



## Outreach Activities

# Complex Needs Form

Name of Participant: \_\_\_\_\_ Date of course: \_\_\_\_\_

### Background

The purpose of this document is to engage 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. This information will provide the basis for risk assessment and risk management planning.

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. 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.

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 very problematic, not every individual can access the same experience the same way, so streaming groups may be necessary. To maintain the quality of the experience, as well as our high safety standards it can be better to work in smaller groups or with much higher staffing ratios.

### PLEASE COMPLETE RELEVANT SECTIONS ONLY

For more information or advice contact Arthog Outreach on;  
01952 387378 or by email [outreach@arthog.co.uk](mailto:outreach@arthog.co.uk)

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**School/Group:** \_\_\_\_\_

**Date of Visit:** \_\_\_\_\_

**Name of Person Completing this Form:** \_\_\_\_\_

**Your Relationship to the Pupil with Complex Needs:** \_\_\_\_\_

**Your Contact Details. Phone:** \_\_\_\_\_ **email:** \_\_\_\_\_

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 participant'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.

Is the participant

- able to walk a long distance (miles) on uneven ground without assistance
- able to walk a short distance on even ground without assistance
- able to walk a short distance with assistance
- unable to walk independently and uses a wheel chair

### **Stamina**

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

Does the participant

- 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

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#### Manual Handling

The stature of a participant 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 participant:

- 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 participant require
  - one person assistance
  - two person assistance
  - hoisting

#### Independence

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

#### Does the participant:

- Undertake all daily care routines independently (eg eating, dressing, toileting)?
- Need support with some daily routines?

*Please give further details.*

- Need support for all daily routines.

*Please indicate how this can be managed.*

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#### **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 Participant:**

- 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*

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#### 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 Participant:

- Have good hearing?
- Have impaired hearing but use hearing aids or other technological devices?

*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 participant 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 Participant:

- Feel discomfort and pain throughout their body?
- Have areas of the body with limited or no sense of feeling?

*Please give further details*

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#### 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 Participant:

- 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*

- 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*

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#### 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 Participant:

- 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 Participant:

- 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?

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#### 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 cause fitting or unconsciousness increase 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 require special care. Careful consideration has to be given to 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 participant can self-medicate. 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.*

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