

Hill House School Policy

Development, Planning, Delivery and Review of all Activities

Hill House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. It is our aim that all students fulfil their potential.

This policy deals with the encouragement, planning of on- and off-site visits and activities for individuals in our care, which take place out of class time and complement the formal education curriculum. No member of staff should be involved in any of these processes without being entirely conversant with the details of this policy and associated documentation.

Purpose

- To ensure that Hill House complies with all the relevant current legislation and other National Standards which govern this area of our work.
- To ensure that every individual at Hill House is provided with appropriate activities in order to maximise their opportunities to achieve their full potential in all aspects of personal development, including fun and enjoyment. In addition, the concerns and/or wishes of individuals and other interested parties are taken fully into account in the process of developing suitable activities for all concerned.
- To ensure that sufficient time, resources and expertise are made available for effective delivery of such activities.
- To ensure that, as far as possible, equality of opportunity is given to any individuals participating in the activity programmes.
- To ensure that appropriate arrangements exist at Hill House for effectively planning, developing, maintaining and reviewing available activities embracing choice, respect, dignity, diversity, independence and preparation for adulthood.

- To ensure that all staff involved in the process of delivery are supervised and guided, deployed and managed so as to maximise the benefits available to the individuals in our care from their participation in the activities.
- To provide a wide variety of opportunities for individuals to enjoy themselves on-site and within the community.
- To aid the personal development of individuals by extending and deepening their range of interests, hobbies and learning opportunities.
- To provide opportunities for individuals in our care to widen and develop their inter-personal skills by meeting and forming relationships with people from outside Hill House.
- To enable young people to work towards and achieve their individual IEP targets whilst out and about
- To assist in developing the location as an integral part of the local community.
- To ensure that the welfare and safety of individuals is a major consideration at all times.
- To ensure that arrangements are in place for securing the safety and protection of individuals when out on visits.
- To ensure that when individuals take part in any off-site visits and activities they do so only after proper pre-planning and risk assessment.
- To ensure that staff are made and kept aware of their legal and professional responsibilities and are provided with clear and up-to-date guidance on planning and carrying out off- site visits and activities.

Policy

‘Activities’ is taken to mean both long/medium term planned and short term/spontaneous activities which operate at times other than those designated as school/college time and which complement and extend the formal curriculum provided at Hill House. Hill House shall provide their individuals with activities providing an appropriate range and balance; taking into account their age, ability, aptitudes and special needs.

Hill House shall, as far as is reasonably possible, take account of the expressed wishes of parents and other interested parties, and of the individuals themselves, unless this can be shown as detrimental to the best interests of the individuals in our care concerned or as conflicting with the principles and practices of Hill House School.

The process of developing, installing and maintaining the range of available activities shall be overseen and co-ordinated by suitably qualified and experienced members of

staff, normally the Vice Principal, Head of Care, Care Managers, and Team Managers. The activities shall be systematically reviewed in line with the relevant standards and regulations for Hill House School.

The Principal will delegate responsibility for developing, delivering and reviewing the organisational arrangements for delivery of activities on a day-to-day basis to the Vice Principal and Head of Care. They shall take overall responsibility for deploying suitably qualified and experienced members of staff to be responsible for:

- Ensuring that all activities are properly pre-planned to maximise effectiveness;
- Ensuring that such activities are at all times carried out in a manner which will ensure maximum benefit to the individuals in our care concerned.

The responsible person shall ensure that staff involved in the delivery of activities are properly equipped for the job in hand through effective guidance and supervision, and that high standards are set and maintained at all times.

The Principal shall ensure that all arrangements for the delivery of activities are kept under regular review and that a policy of continuous improvement is applied to this aspect of the work at Hill House.

Hill House shall encourage individuals to participate in the life of the local community by joining and making use of appropriate organisations and facilities. (see the Hill House Community Cohesion Action Plan).

Hill House shall arrange regular external visits to local places of interest and activities for individuals. Wherever possible, these places should be both registered and approved. However, no such visit or activity shall take place unless and until its planning has complied with, and its execution as planned will comply with, all relevant Statutory Regulations and the processes and requirements as set out in Cambian Group policy, and the required authorisation(s) have been obtained.

Hill House shall have procedures in place setting out instructions and guidance for staff in dealing with emergencies when supervising individuals during on-site and off-site visits and activities.

All individuals in our care shall, as far as is safely possible, have the same opportunities to experience and take part in on- and off-site visits and activities as their contemporaries living at home in the community.

Procedures

Planning and Developing the Activity Choices

After consultation with parents and others as appropriate, the Principal will produce a 'Prospectus' and/or 'Statement of Purpose' outlining the nature and range of the activities to be offered at Hill House School.

The Principal will appoint suitably qualified, experienced and senior members of staff with responsibility for developing and providing activities in line with guidance.

The Principal will delegate responsibility for planning and developing guidelines for all elements of the available activities to the Vice principal and Head of Care following the diagram in Appendix 1 (Flow Diagram - How activity planning and recording fit within the wider framework of individual planning)

The Vice Principal and Head of Care will be responsible for quality control in relation to the production of guidelines and for continuous review of the process and the continuous review of the delivery of activities.

The Principal will delegate all or part of the task of review, revision and amendment to the Vice Principal and Head of Care providing that he/she retains responsibility for the thoroughness and effectiveness of the review process.

The Vice Principal and Head of Care will delegate to suitably qualified and experienced members of staff the overall responsibility for:

- Either organising and managing all the activities of a nominated group of individuals in our care;
- Or organising and managing the delivery of specific element(s) of the activity to the whole establishment;
- Carrying out risk assessments on all activities and venues as required.

The Vice Principal and Head of Care will exert quality control over plans produced to ensure that they are all:

- Sufficiently detailed to guide the delivery process effectively;
- Appropriately matched to the needs and abilities of the individuals in our care for whom they are intended;
- Linked to relevant plans i.e. behaviour support plans, care plans, EHCP and IEPs etc.
- Realistic but progressive;
- Realistically time constrained;
- Clearly demonstrate learning opportunities
- Evaluated

The Team Managers will have overall responsibility for the day-to-day management of the delivery process and the Vice Principal and Head of Care will maintain quality control of that process. They will ensure, by regular monitoring, that the process meets the standards established in this policy.

The current list of prescribed off-site visits and activities with details of the authorisation(s) required prior to each and the procedure for adding new visits and activities to the list are

detailed in the Cambian policy document List of Off-site Visits and Activities, along with Health & Safety Policy: Risk Assessment.

Details of how to apply for authorisation for a proposed off-site visit or activity and the required forms of application for preliminary and full authorisation are detailed in the Cambian policy document How to Apply for Authorisation.

The Principal will ensure that plans submitted for authorisation conform to all the requirements set out in Cambian Group Policies and government guidelines.

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits#evaluating-trips>

<https://www.hse.gov.uk/services/education/school-trips.pdf>

In particular the Principal will be responsible for ensuring that all necessary risk assessments have been carried out in accordance with the guidance contained in Cambian Group policies and the 1998 Good Practice Guide, and the most recent update of this, where appropriate, and that all staff who are planning to take individuals in our care on hazardous trips and activities are physically fit to do so.

On-site activities

All on-site activities and use of specialist areas at Hill House have a risk assessment

The risk assessment takes account of the activity taking place, use of any specialist areas at Hill House and any specific equipment or materials used

These are updated on an annual basis or as needed

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 visiting groups such as music and drama groups. Any external provider who visits the site is accompanied at all times by a member of staff

Off-site visits and activities

All off-site activities and locations also have a risk assessment

A senior member of staff should visit all venues which are to be visited for the first time prior to such visit being approved for individuals in our care

Young people may participate in activities provided by an external group. Thorough risk assessments and checks are undertaken prior to any activity from an external provider. These include DBS check, copy of their risk assessments and insurance documents and

an expectation that they will take part in some basic training delivered by Hill House covering areas such as Safeguarding, Keeping Safe and Communication.

All young people are accompanied at all times during any off-site activity.

Individuals in our care on visits shall be the responsibility of staff from the establishment concerned at all times and individuals in our care shall not be left alone with any other person(s).

Individuals in our care shall only be conveyed on visits to venues in vehicles approved by the Principal. Staff using their own vehicles must have the appropriate insurance cover (business use) and evidence of such cover shall be verified in advance by the Principal.

Hazardous activities

When planning to undertake a possible hazardous activity. Cambian policy document List of Off-site Visits and Activities should be referred to. The correct procedures for permission for a hazardous activity need to be followed and individual consents for each young person sought.

All activities should consider a young person's Behaviour Support Plan, Individual Risk Assessment, Religious and Cultural needs, Medical needs and Health and Safety factors

Accountability

All such visits and activities shall be conducted only and entirely in accordance with the plans submitted and approved.

The Principal shall ensure that the Vice Principal and Head of Care and staff are made, and kept, fully aware of their legal and professional responsibilities in relation to off-site visits and activities on- and off-site.

Hill House shall have procedures in place for ensuring that senior management are aware at all times of where all individuals are located when out on off-site visits and activities.

No off-site visit or activity shall be planned or undertaken until all appropriate risk assessments have been carried out. These need to be led by common sense and be proportionate.

Cambian Group produce and keep under review lists of off-site visits and activities which may only be undertaken with the express authorisation of the Managing Director on behalf of Cambian Group, and those which require only the authorisation of the Head of Care of the location concerned.

Monitoring and Review

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

Principal of Hill House;

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Appendix 1

Flow diagram – How activity planning and recording fits within the wide planning framework

