



Enrichment Activities Policy

Responsible Staff	ACO
Governors Committee Responsible	Full Governing Board
Date Approved	June 2026
Review Date	Annually

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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.

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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 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.

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.

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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.

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

Parent/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."

Any consent form sent to parents/carers must have a clear date and time given as a deadline to return the form. This date must be two weeks prior to the date of the enrichment activity.

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.

Activity leader is also responsible for ensuring appropriate cover arrangements are in place and have checked with Assistant Head for Personal Development, Behaviour and Welfare, and Teaching and Learning Support Staff and Therapies Lead.

8. The Enrichment Activity

8.1 On the day

- The school office and main reception will have a copy of all paperwork, including a register of exact attendance and names of all pupils remaining in school.

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- 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.
- All staff attending the enrichment must be aware of the emergency procedures as outlined in Appendix 2.
- 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.
- 8.3.3 A teacher must remain with pupils until all pupils have departed.
- 8.3.4 Following the enrichment activity the Party Leader must complete the register on Evolve to log who has attended and complete the evaluation form including comments as to how objectives were met.

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

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make a voluntary contribution. Parent/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 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

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, such as longer journeys or into busy cities. This will need to be agreed with the EVC.

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

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.

ENRICHMENT ACTIVITY

Date of Enrichment:

Destination of Enrichment:

[illegible]

Date:

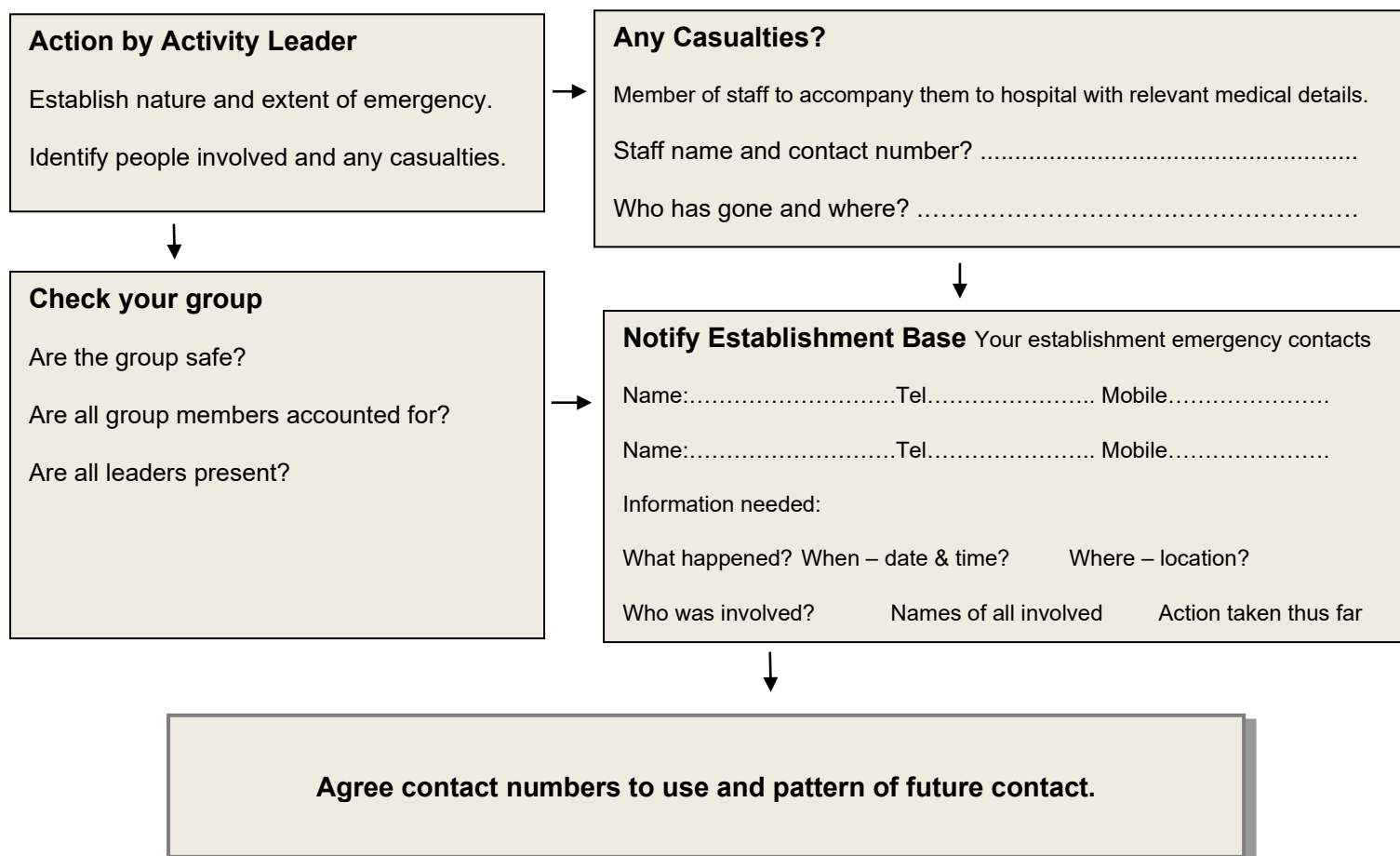
Date:

Date:

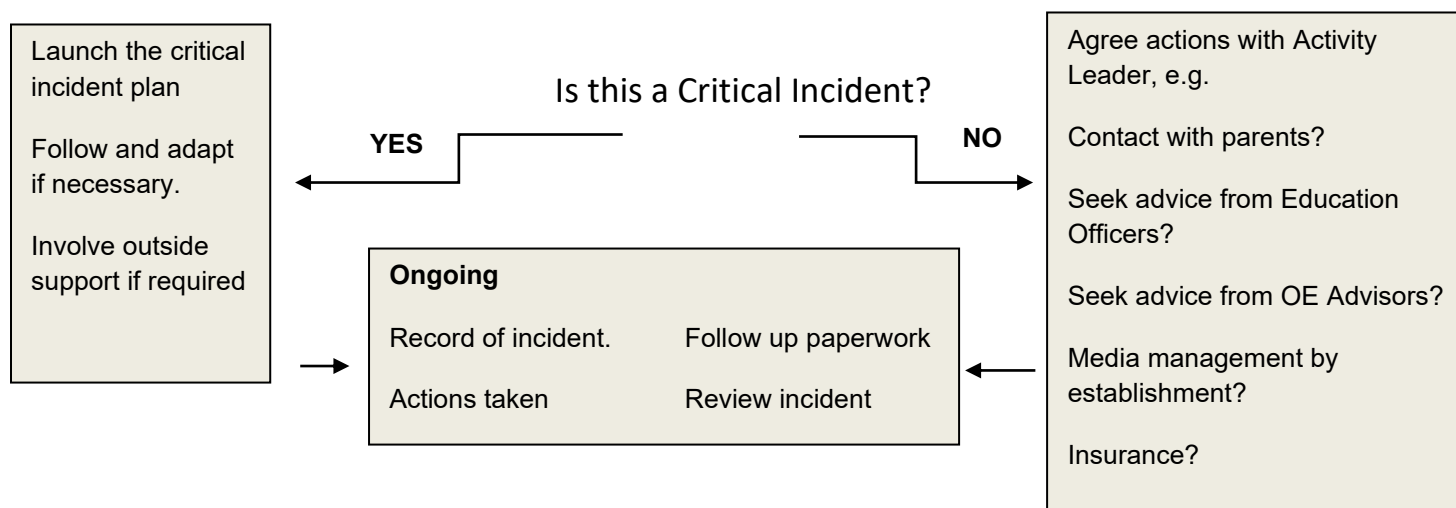
Date:

Appendix 2: Emergency Procedures Action Plan

EMERGENCY PROCEDURES ACTION PLAN



Action by Establishment



Appendix 3: Evolve – Enrichment Protocol

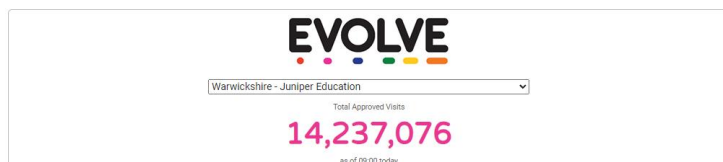
Evolve – Enrichment protocol September 2024

Evolve home page

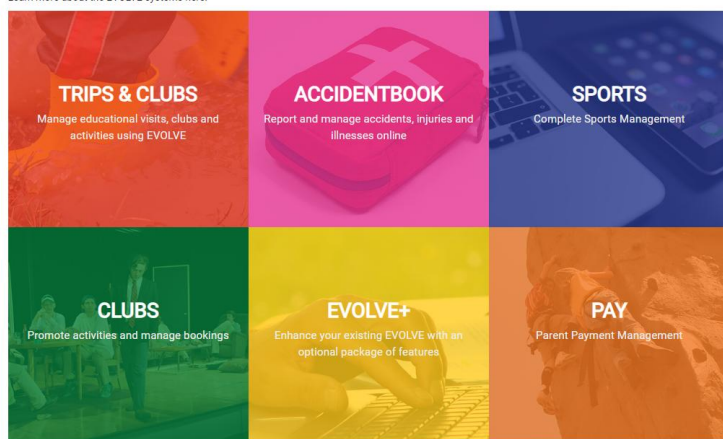
<https://evolve.edufocus.co.uk/evco10/unknown.asp>

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

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

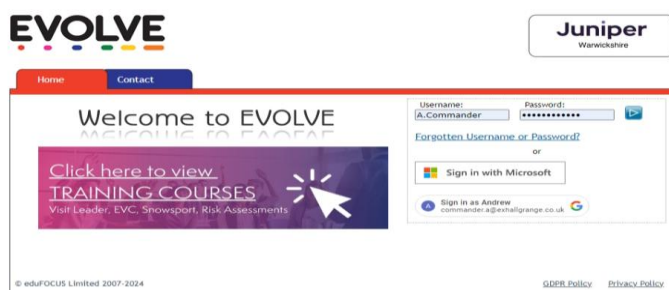


Learn more about the EVOLVE systems here:



[@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.

View New EVOLVE Updates

EVOLVE+

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.

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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[GDPR Policy](#)
[Privacy Policy](#)

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 School Nurse, Health Care Assistants, Manual Handling Co-ordinator and 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. Please note you must include all pupils who are invited on the enrichment. Do not remove pupils at any point, this will ensure Evolve keeps a log of who is invited. Actual attendance is then done on the day of the enrichment by marking those who attend.
- 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

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- 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)
- 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 EVCs (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 Pupil Spreadsheet will need to be completed by the enrichment leader. This form will be in the individual folder for each enrichment. This will be located in Staff Shared; Staff Information; Enrichment Activity Paperwork. The School Nurse, Manual Handling Co-ordinator and Designated Safeguarding Lead will complete their sections on this form. The EVCs will upload the finished form to Evolve when it is complete. Please ensure that the names of all pupils being invited are added to the Pupil Detail Spreadsheet, whether they end up attending or not. This helps to ensure we have all the correct information for pupils in case of a last minute change.
- It is the party leader's responsibility to ensure that any accompanying members of staff are aware and have agreed to attend.
- It is the party leader's responsibility to ensure that any 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 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.

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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 cover requirements with Teaching and Learning Support Staff and Therapies Lead if you are unsure.

Enrichment Specific Folder –

When your enrichment is given Outline Approval the EVC will then save it onto the Enrichment Calendar and create an enrichment specific folder in Staff Shared – Staff Information – Enrichment Activity Paperwork – External Enrichments. Please do not create your own folder, this is part of the EVC process of authorisation. The EVC will put a blank copy of the Pupil Detail Spreadsheet and two generic risk assessments into this folder for you. You do not need to upload documents directly to Evolve. Just copy any documents relevant to your enrichment into this folder. The EVC will then upload everything for you.

Risk Assessments -

Your generic travel and venue requirement Risk Assessments will be in your personal enrichment folder.

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

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.

The Event Specific Plan on Evolve can be used for adding any additional risks specific to the enrichment that are not covered by the generic risk assessments.

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.

Appendix 4:

EXHALL GRANGE SPECIALIST SCHOOL

ENRICHMENT ACTIVITIES 2025 USING EVOLVE

Form completed on Evolve by **Party Leader** at least 7 school weeks in advance (please note too early is not always helpful due to changes through the year)



EVCs will authorise or decline outline approval, the form will return to Party Leader with reasons if declined



Once an enrichment has been authorised there will be an individual enrichment folder in the Staff Shared – Enrichment Activity Paperwork – External Enrichments. The folder will be named after your enrichment. In this folder there will be generic risk assessments and the blank copy of the pupil spreadsheet.



Complete the rest of Evolve form at least 5 school weeks in advance and add all documents to your personal enrichment folder as described above. Any enrichment related documentation (risk assessments, care plans etc) should be added to this folder and **not** Evolve. The EVCs will upload it to Evolve once all is correct and sign off.



It is the responsibility of **Party Leader** to ensure all staff are aware of the enrichment and agree to attend. **Party Leader** must also make arrangements for any pupils remaining in school.



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



Following enrichment activity **Party Leader** needs to access Evolve to ensure the register is completed so we have a record of who attended and complete the evaluation -please ensure you put comments as well as selecting emoji so that we can see how learning outcomes were met.

Information for the Party Leader when completing Evolve form



1. Please ensure all aspects of the Evolve form are completed before submitting or it will return to you. This includes times, dates, staffing, register, emergency contacts, first aid and uploaded documents. Please note once the original proposal has been authorised you will not be able to make certain changes without putting it back in for authorisation. No changes should be made to register or staffing after this point. If you need to make changes please discuss with LBE. This is to prevent changes to dates, staffing or pupil arrangements without EVCs agreeing. Please see below for information to help you complete each section.

2. There will be a folder for you named after your enrichment in Staff Shared -Enrichment Activity Paperwork – External Enrichments. This will have a blank copy of the pupil spreadsheet added. **Party Leader** should upload pupil names into this form and then save and close. The School Nurse, Manual Handling Co-ordinator and Designated Safeguarding Lead will all complete their sections. You can check on progress by opening the document.

3. There will also be the generic risk assessments on the Exhall Grange template included in each individual enrichment folder. **Party leaders** must add any additional information specific to their enrichment into the Event Specific Plan section of Evolve. School Nurse

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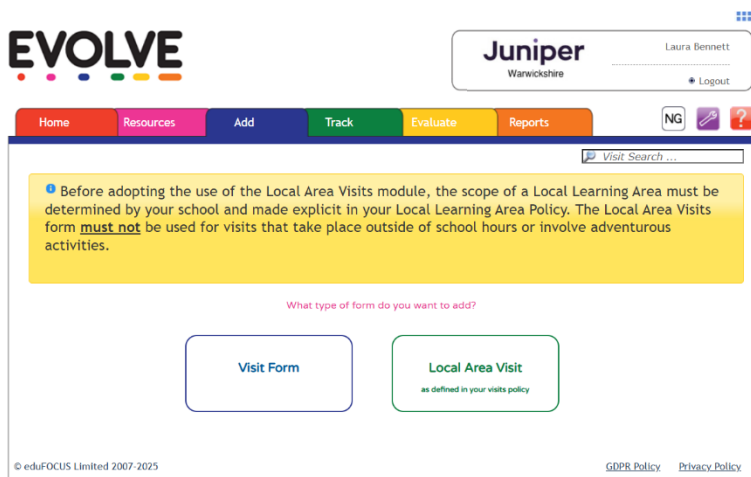
will add individual medical care plans to the individual enrichment folder and Manual Handling Co-ordinator will do the same with individual manual handling plans, no later than 1 week before the date of the activity. EVCs will then check everything is correct and in place before uploading it all to Evolve.

4. It is the Party Leader's responsibility to determine which pupils will be attending and who will be remaining in school, no later than 2 weeks before the date of the enrichment activity. If a whole year group is going out then 3 teachers can attend – however if there are enough pupils staying to keep a group running in school this will need to reduce to two so that we have enough staff remaining in school. It is the Party Leader's responsibility to discuss plan for pupils remaining in school with the Assistant Head for Personal Development, Behaviour and Welfare, and Learning Support Manager, and to ensure this plan is in place and information has gone to relevant staff.

5. Party Leader to write letter to parents/carers (template in Enrichments folder), and get it checked by EVC before sending out. The letter must be sent out to parents no later than 3 weeks before the date of the enrichment activity. Consent forms must have a date for return on them and this date must be no later than 2 weeks before the date of the enrichment activity to give time to sort cover and other arrangements. **Party Leader** must liaise with **Office Manager** re any school payment system set up.

Completing sections on Evolve

Always select the blue box, 'Visit Form' unless you have agreed otherwise with EVCs. It is very rare that we will be using the Local Area Visit form. Please note we are not alerted to any Local Area Visits so if you have completed one of these by mistake it will not be picked up.

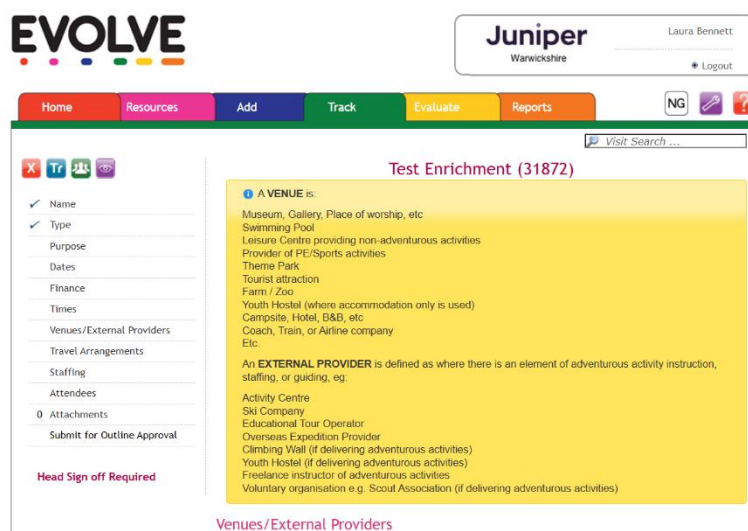


The screenshot shows the EVOLVE Juniper Warwickshire login interface. At the top, there's a navigation bar with links: Home, Resources, Add, Track, Evaluate, Reports. Below this is a search bar and a notification area. The main content area displays a message about the Local Area Visits module, stating that the scope of a Local Learning Area must be determined by the school and made explicit in the Local Learning Area Policy. The Local Area Visits form **must not** be used for visits that take place outside of school hours or involve adventurous activities. Below this message, there are two buttons: 'Visit Form' (blue) and 'Local Area Visit' (green). The 'Local Area Visit' button has a note: 'as defined in your visits policy'.

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Complete the sections that Evolve requests. You can navigate through them via the menu on the left hand side.

Please note that the system can sometimes tick these sections even when they have not been completed so please double check.



When you have completed the sections please click to submit for outline approval. **Please note** once this has been done you can no longer make any changes until an EVC returns it to you to accept or decline. Once you have it returned it will give you further sections to complete and then you need to upload risk assessments, itinerary, parent/carers letter, pupil detail spreadsheet and any further information.

First Aid

Evolve tells you this is an optional section. It is not. Please name the first aider that is joining you. The list of First Aiders and their type of qualification is next to every First Aid box around school. If you have no First Aider down to attend you must press 'No' and then add a general statement into the event specific plan (see below) stating that the staff attending have individual medical competencies and that there will be a First Aider at the venue.

Emergency Contacts

Please use this information for all enrichments, unless agreed otherwise with EVCs:

Emergency contact 1 – Helen Seickell – 02476 364 200

Emergency contact 2 – Trip leader (name of staff) – trip green phone 07523 244 555

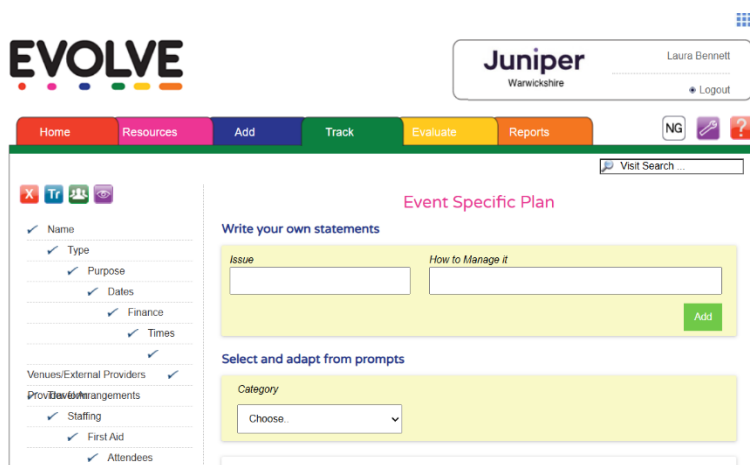
DSL - Andy Commander – 07749717370

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Event Specific Plan

Please add anything specific staff should be aware of when attending this enrichment. There are drop down boxes where you can select statements to make this easier.

You can add your own statements first.

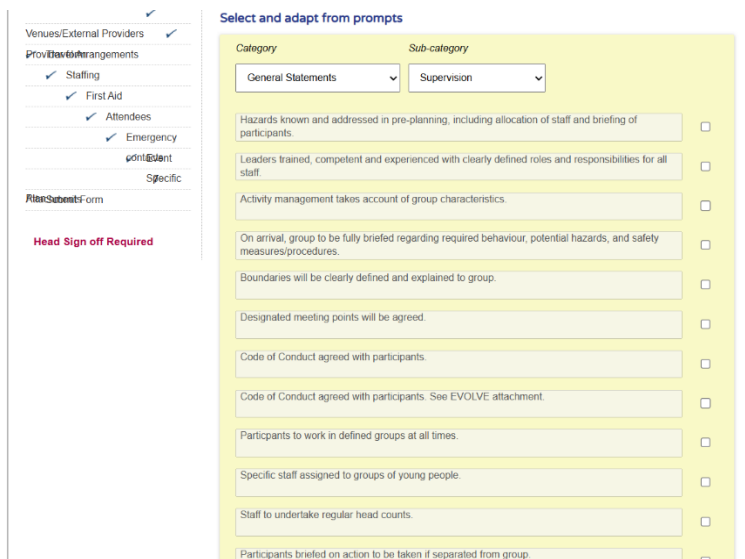


The screenshot shows the EVOLVE Juniper system interface. The top navigation bar includes Home, Resources, Add, Track, Evaluate, and Reports. The user is logged in as Laura Bennett. The main section is titled 'Event Specific Plan' and contains two main areas: 'Write your own statements' and 'Select and adapt from prompts'. The 'Write your own statements' area has fields for 'Issue' and 'How to Manage it', with an 'Add' button. The 'Select and adapt from prompts' area has a 'Category' dropdown menu set to 'Choose...'. On the left, there is a sidebar with various checkboxes for selection, including Name, Type, Purpose, Dates, Finance, Times, Venues/External Providers, Provision arrangements, Staffing, First Aid, and Attendees.

Follow the drop down menu for prompts. This will then give you a sub-category.

Once you have selected sub-category it will present you with pre-populated options. Please choose the ones relevant to your enrichment and click the box on the right hand side. When you have finished selecting and want to move onto the next list please ensure you press the green 'Add' box at the bottom or it will not save. The Event Specific Plan is

great for adding elements to your activity to look at risks around many areas such as supervision, walking around areas, travelling.



The screenshot shows the 'Select and adapt from prompts' section of the EVOLVE Juniper system. The 'Category' dropdown is set to 'General Statements' and the 'Sub-category' dropdown is set to 'Supervision'. Below these, there is a list of pre-populated options with checkboxes on the right for selection. The options include: Hazards known and addressed in pre-planning, including allocation of staff and briefing of participants; Leaders trained, competent and experienced with clearly defined roles and responsibilities for all staff; Activity management takes account of group characteristics; On arrival, group to be fully briefed regarding required behaviour, potential hazards, and safety measures/procedures; Boundaries will be clearly defined and explained to group; Designated meeting points will be agreed; Code of Conduct agreed with participants; Code of Conduct agreed with participants. See EVOLVE attachment; Participants to work in defined groups at all times; Specific staff assigned to groups of young people; Staff to undertake regular head counts; and Participants briefed on action to be taken if separated from group. On the left, there is a sidebar with various checkboxes for selection, including Venues/External Providers, Provision arrangements, Staffing, First Aid, Attendees, Emergency, and Specific. At the bottom, there is a 'Head Sign off Required' button.

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The Event Specific Plan can look something like this when completed thoroughly:

Event Specific Plan	
General Statements	
Consent	- National Guidance Link: Parental Consent. (Alicia Pegg @ 10/01/2025 14:16:51) - Parent/carer consent not required as activity is part of the normal curriculum during normal hours. (Alicia Pegg @ 10/01/2025 14:16:51)
Injuries / Illness	- National Guidance link: 4.4b First Aid. (Alicia Pegg @ 10/01/2025 14:16:24) - Staff carry mobile phone/s and know how to access emergency services. (Alicia Pegg @ 10/01/2025 14:16:24) - Participants have access to appropriate first aid kit. (Alicia Pegg @ 10/01/2025 14:16:24) - Medication checked and carried. (Alicia Pegg @ 10/01/2025 14:16:24)
Supervision	- Designated meeting points will be agreed. (Alicia Pegg @ 10/01/2025 14:17:22) - Hazards known and addressed in pre-planning, including allocation of staff and briefing of participants. (Alicia Pegg @ 10/01/2025 14:17:22) - Staff to undertake regular head counts. (Alicia Pegg @ 10/01/2025 14:17:22) - Code of Conduct agreed with participants. (Alicia Pegg @ 10/01/2025 14:17:22) - Boundaries will be clearly defined and explained to group. (Alicia Pegg @ 10/01/2025 14:17:22)
Travel: Minibus	
Accident/breakdown	- Participants to remain on minibus if safe to do so. If unsafe to remain on minibus, participants to be escorted to a safe location protected from oncoming traffic. (Alicia Pegg @ 10/01/2025 14:18:01) - Emergency contingency plan in place. (Alicia Pegg @ 10/01/2025 14:18:01) - Suitable emergency backup in place. (Alicia Pegg @ 10/01/2025 14:18:01)
Driver issues	- Driver/s have attended MIDAS training. (Alicia Pegg @ 10/01/2025 14:18:29) - Driver/s have a 'Driving Certificate of Professional Competence'. (Alicia Pegg @ 10/01/2025 14:18:29) - Staff to check that drivers do not use hand held mobile phones while driving. (Alicia Pegg @ 10/01/2025 14:18:29)
Supervision during travel	- Staff suitably distributed to ensure adequate supervision. (Alicia Pegg @ 10/01/2025 14:18:42) - Drivers and staff are clear about pick up and drop off requirements and locations. (Alicia Pegg @ 10/01/2025 14:18:42) - Minibus 'rules' agreed. (Alicia Pegg @ 10/01/2025 14:18:42)

Please check that you are not selecting options that require you to put in further information or it will get sent back to you to change. Example below.

- There has been a formal planning meeting on [insert date] involving the following [insert initials] |

Vehicles

If booking a coach the invoice and information must be added to your individual enrichment folder so that EVCs can upload it to Evolve for sign off.

If using school vehicles – we currently have four. A vehicle that holds 17 (driver and staff passenger included), two vehicles holding 14 (driver and staff passenger included) and a vehicle holding 9 (driver and staff passenger included). The two 14 seater vehicles can be adapted for access for wheelchair users. Please note this reduces the number of passengers it can hold. We usually are able to fit 2 wheelchairs on one vehicle with 9 passengers (driver and staff passenger included).

There is a list of MIDAS trained drivers in the Enrichment folder. Although EVC books the vehicles for you, it is the responsibility of **Party Leader** to ensure there are enough drivers and that a D1 driver is booked if needed (when taking the 17 seater) vehicle.

Enrichment Activities Policy

When you have completed all sections please submit for final approval. Any notes/information relevant will appear at the bottom of the enrichment form as a log.

Additional Form Access

Please ensure you are giving form access to Nigel Foster, Harminder Birdi, Chrissy Flynn, Shun Murawu, Sam Mpofu, Karol Ravagnani and Charlotte Walton.

Enrichment Activities Policy

Appendix 5: Internal Events Form

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:	