

Advisory Teaching Service

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We can produce this document in Braille, large print, on audio tape and in other languages. If you would like a copy in one of these formats, please call 01452 426955.

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Top tips for planning your trips & other activities out of the classroom

to include Children & Young People with physical disabilities



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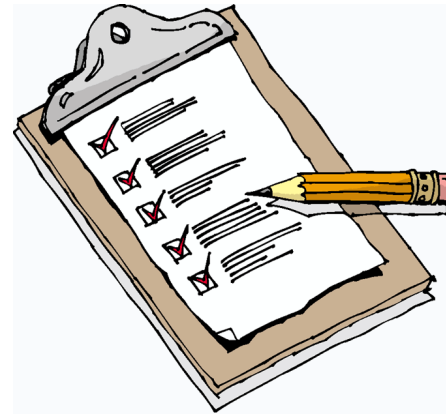
PD Team



Gloucestershire
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Before you go:

- Allow plenty of time for planning - most venues will offer a free planning trip to the organiser &/or key worker
- Include everyone in the plans - staff at the setting, parents/ carers & outside agencies as required
- Ask the venue for their risk assessment so you can adapt & personalise
- Do careful research, e.g. just how 'accessible' is the toilet?, make use of websites that may have 'user reviews'
- Transport - can the student go on the coach with their friends?, is there room for extra accompanying adults?, what are the additional costs?
- Let the venue know you have a student with a particular need coming to see what they can provide, e.g. a parking space close to the entrance
- Don't assume anything - even if you have done this many times before, situations can change, so check/phone the day before
- Think about possible language barriers if abroad - consider taking a translated explanation of a student's specific medical condition



On the day:

- Allow for fatigue & focus on the quality rather than quantity of the experience
- Be creative, e.g. if a certain aspect of the trip is really inaccessible to a wheelchair user use ipads/phones so peers can provide a 'live feed' & ensure that alternative activities are available
- Carefully consider adult support & who is doing what, e.g. parents/carers can carry out some moving & handling that staff can't & remember supporting adults will need a break
- Encourage goodwill & flexibility in all concerned

Created by the Advisory Teaching Service: Specialist Team for Physical disabilities and attendees at the County-wide Local Area Networking Groups in Autumn 2015.

Planning inclusive activities out of the classroom for Children & Young People with Physical disabilities

Name of school/ setting:		Date:		Review date:	
Completed by:	Activity leader	Student	Parents/carers	Key worker	Other school staff
					Other

Location & date of activity	
Aspects of activity , e.g. accessible transport to/from, toilet breaks, space to eat, closeness of parking	Environment , e.g. indoor/outdoor, time of year, upstairs/downstairs, location of toilets & facilities
Student , e.g. wheelchair user, levels of fatigue, medication required	Adults available & level of training/experience
Other equipment required/available , e.g. for moving & handling	Risk assessments required , e.g. for students, for venue, is extra insurance needed?
Actions - who will ensure these are done & timescales	