



# Enrichment Activities Policy

<b>Responsible Staff</b>	HS
<b>Governors Committee Responsible</b>	Full Governing Board
<b>Date Approved</b>	March 2023
<b>Review Date</b>	Annually

## Enrichment Activities Policy

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Appendix 1 : Flowchart

Appendix 2 : **Paperwork for Enrichment Activities :-**

- Enrichment activity proposal sheet
- Enrichment Activity overview
- Request for Cover Information
- Request for Manual Handling Information
- Request for Medical Information
- School Vehicle Request Form (if required)
- Request for Free School Meals
- Risk Assessment template
- Form OSA2 (2007) (Young Person) (Residentials) (in electronic folder)
- Consent to Medical Treatment

Appendix 3 : Emergency Procedures Action Plan

## Enrichment Activities Policy

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### 1. Introduction

- 1.1 The Employer / Governing Body has the responsibility of providing guidance for off-site school visits and it is essential that any Staff member of Exhall Grange Specialist School reads this policy before planning and organising any enrichment activity to be made by pupils from this school.

**NB: FAILURE TO FOLLOW THESE REGULATIONS MAY LEAD TO CONSEQUENCES FOR INSURANCE COVER AND LEGAL LIABILITY.**

### 2. Reasons for Enrichment Activities

- 2.1 All schools are required to offer pupils a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development.
- 2.2 All activities must have a clearly defined educational purpose and we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for the pupils at Exhall Grange School, we offer a range of enrichment activities that enhance what they learn at school.

### 3. Enrichment Activities and curriculum links

- 3.1 All enrichment activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our pupils.
- 3.2 For each subject in the curriculum there is a corresponding programme of activities, which includes visits by specialists. All these activities are in line with guidance published by the LEA: e.g.

**English** – theatre visits, visits by authors, poets and theatre groups;

**Science** – use of the school grounds, visits to local woods and parks, Big Bang Fair;

**Mathematics** – Big Bang Fair, work with local firms;

**History** – castle visits, study of local housing patterns, museums;

**Geography** – use of the locality for fieldwork, field work further away;

**Art and design** – art gallery visits, use of the locality;

**PE** – range of sporting fixtures, extra-curricular activities;

**Music** – range of specialist music teaching, extra-curricular activities, concerts;

**RE** – visits to centres of worship, visits by local clergy;

**Living Skills** – shop visits, work with local firms.

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### **4. Gaining approval for the Enrichment Activity**

#### **4.1 Governors**

As part of their responsibility for the general conduct for the school, the Governing Body has adopted this policy for the effective and safe management of enrichment activities.

The Governors must approve any visit involving an Overnight stay or Overseas. The Governors delegate the EVC (Helen Seickell) the responsibility to approve all other visits.

The Governors have adopted a charging and remissions policy.

#### **4.2 The EVC**

4.2.1 is responsible for ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented.

4.2.2 should ensure that the aims of the activity/visit are commensurate with the needs of the pupils, including those with special educational needs for whom additional, appropriate arrangements may need to be made. For additional guidance refer to the Equality Act 2010

4.2.3 should ensure the suitability of all staff appointed to the activity/visit and cover arrangements for said staff are in place.

4.2.4 should ensure that the activity/visit leader fully understands their responsibilities and has completed all relevant paperwork – see appendix – and that paperwork is distributed to the relevant staff.

4.2.5 should implement effective emergency contact arrangements.

4.2.6 should ensure that financial and insurance matters, staff ratios and parental/carer consent are dealt with appropriately.

4.2.7 should have a system in place to record, audit and monitor school off-site visits.

### **5. Choosing a provider**

After considering the reasons for the activity, the activity leader should check out the provider.

On Residential, Adventurous or Overseas visits, leaders should check to see if the Provider holds the LOTC Quality Badge or has specific National Accreditations (ABTA bonded, AALA licence, Adventuremark, etc.)

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### 6. Parental/Carer Consent :

OEAP National Guidance Document  
[www.oeapng.info](http://www.oeapng.info) 4.3d-Parental-Consent

This guidance reflects the DfE guidance with particular note where consent is NOT required:

Parental consent to off-site activities: Written consent from parents/carers is not required for pupils to take part in the majority of offsite activities organised by a school as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents/carers should be told by letter about the activity and where their child will be at all times and of any extra safety measures required.

Parental/carers consent will be required for residential, out of hours and overseas activities.

Parental/carers letters should be on headed notepaper and include the following wording with regard to contributions:

*"Parents/carers should be aware that in accordance with school policy, charges for this activity/trip are on a voluntary basis. However, without the contribution requested, this activity may not be able to go ahead."*

### 7. Enrichment Activities and Staffing

The activity leader must recognise that whilst leading the activity, they are in effect representing the Headteacher and holds delegated responsibility for Health & Safety and Duty of Care.

It is the responsibility of the Leader to carry out Risk Assessment / Risk management for the visit and to complete all paperwork prior to the activity/visit (see appendix) and follow the flow diagram to gain approval. It is the responsibility of the leader to ensure they have the manual handling and medical forms returned prior to the enrichment activity.

### 8. The Enrichment Activity

#### 8.1 On the day

- The school office will have a copy of all paperwork.
- Take completed medical form First Aid Kit, sick bucket and any pupil medication.
- Take manual handling plans and ensure all accompanying staff have copy of these.
- Complete bus log.
- Copies of Emergency / Critical Incident cards given to all leaders.

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### 8.2 During the day

Young Children must be kept in escort's group at all times. With older children close, or even remote supervision, is acceptable with suitable checks and contingencies in place. (e.g. Yr 11 working in groups of 4 minimum – responsibility to support each-other may be suitable and sufficient for a delimited area in a town centre.)

There should be a system in place to safeguard pupils at all times (e.g. If toileting issues arise, an approach could be not to send young children into the toilets on their own but in small groups.

Staff should ensure the safety and well-being of the pupils in their care and inform the leader or another member of staff of any relevant incident involving pupils in their care as soon as possible. Staff should make reasonable adjustments to manual handling plans to ensure health and safety of pupils are maintained.

### 8.3 On return

8.3.1 Check all pupils off the transport and a member of staff must ensure they return to class or are collected by school transport or parent/carer.

8.3.2 A teacher must remain with pupils until all pupils have departed.

## 9. Financing the Enrichment Activity

When stating the cost for each individual:

Explain where this cost has come from and that the school would like a voluntary donation from parents/carers to fund the activity. The County/School's policy concerning parents/carers who are unable to offer a voluntary contribution is that, no pupil will miss out if parents/carers do not make a voluntary contribution. Parent/carer letters should be on headed notepaper and include the following wording with regard to contributions:

*"Parents/carers should be aware that in accordance with school policy, charges for this trip are on a voluntary basis. However, without the contribution requested, this activity may not be able to go ahead."*

Payments are made through School Money.

The cost of the activity must **not** run at a loss or a profit.

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### 10. Insurance

#### Personal

The staff member, is covered against industrial injuries by the weekly contribution which must be paid during employment. In addition, all employed persons have a possible claim against their employer if they sustain any bodily injury by accident arising out of, or in the course of, their employment. Such claims can only be substantiated where injury can be proved to be through negligence of the employer or another employee [Employers Liability].

In respect of pupils, schools have a legal duty to take care of their well being and safety. Where there is a breach of this responsibility a claim for compensation may be brought.

There is no requirement for schools to make provision for loss through personal injury as the result of an accident where no blame may be attached. Personal accident insurance cover for pupils is a matter for the parents/carers to arrange.

#### Indemnity

Please see reference to parental/carers Consent : -

OEAP National Guidance Document – [www.oeapng.info](http://www.oeapng.info) 4.3d-Parental-Consent  
DfE Document : See EVOLVE – Resources – DfE Tab H&S Advice from DfE 2014

### Insurance Provision

Exhall Grange Specialist School subscribes to the DfE risk protection arrangement as a maintained school.

### 11. Transport

Activities will, where possible, use County minibus/coaches that are booked by school. Some activities will use the school minibuses and have drivers who are MIDAS qualified. External coach companies will also be sourced if appropriate.

### 12. Emergency / Critical Incident Procedures

Exhall Grange School have adopted the EASEE emergency plan.

### 13. Monitoring and Evaluation

After any activity, staff should complete a feedback form within 2 days.

Such a process will help in the celebration of success, measure impact and feed in to the general planning and risk management for future activities. Any significant concerns should be shared with the EVC.

EXHALL GRANGE SPECIALIST SCHOOL

ENRICHMENT ACTIVITIES 2023-2024

Enrichment activity proposal form

Completed by **Party Leader** at least 7 school weeks in advance



**Party Leader** submits proposal on **pink** paper to **LB**



**LB checks availability and** takes proposal to **Deputy Headteacher for approval**



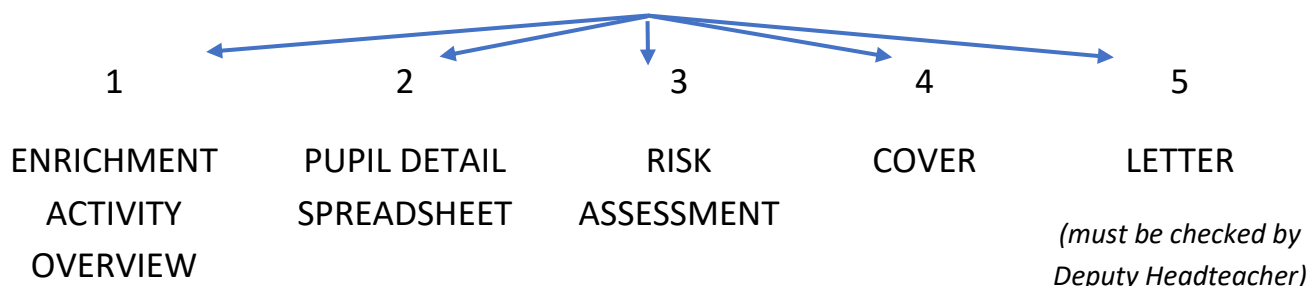
Complete proposal sheet with decision made in principle  
(Y/N/more information needed) – **Deputy Headteacher & LB**



Proposal sheet returned to **Party Leader** by **Deputy Headteacher** within **5 working days**



**Party Leader** to complete paperwork





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**Party Leader** print off paperwork at least 5 weeks in advance of the date of the enrichment activity and give paperwork parts 1-4 to Office Manager (HB), **with pink Proposal Sheet stapled to the front.**

Admin to alert Manual Handling (LB), Health Centre (JM) and DSL (HS & AC) that a new enrichment is in the enrichment pigeon hole



**Party Leader** to ensure letter (part 5) is checked by **Deputy Headteacher** and then sent out to parents no later than 2 weeks before the date of the enrichment activity.



**Party Leader** to liaise with **Office Manager** re school payment system set up



Paperwork to be completed by all relevant parties at least 7 days before the date of the enrichment activity and passed to **Deputy Headteacher** for final confirmation and signature.



**Party Leader** to liaise with relevant **Assistant Head** re: any pupils remaining in school at least 7 days before the date of the enrichment activity

**Party Leader** to share information with all relevant staff involved with the enrichment activity – ideally face to face – and inform all staff impacted by pupils being outside school.



Electronic copy of paperwork placed on the system by office staff in Staff Shared Area/Staff Information/Enrichment



ANY changes at ANY point **MUST** be given to the **Deputy Headteacher** who will inform relevant parties and inform Office Manager to alter the physical paper copy in the school office and the electronic version.



Day of enrichment activity **Party Leader** to ensure paperwork in the Office is accurate at time of leaving school.

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**ENRICHMENT PROPOSAL SHEET**

**Appendix 2**

*(To be completed 7 weeks in advance of the activity taking place)*

Given to: Deputy Headteacher

Day/Date of visit:

Class/Year:

No of pupils:

No of wheelchair/frame users:

Leave time:

Return time:

Destination:

Nature of Visit:

Purpose of Visit:

Link to Curriculum:

Overall Cost:

Details of costings to pupils:

Party Leader:

No of accompanying staff:

Suggested Staff: **(LB to complete)**

**Agreed:**

Yes  No

More information required

Deputy Headteacher Signature: ..... Date: .....

Learning Support Manager Signature: ..... Date: .....

*(To be returned to Party Leader on completion)*

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**ENRICHMENT ACTIVITY OVERVIEW**

(To be completed **5 weeks** in advance of the activity taking place)

Day / Date of Visit:	Class/Year:
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Leave Time:	Return Time:
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Destination:	Nearest A&E/Hospital:
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Address/Telephone Number of Venue:
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Party Leader:	Allocated School Mobile No:	Names of <b>preferred</b> accompanying staff:
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Transport Arrangements:

Vehicles:
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Details of other equipment:  Number of- Occupied wheelchairs: Unoccupied wheelchairs which won't fold: Folded wheelchairs: Walkers : Booster seats : Hoist: Changing bed: Toilet chair:
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Additional Information attached:

**For completion by Party Leader:**

**For completion by EVC:**

Pupil names on Pupil Detail Spreadsheet	
Risk Assessment	
Cover Request	
Letter to Parents/Carers	
School Packed Lunches	

Overview paperwork	
Pupil Detail Spreadsheet	
Risk Assessment	
Cover Request	
Letter to Parents/Carers	

Party Leader's Signature: ..... Date: .....

EVC's Signature..... Date: .....

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**PUPIL DETAIL SPREADSHEET** (To be completed **5 weeks** in advance of the activity taking place)

ENRICHMENT ACTIVITY

Pupil name	Tick if required			Specific Information (please attach any plans required)
	Medications	Handling Plan	Safeguarding	

Party Leader ..... Date .....

Manual Handling Trainer ..... Date.....

School Nurse ..... Date .....

DSL ..... Date .....

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EXHALL GRANGE SPECIALIST SCHOOL

**RISK ASSESSMENT**

ENRICHMENT ACTIVITY

To:	Day/Date:
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Please attach generic risk assessments as required.

Then consider any issues specific to this visit – pupils, group, place, timing, activity, etc – which are not covered under manual handling, medication or the generic risk assessments.

Issue	How to Manage It

Any additional Risk Assessments Attached:

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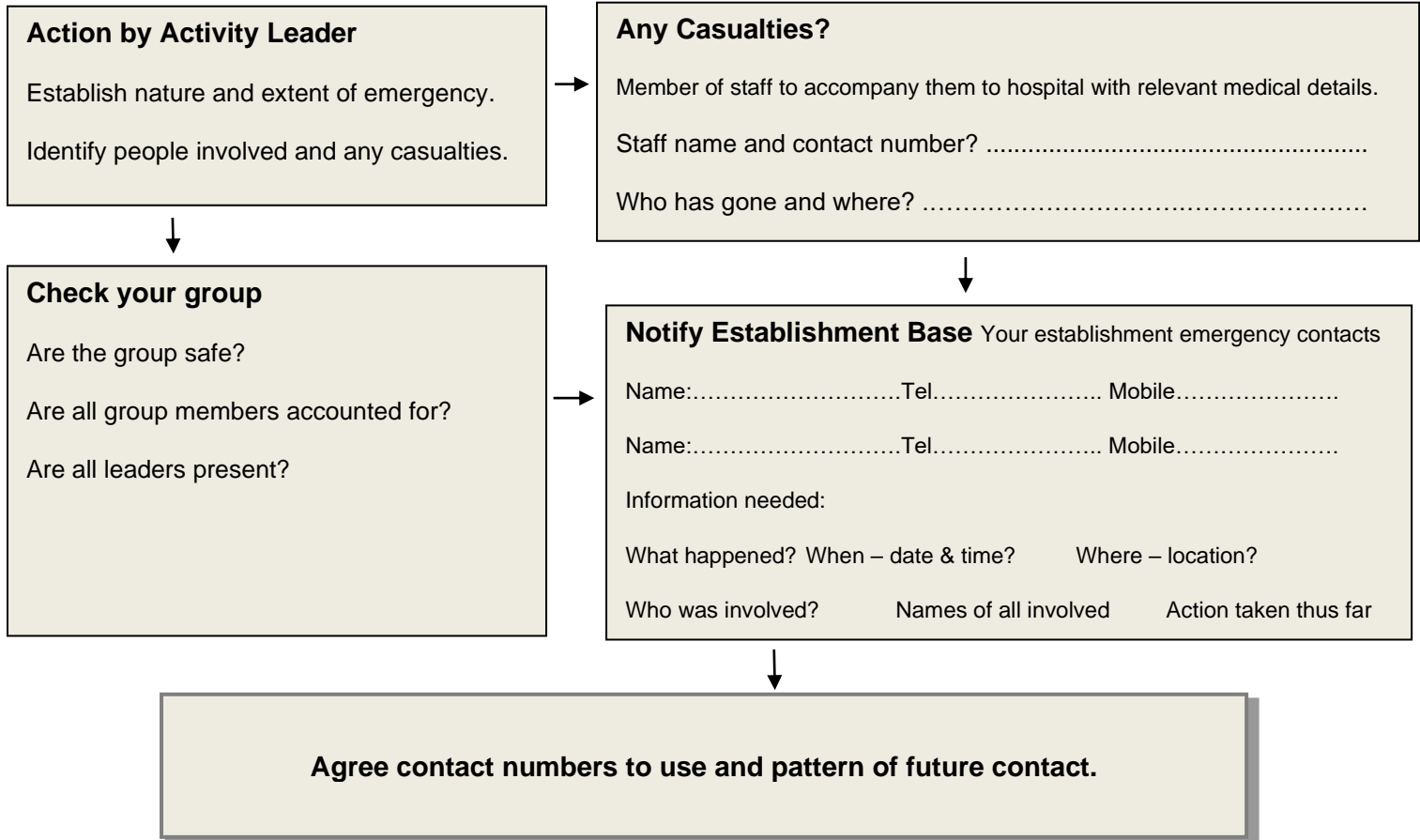
**REQUEST FOR COVER INFORMATION**  
ENRICHMENT ACTIVITY

Staff name:	Form	P1	P2	P3	P4	Form	P5	P6
Timetable for day of visit -								
Please tick if cover required -								
Staff name:	Form	P1	P2	P3	P4	Form	P5	P6
Timetable for day of visit -								
Please tick if cover required -								
Staff name:	Form	P1	P2	P3	P4	Form	P5	P6
Timetable for day of visit -								
Please tick if cover required -								
Staff name:	Form	P1	P2	P3	P4	Form	P5	P6
Timetable for day of visit -								
Please tick if cover required -								
Staff name:	Form	P1	P2	P3	P4	Form	P5	P6
Timetable for day of visit -								
Please tick if cover required -								
Staff name:	Form	P1	P2	P3	P4	Form	P5	P6
Timetable for day of visit -								
Please tick if cover required -								

Party Leader: ..... Date: .....

Learning Support Manager: ..... Date: .....

**EMERGENCY PROCEDURES ACTION PLAN**



**Action by Establishment**

