



T8 Form



## **Guidance to schools for the inclusion of pupils with Complex Needs in adventure activities at Arthog or Arthog Outreach.**

Telford & Wrekin Council is collecting your pupil's personal data in order to enable us to prepare in advance our resources and staff for your visit, and therefore allowing your pupil to benefit from the Outdoor Education Service at Arthog Wales. Telford and Wrekin Council will not share any of your pupil's personal data collected with any other external organisation unless required or permitted to do so by law.

For further details please view the Privacy Page on the Council's website; [www.telford.gov.uk](http://www.telford.gov.uk)

### **Background**

The purpose of this document is to engage the parents, carers and teachers responsible for children with complex needs in a process for identifying a young person's capabilities and vulnerabilities, prior to them participating in an outdoor adventurous activity. Once a comprehensive evaluation of a person's capabilities and vulnerabilities has been made, the information provided will form the basis for risk assessment and risk management planning. Some examples are provided at the end of this document as guidance.

Outdoor adventure activities inherently contain an element of risk. The risks are associated with the nature of terrain, possible exposure to adverse weather, possible immersion in cold water, and potentially remote location. It is essential that pupils with complex needs and the staff looking after them are not exposed to unacceptable levels of risk as a consequence of their inclusion in an outdoor adventure activity programme.

### **Access**

Arthog has a history of providing outdoor adventure opportunities for pupils with Complex Needs. The Centre itself has been adapted to provide an en suite bedroom for wheelchair users and ramp access to function rooms. We have wheelchair accessible minibuses.

Safe inclusion in adventure activities is determined by risk assessment and appropriate risk assessment is based upon accurate information about the individual. On occasion, the outcome of the risk assessment process may demonstrate that it is not possible to put in place sufficient additional controls/reasonable adjustments to ensure the pupil's safety when taking part in a specific activity. On these occasions alternative opportunities will be considered. This may include transfer to another group to participate in a more suitable activity or may require the school to provide additional transport and staffing to support an alternative activity within the locality. In some circumstances it may be more appropriate to consider the suitability of a shorter stay at Arthog or accessing adventurous activity on a non-residential basis through Arthog Outreach.

When planning for outdoor adventure activities it is also necessary to be mindful of the needs of all pupils in the activity group. Differentiation within adventure activities can be problematic and a typical Arthog group comprises of ten young people, therefore our staff must strive to balance the needs of each pupil in the group, as far as it is possible.

## **Funding**

There may be some additional costs to be met by the school when including pupils with complex needs at Arthog. For example;

- when including a pupil with personal care needs a dedicated carer or sufficient trained staff will be required
- specialised transport may also be required to transport the pupil to Arthog and to activity venues
- when it is agreed that alternative activities which are not part of the normal Arthog programme are required
- if the programme for an individual pupil includes a mix of Arthog activities and other visits in the locality, which visiting staffing levels need to reflect.
- Where additional Arthog Staff are required to provide the necessary support for the activity to run.

## **How to use this guidance**

### **Before the Arthog course planning meeting:**

1. Through a process of consultation with the pupil, the parents and key staff, complete the questionnaire 'Identifying capabilities and vulnerabilities'. This process will inform the next stage of risk assessment and risk management.
2. For examples of our core adventure activities and some examples of how we can make adjustments to activity sessions to enable the participation of pupils with complex needs, please contact the centre, or visit our website [www.arthog.co.uk](http://www.arthog.co.uk)

### **At the Arthog course planning meeting:**

1. Bring copies of the questionnaire and 'risk assessment / risk management' strategies.
2. We will discuss these with you and offer further advice as necessary.

If you are unable to attend the planning meeting please contact us at the earliest opportunity.

## Identifying capabilities and vulnerabilities

Name of pupil \_\_\_\_\_ School \_\_\_\_\_

Date of visit to Arthog \_\_\_\_\_

Name of person completing this form \_\_\_\_\_

Your relationship to the pupil with complex needs \_\_\_\_\_

Your contact details Phone \_\_\_\_\_ E mail \_\_\_\_\_

The following statements will help inform the risk assessment and help us make appropriate decisions about risk management and inclusion in adventure activities with Arthog.

Please tick the statements which most accurately describe the capabilities of the pupil. In some instances more than one statement may apply.

**Mobility**

A pupil's mobility is an important factor when considering access to activity venues and participation in an activity. For the purpose of this document, 'uneven ground' should be thought of as mountain terrain which may be sloping, rocky and slippery, or access to the beach over a pebble environment.

Is the pupil

- able to walk a long distance (miles) on uneven ground without assistance
- able to walk a short distance on even ground **without** assistance  
approximately how far? \_\_\_\_\_
- able to walk a short distance **with** assistance –  
approximately how far? \_\_\_\_\_
- unable to walk independently and uses a wheelchair

### Stamina

Some pupils find physical activity more demanding than others and may be better suited to a shorter activity session.

Does the pupil

- have good stamina for physical activities
- have some stamina for a short period of physical activity
- need to rest after a period of physical activity
- get cold easily

### Manual handling

The stature of a pupil and the extent of their ability to transfer themselves between pieces of equipment or assist with a transfer, is important when making decisions about activities and venues. We should try to avoid putting people into situations where extraction is difficult or slow, or puts others at risk.

Does the pupil

- move easily and independently
- have some independent mobility and movement but need some assistance
- have the ability to get in and out of their wheelchair unaided
- have limited mobility and need assistance with transfers.

Does the pupil require

- one person assistance
- two person assistance
- hoisting (please contact Arthog)

### Independence

Residential Outdoor Education encourages greater independence and presents an opportunity for young people to take more responsibility for looking after themselves. Appropriate arrangements must be made for any pupil who requires adult support for any/all personal care routines. This will include providing a familiar, trained adult to undertake these routines while at Arthog.

Does the pupil

- undertake all daily care routines independently (e.g. washing, dressing, toileting).
- need support with some daily routines.

Please give further details.

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- need adult support for all daily routines.

Please indicate how this can be managed at Arthog

### **Balance and core stability**

Impaired balance increases the risk of a fall. Falling on uneven ground increases the risk of injury.

Does the pupil

- balance independently when standing or sitting
- balance independently when sitting but requires support to balance independently when standing
- need support to maintain good balance and posture when sitting
- have limited balance and require adult support for most/all changes in movement

### **Vision**

Impaired vision can increase the likelihood of tripping and falling, particularly on uneven ground. A person with impaired vision may inadvertently expose themselves to greater risk if they do not see a hazard.

Does the pupil

- have good vision
- have impaired vision but can move around independently and safely in unfamiliar places without adult supervision
- have impaired vision and require adult supervision when moving around unfamiliar places

Please indicate how this can be managed at Arthog

### **Hearing**

A hearing impaired person might miss important information or instructions. This may compromise their safety. They might not hear sound signals such as whistles or alarms and may not hear traffic.

Does the pupil

- have good hearing
- have impaired hearing but use hearing aids or other technological devices

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Please specify any aids for hearing and any issues associated with their use

- have impaired hearing and require some additional adult support in outdoor situations
- have a significant hearing impairment and require a high level of adult support at all times

Please give further details and indicate how this can be managed during adventurous activities

### Decreased sensation

A pupil who has decreased sensation in their limbs or body may sustain injury without being aware of it. They may be unaware of damage being caused to them during an activity and will not communicate any discomfort or pain. This may include lack of awareness of heat and/or cold.

Does the pupil

- feel discomfort and pain throughout their body
- have areas of the body with limited or no sense of feeling

Please give further details

### Communication skills

The safety and enjoyment of an individual engaged in adventure activity is influenced by their ability to understand information that is given to them. Equally, an instructor's awareness of a person's confidence, comfort and enjoyment is informed by verbal or visual cues.

Does the pupil

- understand verbal instructions given to a group
- need verbal instructions to be given 1-1
- need verbal instructions to be differentiated
- have difficulty with understanding verbal instructions

Please give further details

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- communicate their feelings and confirm their understanding
- have difficulty communicating feelings or confirming understanding

Please indicate the pupils preferred method of communication

- use a communication aid or non-verbal means of communication

Please give further details

### Coordination

The extent to which a person can participate in an adventure activity is influenced by their coordination. Some adventure activities, like kayaking, rock climbing and gorge walking require high levels of coordination.

Does the pupil

- have good motor coordination skills (arms and legs) and can participate in sporting activities
- have difficulties with motor coordination skills and need some support to participate in sporting activities
- need 1-1 support in order to participate in sporting activities

Please provide details of coordination difficulties.

### Water confidence

During water based activities buoyancy aids are always worn. In certain circumstances it is more appropriate to wear a life jacket. It is important to consider how a person will cope if they fall into the water.

Is the pupil

- water confident
  
- not confident in water
  
- able to float in water in a buoyancy aid and can swim
  
- able to float in water in a buoyancy aid and maintain a 'face up' position
  
- able to float in water in a buoyancy aid but cannot move themselves to maintain a 'face up' position
  
- at risk of having a fit, fainting or becoming unconscious

### Confidence

It is important to know about a person's confidence level in unfamiliar surroundings and their willingness to participate in new activities, so that appropriate challenges can be set.

Please comment on confidence levels.

### Vulnerabilities

A person may have specific conditions which make them more vulnerable in the outdoor environment. Conditions which should be considered carefully are;

- Fitting or unconsciousness which increases risk, particularly in isolated situations or near water.
- A person with weak joints or bones is more prone to strain or injury.
- Someone with impaired circulation or limited movement will get cold more quickly and is more likely to become hypothermic.
- Recent injuries or surgery which require special care.
- People fitted with medical equipment which could be compromised by climbing harnesses, helmets or the physical nature of the activity itself.
- In the residential context, it is necessary to consider whether they are able to share a dormitory with their peers or whether separate accommodation or night time supervision is required.
- If medication is required it is necessary to know how this will be administered or if the pupil can self-medicate.



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We also need to know if the pupil will need special provision in the event of having to be evacuated from the buildings in an emergency.

Please provide details of specific vulnerabilities.

**Special dietary requirements / eating or feeding plans**

We need to know if a pupil has special dietary requirements or possesses an individual eating or feeding plan, which the catering staff will need to be aware of or added to the pupil's individual risk assessment.

Does the pupil

have any special dietary requirements

Please provide details of special dietary requirements (i.e. food allergies)

have an eating or feeding plan

Please provide details of any eating or feeding plans (i.e. food which may need liquidising, cutting up smaller)

**A GUIDE TO THE ADVENTURE ACTIVITIES AT ARTHOG ACCESSIBLE TO PEOPLE WHO CANNOT WALK AND  
USE A WHEELCHAIR**

**Daytime activities**

Activity	Accessibility
Team tasks	✓
Orienteering	✓
Hill walking	Limited routes
Rock climbing	Limited routes
Gorge walking	Limited routes
Mine	Tour mine only
Canoeing	✓
Sit-on-top kayak	✓ Summer only
Surfing	✓ Summer only
Raft building	✓

**Evening activities**

Activity	Accessibility
Centre orienteering	✓
Photo-search	✓
Night walk	Limited routes
Nightline	Limited
Beach activity	✓