



Enrichment Activities Policy

Responsible Staff	ACO
Governors Committee Responsible	Full Governing Board
Date Approved	April 2025
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Enrichment Activities Policy

<u>CONTENTS</u>	PAGE
1. Introduction	2
2. Reasons for Enrichment Activities	2
3. Enrichment Activities and Curriculum Links	2
4. Gaining approval for the Enrichment Activity	3
5. Choosing a provider for an Enrichment Activity	3
6. Information about the Activity to/from pupils and parents/carers	4
7. Enrichment Activities and Staffing	4
8. The Enrichment Activity	4
9. Financing the Enrichment Activity	5
10. Insurance	5
11. Transport	6
12. Emergency Procedures	6
13. Monitoring and Evaluation	6
14. First Aid	6

Appendix 1: Pupil Detail Spreadsheet

Appendix 2: Emergency Procedures Action Plan

Appendix 3: Evolve Enrichment Protocol

Appendix 4: Internal Enrichment Form

Enrichment Activities Policy

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.
- 1.2 Exhall Grange currently uses Evolve to plan and record external enrichments activities.
- 1.3 Exhall Grange has also introduced an internal enrichment form to support planning for any internal on-site events. Please see appendix 4.

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.

Enrichment Activities Policy

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 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, 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.
- 4.2.5 should implement effective emergency contact arrangements.
- 4.2.6 should ensure that financial and insurance matters, staff ratios and parental/carers 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.)

Evolve will do this check automatically and log on the form.

Enrichment Activities Policy

6. Parental/Carer Consent:

OEAP National Guidance Document

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 activity leader to ensure that all staff attending are aware of the timings, pupils attending and staff have read and agreed to all relevant paperwork.

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 and follow Evolve protocol to gain approval. It is the responsibility of the leader to ensure they have the manual handling, safeguarding and medical forms uploaded to Evolve prior to the enrichment activity.

8. The Enrichment Activity

8.1 On the day

- The school office will have a copy of all paperwork, including a register of exact attendance and names of all pupils remaining in school.
- It is the responsibility of the party leader to ensure that they have appropriate Medication, First Aid Kit and Sick Bucket, along with any pupil specific information from the school medical team.
- It is the responsibility of the party leader to ensure all accompanying staff have seen and signed a copy of any enrichment specific attachments on the Evolve system.
- Party leader to complete vehicle, check and journey log.
- Copies of Emergency / Critical Incident cards. given to all leaders.

Enrichment Activities Policy

- All pupils must be counted onto the vehicle and checked against a register of attendance.

8.2 During the day

Young Children must be kept in an escorted 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 Party leader is responsible for signing pupils back into school. In the event of the enrichment activity taking place out of school hours it is party leaders' responsibility to ensure all pupils are signed over to parents and carers and marked off on the register.
- 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.

10. Insurance

Enrichment Activities Policy

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

12. Emergency / Critical Incident Procedures

Exhall Grange School have adopted the emergency procedure action plan (See appendix 2)

13. Monitoring and Evaluation

After any activity, staff should complete the finalised register and Evaluation Form on Evolve.

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

14. First Aid

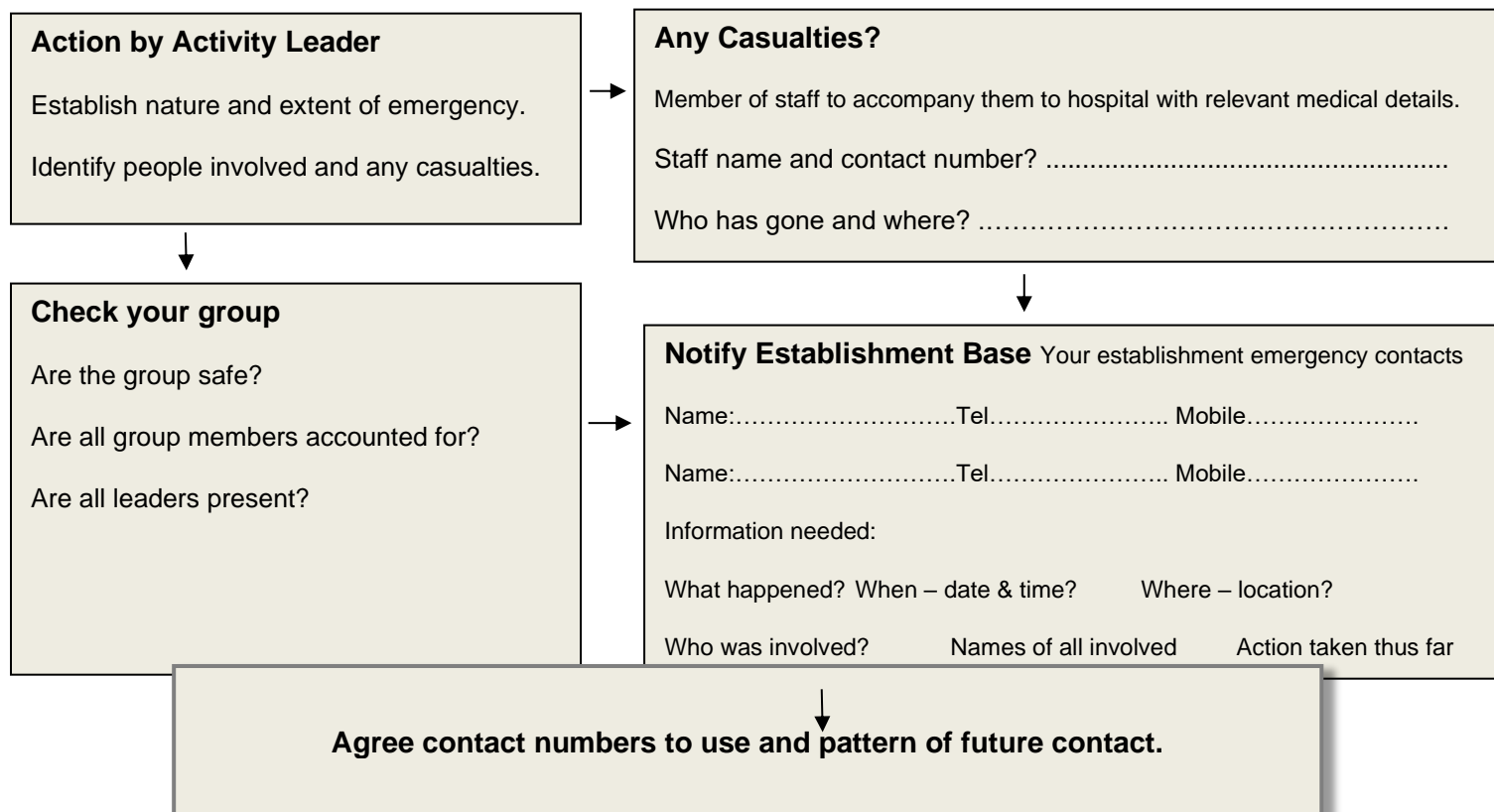
Enrichment Activities Policy

All enrichment activities should have a first aid qualified member of staff in attendance, however if this is not possible actions to cover this must be clearly defined in the event specific plan on Evolve.

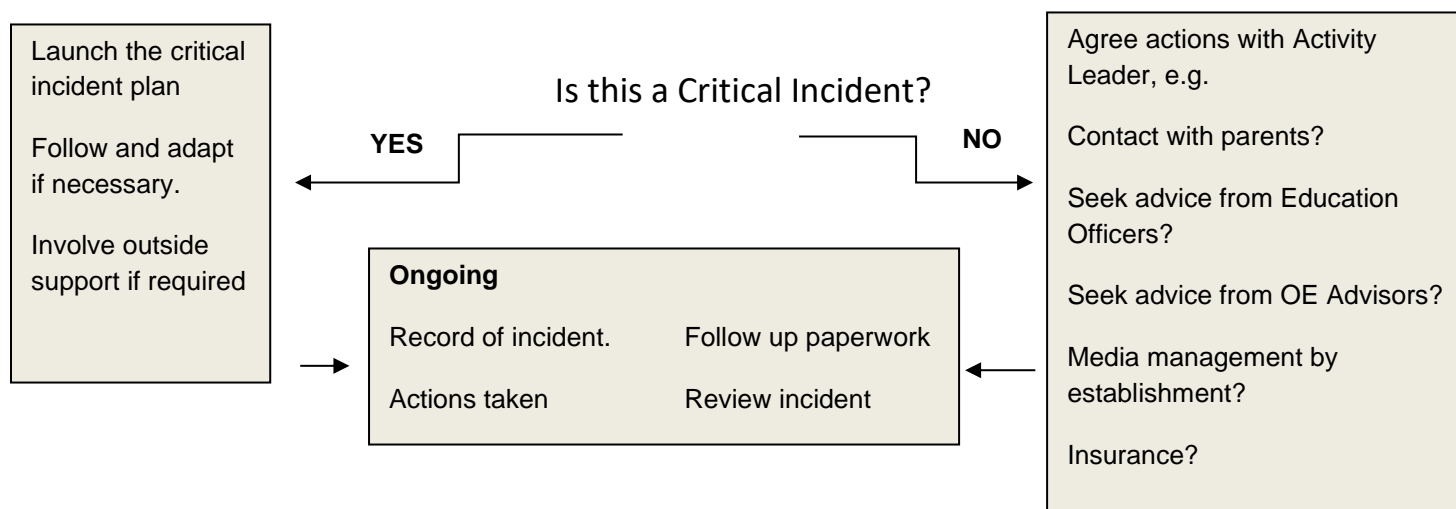
Date:

Appendix 2

EMERGENCY PROCEDURES ACTION PLAN



Action by Establishment



Enrichment Activities Policy

Appendix 3

Evolve – Enrichment protocol September 2024

Evolve home page

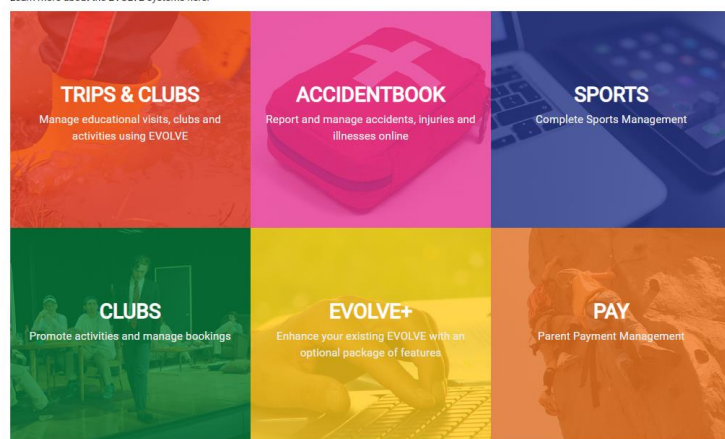
<https://evolve.edufocus.co.uk/evco10/unknown.asp>

[Please follow to above link to access the evolve homepage](#)

[From the drop-down menu select: Warwickshire – Juniper Education](#)

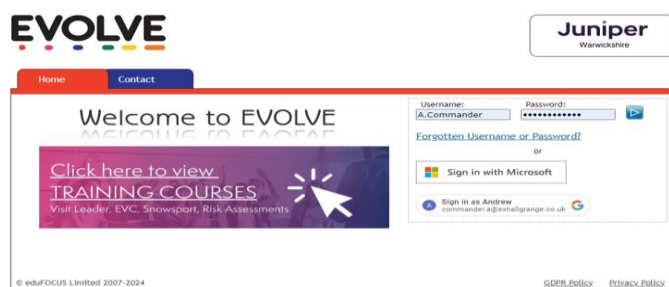


Learn more about the EVOLVE systems here:



[@VisitEVOLVE](#)

Login page



You will be directed to the login page above and click the forget password link and follow the instructions to set your own login details.

Enrichment Activities Policy

Your home page

EVOLVE

Juniper

Warwickshire

Andy Commander

Logout

Home

Resources

Add

Track

Evaluate

Reports

NG



Visit Search ...

Welcome to EVOLVE



Latest updates

[Provider Form - Provider Statement from OEAP](#)
[School Visits Policy exemplar 2022](#)

To contact the support or advice team [click here](#) or on the yellow phone



do not use the green envelope.

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You subscribe to EVOLVE+ and have access to a range of enhanced features. Click on the links below for a range of helpful starter guides:

- [EVOLVElink Starter Guide](#)
- [EVOLVE Guide to Outline Approval](#)
- [EVOLVE Guide to Calendar Feeds](#)
- [Staff Guide to Comms](#)
- [Staff Guide to Managing Consent](#)
- [Parent Guide to Online Consent](#)

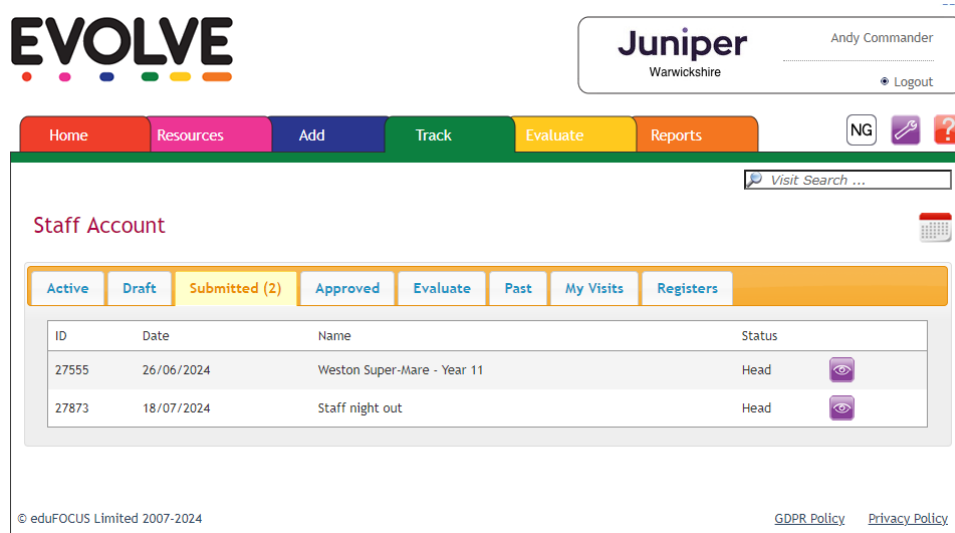
Alternatively, click [here](#) to take a look at the introduction videos in the EVOLVE+ Learning Centre.

Latest News:

National Educational Visits Conference

- To add a new enrichment form, follow the 'Add' tab
- You have other functions such as messages (green message button). Once you have created an enrichment form you will receive messages updating you on the status and any alterations that need to be made etc.
- The track tab will allow you to edit and make changes to existing enrichment forms. (See below) – click on the purple eye to view the form and the orange pencil buttons to edit the form.

Enrichment Activities Policy



EVOLVE

Juniper Andy Commander
Warwickshire Logout

Home Resources Add Track Evaluate Reports NG ?

Visit Search ...

Staff Account

Active Draft Submitted (2) Approved Evaluate Past My Visits Registers

ID	Date	Name	Status
27555	26/06/2024	Weston Super-Mare - Year 11	Head
27873	18/07/2024	Staff night out	Head

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Adding a new form

- Follow the add tab
- Click on the blue 'Visit form' tab
- Name the visit – press continue
- Complete the yes/no questions about the visit – press continue
- Add the purpose and proposed outcomes of the visit (Please think about education and personal development). You are required to put at least one outcome in, further outcomes are optional but encouraged.
- Complete dates section – press continue
- Enter your venue details and indicate whether it is venue only or external provider (use the yellow information box to support)
- Indicate travel arrangements
- Staffing – indicate Visit leader and contact number (this should be the school mobile phone number that will be taken out on the visit) – Identify accompanying staff members/volunteers using the orange pencil button. Please add JME (Nurse) KRA (manual handling) CWO (Health Care Assistant) KPU (Health Care Assistant) & HBI (Office Manager) to the 'other staff who can view the form' section
- Add intended attendees (pupils) – firstly select the age range (key stage), then identify numbers of female and male pupils. Finally use the orange pencil tab to build your register.
- Click all boxes next to the roll calls button, then click the orange pencil button to select pupils.
- Use the search tool on the left to help you to search for pupils (this can be done by name, gender, tutor group, year group) The register can be downloaded to excel via the 'Download CSV' button.
- Click back to form in the top right corner and then click continue
- Attachments – This is where you should upload the following documents using the purple plus look up button: Risk assessments (generic, group, individual), Programme/itinerary, parental letter. (These can be added and amended after outline approval has been granted)

Enrichment Activities Policy

- A provider form must be completed and attached if the provider does not have the LOtC Quality Badge.
- Submit for outline approval. The EVC and Head will verify the form and either sign off or recall the form for further information if required.
- Once the visit form has been approved by both EVC's (ACO & LBE) you will receive notification via email and a message will appear in your Evolve green message tab.
- You will then be required to complete the remaining sections of the form to include finance (cost sheets/invoices), specific timings, first aid, emergency contact details and event specific plans. **(Please ensure you check all sections of the form carefully for completion as some sections may indicate a tick next to it, however they may only be partially completed)**
- The event specific plan should include specific information regarding additional risks that are not covered in the generic risk assessments. There are 2 functions on the event specific plan. One allows you to add your own risks and actions and the other allows you to use drop down categories and statements to form your plan.
- Medical/Manual Handling & Safeguarding information – To access these categories click on the add button on the right. A manual form (Pupil Spreadsheet on old paperwork) will need to be completed by the enrichment leader. Party Leader will need to pass the form to JME, JME will complete the Medical, KRA will complete the Manual Handling and ACO will complete the safeguarding. The enrichment leader must then upload this as an attachment once it has been completed and signed by the relevant staff. (This form can be found in R; drive, staff information, enrichment activity paperwork, pupil detail spreadsheet) Please save this into your own area avoiding overriding the original. Paper copies will be available in the school office.
- Emergency Contact Information –

Emergency contact 1 – Helen Seickell

Emergency contact 2 – Trip leader (name of staff)

DSL - Andy Commander
- First Aid – There are First Aid notices around school next to First Aid boxes. Please ensure you specify if you are taking a First Aider. If you are not, then you must add a line to Event Specific Plan to say how you plan to cover this e.g. 'Staff are trained for specific medical competencies, and we have highlighted the First Aider at the venue and where to go in case of emergency'
- It is the party leader's responsibility to ensure that an accompanying member of staff are aware and have agreed to attend.
- It is the party leader's responsibility to ensure that an accompanying member of staff have read and understood all relevant documents to the enrichment.

Other Important information

Timescales & Deadlines -

- Outline approval Forms should be completed no later than 7 weeks prior to the date of the enrichment activity. Final approval should be completed no later than 5 weeks prior to the

Enrichment Activities Policy

date of the enrichment activity. Failure to follow these timescales will result in the enrichment not being able to take place.

- Please also ensure that if you are planning lots of enrichment activities that you spread these across the year to avoid bottle necks. This is also particularly important if there is a cost to the enrichment activities.

3 teacher rule –

- To avoid significant cover implications back in school enrichments should only have a maximum of 3 teachers attending per year group – Please discuss over requirements with LBE if you are unsure.

Risk Assessments -

Please ensure that you are using the correct Risk assessment template which is saved on the R; drive, staff information, enrichment activity paperwork, blank risk assessment template.

Example risk assessments can also be found for your generic travel and venue requirements.

If a pupil requires an individual risk assessment these should also be completed using the blank template.

Please ensure you save a copy of the blank template and do not override the version saved on the r: drive.

Yellow boxes -

When completing your form you may get a yellow box appear saying 'This section is optional'. Please ignore these messages and complete the section.

Roles and responsibilities –

- Group leader – Staff member completing the form must be the group leader
- Educational visits coordinators – ACO & LBE - Initial sign off or recall
- Head sign off – HSE or ACO – final sign off and approval.

Enrichment Activities Policy

Appendix 4

Internal Events Form

Lead Name			
Event			
Date			
Start Time	Finish Time		
Expected number of attendees			
Preferred Room			

Brief description of event.	
How does this event link to the curriculum?	
What pupils are involved?	
Are external visitors attending, if so, who?	
What are the budget implications of the event?	
What are the staffing implications of the event?	
Any other information?	
Date submitted to ACO/LBE:	
Decision date of approval:	

This form needs to be sent to A Commander and L Bennett via email, 1 month prior to the event. This will then be approved by ACO and LBE via email. Once approved the checklist on the back of this form will need to be completed and sent back to ACO and LBE no later than 1 week prior to the event via email.

Checklist for Lead

Task	Task allocated to	Complete
Date confirmed and agreed by SLT.		
School Office informed, and event added to whole school calendar.		
Room booked with School Office.		
Attendees confirmed and sign in process agreed with Reception.		
Maintenance informed of event, (date, time, and room)		
Is car parking required? if so, confirm details with maintenance.		
Is room-set up required? if so, confirm details with maintenance.		
Is IT required? if so, confirm with Technicians.		
Is hospitality required? If so, confirm with Post 16/Admin Office		
Is support required with escorting to and from event? If so, allocate staff.		
Attendees contacted and informed where to report to on arrival.		
If applicable, have parents/carers been informed?		
Is a risk assessment required and in place if applicable?		
Signed off by lead:	Date:	
Signed off by ACO/LBE:	Date:	