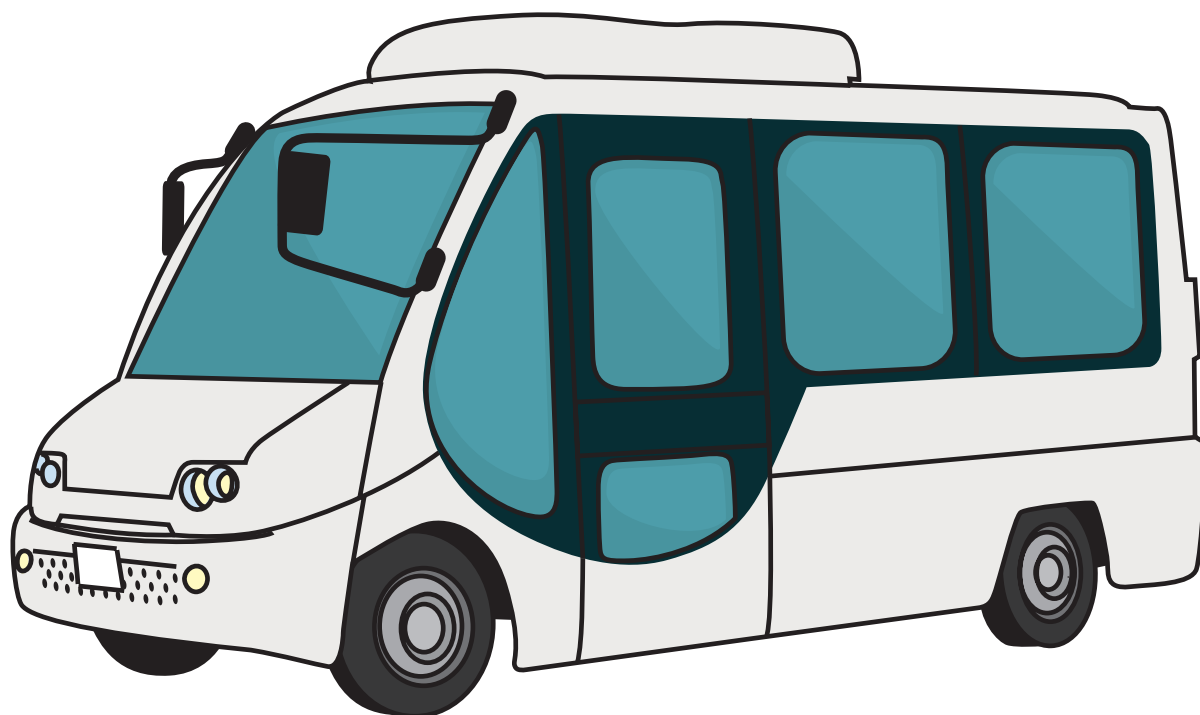


IPaSS - Top tips for planning an Educational Visit for a child or young person with a physical difficulty

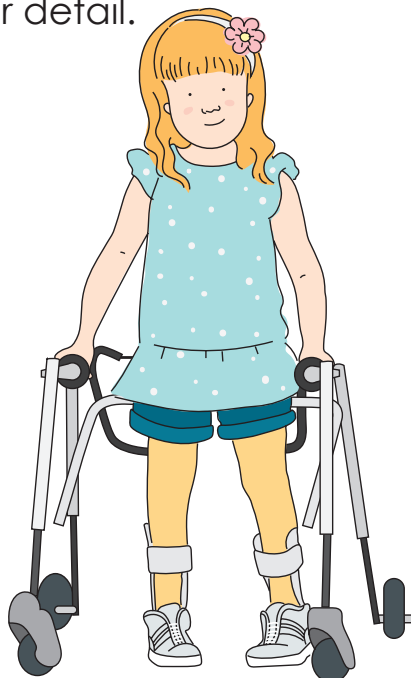


Why plan?

Planning is crucial - it can't start early enough. As class/subject teachers we already have an idea of the trips that we are planning during the coming year. Sometimes these are the same year after year, other times we change them to fit in with new topics; what does change however, are the children and young people (CYP) that will be joining you. As soon as the idea has been formulated you should be thinking about the whole class and whether it is a viable option for everyone to be able to access the activities. It is your priority to complete a full risk assessment for each aspect of the visit before you discuss or offer it to any CYP to ensure that all CYP are able to access the same opportunities. The Equality Act and Schools 2010 updated May 2014 says;

4.2 The overriding principle of equality legislation is generally one of equal treatment... However, the provisions relating to disability discrimination are different in that you may, and often must, treat a disabled person more favourably than a person who is not disabled and may have to make changes to your practices to ensure, as far as is reasonably possible, that a disabled person can benefit from what you offer to the same extent that a person without that disability can

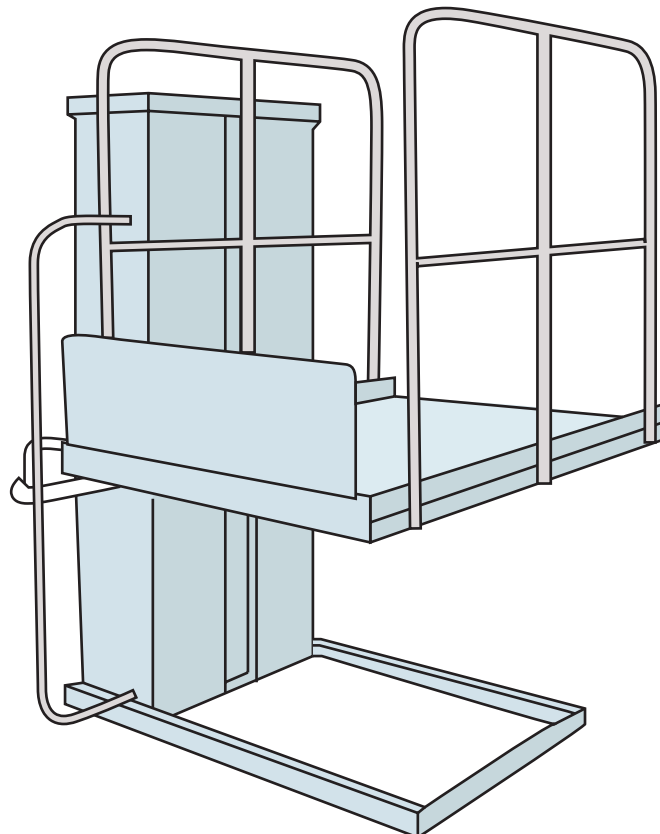
In conjunction with this advice booklet the IPaSS document **Including Children who have Physical Difficulties/Medical Conditions in Educational Visits** should also be consulted for further detail.



What's important when considering an educational visit?

Consider the venue

- Is it accessible i.e. ramp/ stairs/ lifts, is it on different levels, how big are the rooms, are there movable features such as rides?
- What evacuation protocols are in place, equipment, and trained staff; is the equipment suitable for use with this particular pupil?
- Most venues have accessibility plans and are happy to discuss individual needs. Carry out a visit - most sites offer a free visit to enable risk assessments to be completed in person.
- Think about what the CYPs needs in school throughout the whole day – can these be met in this venue?



Consider toilet/changing facilities

- What are the personal care needs of the CYP?
- Do you have a RADAR Key - available from Disability Rights UK? With the key you will be able to access all accessible toilets to support personal care. Are there needs for more specialist support such as plinth, hoist?
- Use the **Changing Places Toilets Map** to identify suitable places in an unknown area/ on route and contact them to check or go and see during the initial preparatory visit. Check that staff are familiar with the equipment that they may be expected to use, and that that the equipment is inspected within the health and safety guidelines.

Consider the activities.

- Investigate activities – can your CYP do all of the things on offer. If not what can be offered instead?
- What can you do to make it as accessible as possible?
- Will the time of year / weather affect what you do?
- Will you have to re-think the staffing ratio/ numbers?
- Will staff be adequately trained in carrying out the tasks that are required? Again this will change the ratio of staff needed.



Consider transport

- What will this look like? Can the CYP access the vehicle i.e. climb steps up and down? Is there a ramp, is there somewhere to secure a wheelchair if necessary?
- Check that the wheelchair is crash tested prior to it being allowed onto the transport.
- If you need to accommodate a wheelchair will this affect the capacity of the coach?
- How long can the CYP stay in one position for without stretching?
- How long will the journey take?
- Will there be rest stops on route?
- Will it affect the overall cost of the trip?

Planning the visit

- Once a site has been identified a detailed risk assessment visit must be carried out by the lead member of staff.
- This will include careful investigation of all the points mentioned above as well as discussions with senior teachers, Physiotherapists/ Occupational Therapists, parents and specialist support services such as IPaSS.
- Review plans one month before you are due to go and then again one week before the planned date.
- Regular discussions with staff who are joining you and the venue are crucial so that everyone understands what is needed and their role on the day. Ensure you have an evacuation plan in place – many venues will already have one.

Last minute advice

- Make sure that everyone knows what they are expected to do on the day and have the day's agenda/times and how they fit into it prepared before the day begins.
- Consider tiredness and the ability to complete everything on the agenda, choose what the CYP really wants to do.
- Make sure you have any medication, a paediatric first aider and any additional equipment that might be needed ready to go before the day.
- Ensure staff get a break if required – supporting one person all day is a huge task and can be emotionally and physically draining especially if the staff have to push the wheelchair for long periods of time.
- Have a back-up plan in case things don't go as expected.
- Take photos videos etc. The CYP may not be able to record in writing what they need to on the day as they will be already using a large amount of energy just being there.
- Make sure the pupil has suitable clothing for every event that might be taking place.
- Check that the wheelchair is tested and checked by a competent person and is in fully working order, i.e. brakes tyres fixtures and fittings, and if using an electric wheelchair that the charger unit is taken along also.



Tick List

- Venue visited with risk assessment completed
- Additional costs factored into the trip price
- Suitable transport booked, route planned
- Accessible toilet facilities identified on route and for the day
- Staff identified and understand their roles during the day – personalised agenda
- Activities differentiated to meet needs with back up plans ready
- Emergency plan ready in case the visit needs to be ended, contact details available

Additional information

- Equality Act 2010 and Schools (May 2014) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/315587/Equality_Act_Advice_Final.pdf
- IPaSS reference link to the IPaSS website - Including Children who have Physical Difficulties/ Medical Conditions in Educational Visits
- Changing Places location finder http://www.changing-places.org/find_a_toilet.aspx

Contact details

- IPaSS www.ipass.org.uk 01482 318400
- RADAR Key - www.disabilityrightsuk.org
- Changing Places Toilets Map - www.changing-places.org/find_a_toilet.aspx