



Planning and supporting activities - Policy

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Policy Owner	Policy Director Lead
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Signature: _____

1 Introduction

This policy ensures that the people we support at Hesley Group have detailed, person-focused support plans that meet their needs and preferences. It emphasises the people we support's involvement in the planning process and the regular assessment and review of their support and identified risks. The policy acknowledges the importance of balancing risk and safety and promotes positive risk-taking approaches. It outlines the importance of conducting assessments, involving family and important individuals, and updating support plans.

Risk assessment and management are integral to the policy, emphasising the need for multi-disciplinary collaboration, defensible decision-making, and effective risk management strategies. The policy also highlights the importance of information sharing, confidentiality, and reviewing incidents to improve practice.

Managers are crucial in supporting colleagues, ensuring policy compliance, and promoting a culture of positive risk-taking.

This policy should be read along with the Positive Behaviour Support Policy, [P&S 5.1](#). It is the Hesley Group's policy that the planning and delivery in relation to a person's lifestyle, leisure, out-of-school education and vocational activities place the person at the centre so that the principles set out below are engaged:

- People are helped to devise and develop their own Activities/Active Support Plan.
- People are involved with their community.
- People are economically active.
- People experience rewarding relationships.
- People engage with and have positive experience of a wide range of leisure, learning, vocational and work activities.

People's experience reflects their diverse needs, including personal preferences, race, culture, belief and religion, gender, sexuality and age.

2 Policy

It is Hesley Group's policy to ensure that People who use our services are at the centre of the support planning process, from development to implementation and review. People who use our services are kept safe by regular assessments and reviews of their support and identified risk. Supporting people to develop skills and take part in everyday activities means accepting that some risks cannot be avoided but can be minimised and prepared for. This policy is concerned with setting out the approach that Hesley Group expects its colleagues to adopt towards the issue of risk when they work with the people we support.

When implementing this policy in day-to-day practice, Hesley Group recognises that any positive risk-taking approach must be balanced with its responsibilities and practice arising from legal requirements in relation to Safeguarding Adults, Care Standards and Regulation, and Health and Safety Legislation. Please also refer to the Mental Capacity policy, [P&S 6.4A](#) and Positive Behaviour Support Policy, [P&S 5.1](#).

2.1 We Will

- Be responsible for ensuring the overall governance of this policy, including its alignment with the Hesley Group's mission and legal requirements.
- Set the strategic direction for how activities are planned and supported, ensuring they align with the broader goals of the organisation.



- Ensure adequate resources are allocated for the effective implementation of this policy, including funding for necessary colleagues' training and infrastructure.
- Oversee compliance with legal and ethical standards related to health and social care concerning planning and supporting activities for the people we support.

2.2 You Will

Managers will:

- Ensure that this policy is effectively communicated to and understood by all colleagues, ensuring that the policy and guidance are implemented into practice.
- Ensure that colleagues receive the necessary training and support to carry out their roles effectively in line with the policy.
- Oversee the risk assessment processes and ensure that positive risk-taking is balanced with safety and legal requirements.
- Regularly review and update support plans, and ensure high-quality service delivery at all times.
- Liaise with relevant MDT's, family members of the people we support and the people we support to ensure that a person-centred activity plan is in place that meets their needs and supports the management of risk.
- Manage and report any incidents in accordance with the policy and regulatory requirements.

All colleagues will:

- Ensure compliance with the policy and procedures set out for planning and supporting activities.
- Engage in training and development opportunities to enhance their ability to support individuals effectively.
- Actively participate in risk assessment and positive risk-taking activities, while ensuring the safety and well-being of individuals they support.
- Work collaboratively with colleagues, People we support, and their families to ensure a person-centred approach to activity planning.
- Ensure accurate and timely reporting and documentation as required by the policy and organisational procedures.

3 **Monitoring and Compliance**

Regular evaluations will be conducted to ensure adherence to the policy, with particular focus on the effectiveness of activity planning, risk assessments, and positive risk-taking practices. Compliance checks will be integrated into routine supervisory and management activities, and any deviations or concerns will be promptly addressed through corrective actions.

The ongoing monitoring will be complemented by periodic audits and reviews to ensure alignment with current best practices and legal requirements, thereby upholding the highest standards of care and support for individuals.

4 **Related Legislation and Guidance**

4.1 Mental Capacity Act (2005): Essential for ensuring that any decisions made on behalf of individuals who lack the capacity to make them themselves are done so in their best interests, including participation in activities.

4.2 Health and Safety at Work etc. Act (1974): Ensures the safety and well-being of both individuals in care and colleagues during activities.



- 4.3 Safeguarding Vulnerable Groups Act (2006): Important for protecting those who are vulnerable and ensuring that colleagues working with them are appropriately vetted and trained.
- 4.4 Care Standards Act (2000): Sets out the standards for care services in England, focusing on the quality of care, staffing, and management of care services.

5 Associated Policy Documents

- 5.1 Planning and Supporting Activities - Guidance, P&S 4.1.1
- 5.2 Venue Risk Assessment, P&S 4.1.2
- 5.3 Risk Analysis and Activity Planner, P&S 4.1.3
- 5.4 Activity Evaluation Form, P&S 4.1.4
- 5.5 Swimming – Notes of Guidance, P&S 4.1.5
- 5.6 Colleagues Swimming Self-Assessment. P&S 4.1.5A
- 5.7 Guidelines on the use of Bouncy Castles, P&S 4.1.6
- 5.8 Guidelines on the use of Trampolines, P&S 4.1.7
- 5.9 Rebound Trampoline Pre-use Checklist, P&S 4.1.7a
- 5.10 Trampoline Daily Checks – Multiple, P&S 4.1.7b
- 5.11 Trampoline Daily Checks – Single, P&S 4.1.7c
- 5.12 Guidelines on the use of Outdoor Playground Equipment - including Garden Swings and Outdoor Gym Equipment, P&S 4.1.8
- 5.13 Daily Outdoor Equipment – Multiple, P&S 4.1.8a
- 5.14 Daily Outdoor Equipment – Single, P&S 4.1.8b
- 5.15 Guidelines for the use of Exercise Bikes, P&S 4.1.8c
- 5.16 Exercise Bike Checklist, P&S 4.1.8d
- 5.17 Activity Planner/Timetable, P&S 4.1.9
- 5.18 Guidelines on the use of Bicycles, P&S 4.1.10
- 5.19 Bike, Trikes & Go Karts – Multiple, P&S 4.1.10a
- 5.20 Bike, Trikes & Go Karts – Single, P&S 4.1.10b
- 5.21 Outdoor Gym Equipment Weekly Checklist, P&S 4.1.11

6 Training Considerations



Positive risk-taking and risk management should be ingrained into every colleague's working culture and reflected in the content of team training. It is not a one-off experiment but the natural first line of thinking.

Service Managers will be responsible for ensuring all relevant personnel are made aware of the significant findings of any risk assessments carried out, and that the necessary control measures are implemented. This will be an ongoing basis, via colleague meetings and individual colleague training on health and safety.

7 Other Policy References

- 7.1 The Hesley Group Health and Safety Policies
- 7.2 Risk Assessment, Policy H&S 1.27
- 7.3 Holidays and Residential Visits, Policy P&S 4.5
- 7.4 Positive Behaviour Support Policy, P&S 5.1A

8 Appendices

- 8.1 The Health and Safety Executive's publication, Risk assessment - A brief guide to controlling risks:
<https://www.hse.gov.uk/pubns/indg163.pdf>