



## Special Educational Needs and Disabilities

### Points to Consider

Decisions about whether a young person with a disability or special educational need should be taken on a visit should be the result of wide discussion with all interested parties, including head teacher/manager, Visit Leader, class teacher, parent, support staff and possibly their GP and any third party provider. The consultation should take place well before the visit is finalised. This is especially important when considering including or excluding a young person with serious behavioural issues. (See Inclusion and legal issues.)

Parents should always be informed well in advance of a visit taking place, so as to ensure that any additional needs can be accommodated. Parents will also be able to offer advice on how a young person is likely to behave on a visit.

Where the young person is the subject of an individual risk assessment or behaviour/care plan, the plan should be consulted and should inform the overall plan for the visit.

All staff involved in any visit should be fully briefed, ensuring that staff understand their assigned roles and, in particular, who will be directly supervising those young people who are for example, likely to abscond, display challenging behaviour, or have an epileptic seizure.

A preliminary visit will reduce the likelihood of unforeseen contingencies such as lack of disabled access or parking spaces, and is strongly recommended.

Ensure that staff are confident about supervision ratios before the visit goes ahead. For supervision to be effective, staff should be experienced in dealing with the behaviour and particular needs of the young people involved.

### Levels of Supervision

When working with young people who are disabled or have special educational needs, the staff-pupil ratios on visits may need to be increased. The following factors should be considered when determining staffing requirements:

- the need to administer medication.
- the need for a member of staff to accompany a child to the toilet.
- the likelihood of a young person absconding.
- the likelihood of a medical emergency arising.

- the way in which being away from the normal setting will affect behaviour e.g. some young people have unpredictable fears and phobias which will be more difficult to cope with out of their normal environment.
- the risk of violence/assault.
- the need for manual handling of young people.
- the need for restraint, and deployment of trained staff.
- the flexibility for staff working on a 1:1 basis to take a break. Where a member of staff is needed to supervise or care for an individual young person, they should not be considered to be part of the overall staffing ratio, as their role will be focussed on their charge's wellbeing, not on the wider supervision needs of the group.

If a member of staff is driving a minibus, they will not be able to supervise passengers, nor deal with any emergencies. If young people needs supervision while travelling, you should ensure that another member of staff is available as part of the staffing ratio.

