager needs to be sought before these are planned.

There is also a risk assessment for groups coming to Hill House such as music and drama groups.

Make sure there is a risk assessment in place for a planned activity before going ahead.

Quality Assurance

Activity planning records need to be kept. In the case of activities arranged by staff in the home, they should be saved in the appropriate team's folder on the Care Management drive.



Activity planning is quality assured in a number of different ways, including:

- Key Performance Indicators (KPIs)
- Senior Leaders having oversight of their team's activity planning
- Team/Care Managers authorising Activity Planners
- Periodic review of the Activity Planner format

Monitoring and Review

This policy will be subject to continuous monitoring, refinement and audit by the Principal.

September 2026

Review Date: September 2027