

Aberdare Community School Ysgol Gymunedol Aberdâr



Educational Visits Policy

Date Adopted	20 th March 2024
Signature of Headteacher	<i>Quelch Morgan</i>
Signature of Chair of Governors	<i>Mama</i>
Date to be reviewed	March 2026

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Foreword

'Educational visits offer an invaluable opportunity to enrich young peoples' learning, raise their self-esteem, increase their motivation and appetite for learning, and raise levels of achievement in many aspects of their life and education'.

Learning out of the classroom is a strong theme that runs through all stages of education in Wales. Rhondda Cynon Taf's educational establishments and children's services have a well established and continuing commitment, to offering an exciting and enjoyable range of educational visits for our young people.

It is important that children are progressively exposed to carefully managed risks, without being exposed to significant dangers. Educational visits can range in scope from a short local excursion to a local park or museum, to cultural or historical venues, and encompass a wide variety of outdoor and adventurous activities.

The ultimate learning experience can be gained from residential visits both at home and abroad exposing learners to cultural, and historical experiences associated with such visits.

These invaluable educational experiences enhance the curriculum, help develop good working relationships between staff and young people, give opportunities to experience challenging new activities, and help young people to develop important life skills.

Whilst every activity no matter how small carries some risk, teaching learners to manage risk is part of the educational visit in itself. However, the purpose of this policy is to ensure that all staff planning an educational visit no matter how big or small apply detailed planning processes to assess and mitigate any risks to ensure a safe and enjoyable experience for all.

This document sets out the planning and approval procedures, which will help staff, plan and deliver high quality and safe off site visits. By adopting these nationally agreed procedures, staff will be following best practice and in doing so will be supported by the local authority should an accident occur.

Summary of Policy

Aberdare Community School follows the LA procedures for educational visit planning, approval and monitoring by using the [EVOLVE](#) on line visit planning and approval system <http://www.rctvisits.org.uk/> for all visits run by the school's staff or volunteers.

Any activity that takes pupils outside of the grounds of Aberdare Community School the Sobell Leisure / Athletics Stadium is classed as an educational activity and requires an [EVOLVE](#) form to be submitted, before the activity takes place.

Staff planning an educational visit must ensure that they plan their visit using the [EVOLVE](#) system <http://www.rctvisits.org.uk/> and follow the procedures set out in this policy.

Authorisation of all visits must be obtained from the following staff before any educational visit can take place.

All visits require authorisation from:

- Educational Visits Co-ordinator – Mr A Beddoe (Business Manager)
- Headteacher – Mrs Carol Morgans

In addition for Residential / Overseas / Adventurous Activities authorisation is required from:

- Local Authority

This policy is reviewed (and updated as necessary) annually or following any accident / incident on an educational visit.

Section A

Visit Approval/Notification Procedures

Table 1: Visit approval/notification required for different types of visit

Table 2: Definition of demanding environments

Table 3: Adventure activities

Approval and notification system for all visits

Blanket visit approval

Parent/consent form

Using an independent provider: pre-booking checks

Local Authority (LA) leader approval

Special arrangements for DofE award groups

LA approval decisions for visits

Record keeping

Monitoring

Review

Table 1

Visit approval/notification required for different types of visit

IMPORTANT NOTE: LA approval or notification is not required for:

- Visits to Ynys Hywel or other LA Outdoor Education Centres within the LA's (Dolygaer, Dare Valley CP)
- Outdoor Education Advisers' Panel (OEAP) Outdoor Learning Card activities run in non-demanding environments by teachers/youth workers/other employees who have attended an OEAP Outdoor Learning

Visit type	Approval/notification required
<ul style="list-style-type: none"> • Residential • Visits abroad • Demanding environments (see Table 2) • Adventure activities (see Table 3) 	<p>Visit planned and approved using the EVOLVE system http://www.rctvisits.org.uk/ at least 28 days before visit.</p> <p>Recommendation: For all overseas visits, outline approval with skeletal plans (dates/mode of transport/accommodation type/outline activities) should be obtained 18 months ahead of the visit by entering the details on the EVOLVE system.</p>
<p>Overseas expedition organised through an independent provider (i.e. expedition to a developing country involving trekking or other adventure activities)</p>	<p>Visit planned and approved using the EVOLVE system http://www.rctvisits.org.uk/ before booking the visit. LA Approval is in two stages:</p> <ul style="list-style-type: none"> • Initial approval before booking (18 months prior to visit) • Final approval at least 8 weeks before the visit.
<p>Duke of Edinburgh Award expedition</p>	<p>Visit planned and approved using the EVOLVE system http://www.rctvisits.org.uk/ at least 28 days before visit plus information required by DofE development officer</p>
<p>All other visits</p>	<p>All other visits must be approved by the Head or EVC and a record of the visit kept as set out in 'Record Keeping' section of this policy.</p> <p>Schools/establishments can determine their own planning and approval requirements but are strongly advised to use the EVOLVE system http://www.rctvisits.org.uk/ .</p> <p>This system guides the visit leader through the visit planning and approval system required by the Local Authority (in line with WG guidance).</p> <p>The EVOLVE system allows regular, repeated visits to be planned and approved.</p>

Table 2

Definition of Demanding Environments

Important note: Classification of locations is subjective. Visit leaders who are unsure of whether or not a location requires LA approval can seek clarification from their Educational Visits Coordinator (EVC).

Location	Definition	Level of approval required
Normal countryside	Areas; <ul style="list-style-type: none"> • which are close to vehicle access (i.e. less than 30 minutes walking time for any group member to the nearest road from which the group could be evacuated by vehicle) and • where the environment does not have any of the features of a 'demanding environment' listed below. 	Visits here do not require LA approval
Demanding environments	Areas where there is significant risk to the group from <u>one or more</u> of the following factors; <ul style="list-style-type: none"> • hazardous terrain (e.g. cliffs, very steep slopes etc.); • remoteness (i.e. more than 30 minutes walking time from the nearest normal vehicle access point from which the group could be evacuated); • difficult escape (i.e. places where the group could be trapped and/or where they would need specialist help to escape); • exposure to severe weather (i.e. open to the weather and no easily accessible shelter within 30 minutes walking time for any of the group); • open areas without clear boundaries where the group might stray into hazardous or remote terrain in poor visibility; • fast flowing water, deep water, or water with strong currents (including tidal flow) <p>where:</p> <ul style="list-style-type: none"> ○ the group will be close to the water and there is a significant risk of someone falling in; ○ the group will be entering the water. 	Visits here do require LA approval (except activities run by the Outdoor Education Centres managed by one of the Central South Consortium LAs, e.g. Dare Valley OAC., Dolygaer, Storey Arms).

Table 3 Adventure Activities

Important note: This list is not exhaustive. Any visit leader unsure of whether or not an activity should be classified as an adventure activity should seek the advice of their Educational Visits Coordinator (EVC).

Land Based Activities	Water Based Activities
Rock climbing/abseiling including climbing walls	Kayaking and canoeing
Mountaineering	Sailing and windsurfing
Hill walking	White water rafting
Ice climbing	Waterskiing
Gorge or coastal scrambling/sea cliff traversing/coasteering	Snorkel and aqualung diving
Underground exploration – cave or mine	All forms of boating (excluding commercial transport)
Skiing (snow/dry slope)	Improvised rafting
Air activities (except commercial flights)	Kite surfing
Horse riding and pony trekking	Surfing and body boarding
High ropes courses	Dragon boating
Quad biking/ATV's	Wave skiing
Orienteering	Jet skiing/personal water craft
Mountain biking	
Any activity (including camping, fieldwork and non-adventure activities) taking place in demanding environments as defined in Table 2 above	

1. Approval and Notification System for All Visits

All visits must be approved by the Head or EVC and a record of the visit kept as set out in 'Record keeping' section of this policy.

Aberdare Community School uses the [EVOLVE](#) system to organise and authorise all visits.

This system guides the visit leader through the visit planning and approval system required by the Local Authority (in line with WAG guidance).

The [EVOLVE](#) system allows regular, repeated visits to be planned and approved (see 2 below).

All visits require the completion of a risk assessment. Templates for these can be found in the Guidance, Policies, and Documents section under Risk Assessments. Specifically there are templates for:

- A guide to risk assessments
- Blank Risk Assessment Form
- Covid-19 Risk Assessment Template
- Farm Risk Assessment Template
- Skiing Risk Assessment Template
- Theme Park Risk Assessment Template
- Water Margin Activity Risk Assessment Template

2. Blanket Approval

Blanket approval may be given:

- by Heads/EVCs for routine visits
- by the LA for those staff who have gained LA leader approval (see 3 below).

For visits that have been given blanket approval, the visit leader and EVC must ensure that relevant information is left with the school/establishment emergency contact including details of the venue, activity, group, transport, start/finish times and other relevant information for each visit.

3. Parent/Carer Consent

Informed parent/carers consent must be obtained for all visits. For routine visits (those listed on form 1), blanket consent is obtained on an annual basis.

For non-routine visits (not listed on form 1) consent is obtained for each visit (or series of repeated visits) using form 2.

If parents/carers withhold their consent absolutely the young person must not be taken on the visit but the curricular aims of the visit should be delivered to the young person in some other way wherever possible. If the parents/carers give a conditional consent the Head will need to consider whether the young person may be taken on the visit or not.

4a. Using an Independent Provider – Pre-booking Checks

For **any** off-site visit, the visit leader should check that the location and activities offered are educationally suitable for the group and will meet the aims of the visit. Check that any provider offers good value for money by comparing with other similar providers. Remember that there is no substitute for firsthand, up to date information. This level of pre-booking check is sufficient for visitor attractions and public access venues such as zoos, historical/cultural sites, museums, sports stadia, theatres, cinemas, hotels, bowling alleys, ice rinks, theme parks, public access (lifeguarded) swimming pools or similar. This level of check is also sufficient for the Local Authority's own Outdoor Education Centres at Dare Valley OAC., Ynys Hywel and Dolygaer.

When using a specialist venue or activity provider e.g. outdoor activity provider (other than the LA's own Outdoor Education Centres at Dare Valley OAC., Ynys Hywel and Dolygaer), farm visit or similar please apply the following guidance **before signing any booking form or contract**:

Ask the provider to complete the independent providers' questionnaire (Form 5) (which can be downloaded from the [EVOLVE](http://www.rctvisits.org.uk/) system's Establishment Docs section <http://www.rctvisits.org.uk/>) and check that this has been satisfactorily completed by the provider **before you book**. This requires them to confirm that they have risk assessments in place for all activities/services that they provide and that these are available to view at the premises on request. **Please note that there is no need to obtain copies of the provider's risk assessments.** Seek specialist advice on any concerns arising from the provider's responses by contacting your LA Outdoor Education Adviser.

4b. Special Arrangements for Overseas Expeditions

(i.e. expeditions to developing countries involving trekking or other adventure activities)

Initial LA approval must be obtained before booking. Initial LA approval can be sought by submitting ***outline skeletal plans (dates / mode of transport / accommodation type / outline activities) 18 months ahead of the visit by entering the details on the [EVOLVE](http://www.rctvisits.org.uk/) system <http://www.rctvisits.org.uk/>.***

5. Local Authority (LA) Leader Approval

Who needs LA leader approval?

LA or school employees or volunteers who wish to lead in any of the demanding environments or adventurous activities for which LA approval is required must first be confirmed as technically competent to lead by the Outdoor Education Adviser <http://www.oeap.info/>.

Prospective leaders must seek LA leader approval through their own Evolve log-in via the '**My Details/Awards**' section. In order to be granted approval the applicant must have all of the following:

- **Either**
 - a) the relevant National Governing Body (NGB) leadership award for the terrain/activity. (NGB leadership awards are set out in the National Guidance for Educational Visits www.oeap.info/
 - or**
 - b) have a written and signed statement of competence by an appropriate technical adviser verifying that the leader has the relevant technical and group management skills for the terrain/activity (see below for how to arrange technical adviser approval).
- Recent and relevant experience
 - A current first aid certificate or qualification
 - Support of the Head.

[To arrange technical adviser approval the EVC must identify an appropriate technical adviser who is willing to make a signed statement of competence for the visit leader. Technical adviser approval is normally given only if the following conditions are met:

- The leader has completed a training course in the relevant NGB leadership award where one exists (or has undergone other appropriate training)

- The technical adviser has made a practical assessment of the leader and can confirm that they are operating at the standard of the relevant NGB leadership award or at a suitable level for a site-specific approval to be given.

Appropriate levels of technical adviser for different activities and levels of activity can be found in the Outdoor Education Advisers' Panel National Guidance. If the intended activity is not listed, the Outdoor Education Adviser may be able to advise on appropriate level of technical adviser.]

Depending on depth of experience and technical skill, leaders may be given approval to lead either:

- the activity/activities at specific, named venue(s) at any time for the duration of the approval period;
- or:
- the activity/activities at all venues that are within the remit of their competence at any time for the duration of the approval period.

The Outdoor Education Adviser will notify the individual and their EVC of their LA leader approval decision and this will be recorded in the individual's **'My details'** section of the [EVOLVE](#) system. This can be viewed at any time by the individual, their EVC or Head.

6. Special Arrangements for DofE Award Groups

Anyone planning a DofE Award expedition/activity must first complete Evolve and submit the form in the usual way before starting any planning for the activity to ensure that the Expedition meets the requirements of the DofE and Local Authority.

7. LA Approval Decisions for Visits

Confirmation of the approval decision for a visit will be given via the [EVOLVE](#) system. **Visits that require LA approval must not proceed until this approval has been given.**

Where further information or elements of the OEAP National Guidance have not been met, approval will be withheld until these conditions are met. Confirmation of this decision will be sent to the EVC/Head via the [EVOLVE](#) system.

8. Record Keeping

The [EVOLVE](#) system acts as a record for any visit planned and approved on the system. Schools/establishments therefore only need to retain the following details for any particular visit:

- List of participants
- Parental consent forms (these can be destroyed 3 months after the visit if no accidents or incidents have been reported) – For residential visits these should be scanned and uploaded to [EVOLVE](#).
- Where an accident or incident has been reported the school / establishment should retain the parental consent form for the pupil(s)/young person(s) involved.
- If there is a need to visit a medical centre during any visit, the visit leader must record the date and time of the incident, the date and time of arriving at the medical centre, then name, address and telephone number of the centre together with the name of the medical professionals administering aid. This must be retained, scanned and uploaded to [EVOLVE](#) immediately on return from the visit together with any medication prescribed or follow up notes provided by the medical centre visited.
- If there has been an accident/incident on a visit, schools/establishments must ensure that the LA is notified according to LA procedures. The LA will keep accident / incident records until the young person reaches age 21 (or for 3 years in the case of an adult). Schools / establishments therefore do not need to retain records of accident/incidents reported to the LA unless they wish to do so for their own purposes. If a visit leader or school/ establishment receives notification of a claim they should not respond directly but should pass the details to the LA claims manager/insurance section.

In addition, schools / establishments should archive in the school / establishment records a copy of their:

- Educational visits policy – dated so that the version current at the time of any visit can be traced;
- standard risk management procedures dated as current at the time of the visit;
- records of staff competence and training (perhaps as part of the appraisal/performance management records).

This information should be kept for 5 years after which it may be destroyed.

9. Monitoring

Internal monitoring by the Head/EVC

The Head/EVC must monitor visit leaders from time to time to ensure compliance with school/establishment policy.

Monitoring by the Head/EVC should include:

- scrutiny of standards of visit planning and organisation as part of the visit approval process
- occasional observation of visit leadership

Following any observation of visit leadership it is good practice to provide the visit leader with verbal and written feedback and recommendations for further training if necessary. A copy of the observation report should be given to the visit leader and another copy kept on file by the school/establishment

Monitoring by the LA

The LA will monitor schools / centres on a 3 year cycle for compliance with LA guidance by all educational establishments. The LA will contact EVCs to notify them of an upcoming monitoring visit.

10. Review

Feedback from monitoring will be used to review procedures in order to ensure that they meet the standards expected for off site visit organisation and leadership and to identify further training needs for visit leaders and/or EVCs.

11. Emergencies / accidents / incidents

On the visit, the visit leader should carry a visit leader emergency action card.

Should an emergency / accident/ incident occur during an educational visit / school trip, the visit leader should take charge of an incident until relieved by the emergency services or by a senior member of employer/establishment staff. In the event that the visit leader is incapacitated, all members of the visit leadership team should have the competence to take charge and to initiate the establishment emergency plan.

The designated emergency contact should carry an emergency contact action card. The designated emergency contact (a member of the senior leadership team) should provide an emergency contact for the group (this needs to be available after hours for evening activities and 24 hours for residential visits).

The school contact must have, readily available, written or online accessible details of the visit, including a list of all involved, contact arrangements with the group, and day and night contact details for parents/carers and staff next-of-kin. On residential or after-hours visits, the emergency contact should have access to this information at home.

Make sure that arrangements will work at all times, including after hours, at weekends and during the school holidays if visits are taking place at these times.

12. Notification of an accident / incident to the LA

In the event of an an accident or incident on a visit / school trip which requires a school to instigate its emergency/critical incident management plan, the Headteacher or designated person should, at the earliest possible opportunity:

- E-mail the dedicated e-mail inbox: governor.support@rctcbc.gov.uk AND copy in the Service Director for 21st Century Schools and Transformation andrea.a.richards@rctcbc.gov.uk AND copy in the Director's Secretary tracey.morgan2@rctcbc.gov.uk .

- Include the words SCHOOL EMERGENCY (School Name) in the subject box of the e-mail.
- Give a very brief description of the emergency.
- If possible, include a contact name and telephone number.

This initial e-mail from the school will be cascaded to the Director of Education and Inclusion Services, the Service Director for 21st Century Schools and Transformation, the Senior Manager of Governor Support and Emergency Planning and any relevant Heads of Service.

The Senior Manager of Governor Support and Emergency Planning (Non.r.Morgan@rctcbc.gov.uk / 07769 164734) will co-ordinate the initial response within and out of school hours (Monday to Friday, 4:00 p.m. to 9:00 a.m. in term time and at weekends and school holidays). Should Non Morgan be unavailable, Andrea Richards, Service Director for 21st Century Schools and Transformation should be contacted (andrea.a.richards@rctcbc.gov.uk / 07799 132044).

Please also refer to the LA's 'Emergency / Critical Incident Planning and Response Guidance for Schools and PRUs (October 2023) for details of the actions to take in the event of an accident or incident on a visit / school trip which requires a school to instigate its emergency/critical incident management plan.

Appendix 1 : Planning Forms

Form 1: Parent/carer consent form: routine visits

Form 2: Parent/carer consent form: non-routine visits

Form 3a: Summary of information about participants – Local

Form 3b: Summary of information about participants – Overseas

Form 4a: Emergency action flowchart for visit leaders

Form 4b: Emergency action flowchart for base (emergency) contacts

Form 5: Independent Provider Questionnaire

Form 6: Incident record form

Form 1 – Parent / Carer Consent - Routine Visits

School/establishment: **Aberdare Community School**

Your child's name: _____

I hereby agree to my child participating in routine visits off the school/establishment site. These visits might include the following, or similar, activities:

List typical activities here

These visits will normally take place at the following, or similar, locations:

List typical locations here

Declaration: I understand that:

- such visits will normally take place within the school/establishment normal hours, but that if, occasionally, they are likely to extend beyond this, adequate advance notice will be given so that I may make appropriate arrangements for my child's return home;
- my specific permission will be sought for any visits beyond those listed above or which could involve commitment to extended journeys, times or expense;
- all reasonable care will be taken of my child during the visit;
- my child will be under an obligation to obey all directions given and to observe all rules and regulations governing the visit and will be subject to all normal school/establishment discipline procedures during the visit;
- I understand that if my child seriously misbehaves or is a cause of danger to him/herself or to others, then I may be asked to collect him / her or he / she may be brought home early from the visit / activity. In such a situation there will be no obligation on the school / establishment to refund any money.
- I must inform the school/establishment of any medical or behavioural condition or physical disabilities that may affect them during the visit;
- all young people are covered by the Local Authority's third party public liability insurance in respect of any claim arising from an accident caused by a defect in the school/establishment premises or equipment or attributable to negligence by the Council or one of its employees. Please note that this insurance policy does not include personal accident or personal belongings cover for your child.

Medical and dietary

a) Does your child have any physical or behavioural condition that may affect him/her during the visit? YES/NO

If YES, please give details:
.....
.....

b) Please give details of any allergies:

.....

c) Please give details of any special dietary requirements of your child:

.....

d) Please detail any recent illness or accident suffered by your child that staff should be aware of?

.....

e) Please list any type types of non-prescription medication or lotions your child **may not** be given:

.....

f) To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious? YES/NO

If YES, please give details:

.....

g) When did your son/daughter last have a tetanus injection?

Full name of parent/carer: _____

Signature of parent/carer: _____ **Date:** _____

Address: _____

_____ **Tel:** _____



Form 2 – Parent / Carer Consent – Non-Routine Visits

To be distributed with an information sheet/letter giving full details of the visit

School/establishment: **Aberdare Community School**

Visit/activity: _____

Venue: _____

Date(s): _____

Your child's name _____ Form / Class (if relevant): _____

Medical and dietary

h) Does your child have any physical or behavioural condition that may affect him/her during the visit? YES/NO

If YES, please give details:
.....

i) Please give details of any allergies:
.....

j) Please give details of any special dietary requirements of your child:
.....

k) Please detail any recent illness or accident suffered by your child that staff should be aware of?
.....

l) Please list any type types of non-prescription medication or lotions your child **may not** be given:
.....

m) To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious? YES/NO
If YES, please give details:
.....

n) When did your son/daughter last have a tetanus injection?

Water confidence/swimming ability

Please indicate your child's swimming ability:

Cannot swim

Able to swim a little in a swimming pool

Able to swim confidently in a swimming pool

Able to swim confidently outdoors (e.g. lake, river or sea)

Your contact details

Telephone: Home: Work:

Mobile: e-mail:

Home address:

.....

Alternative emergency contact

Name: Telephone:

Address:

.....

Family doctor

Name: Telephone:

Address:

.....

Declaration

- Having read the information about the visit, and having understood the level of supervision to be provided, I agree to my child taking part in the visit and activities described.
- I understand that all reasonable care will be taken of my child during the visit / activity and that he / she will be under an obligation to obey all directions and instructions given and observe all rules and regulations governing the visit/activity.
- I understand the code of conduct for the visit and the sanctions that may be used if my child breaks this code of conduct. I have discussed the code of conduct and sanctions with my child.
- I understand that if my child seriously misbehaves or is a cause of danger to him/herself or to others, then I may be asked to collect him / her or he / she may be brought home early from the visit / activity. In such a situation there will be no obligation on the school / establishment to refund any money.
- In an emergency I agree to my son/daughter receiving medication and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.
- I understand that the school / establishment may use activity images for promotional or publicity purposes
- I understand the extent and limitations of the insurance cover provided.

FULL NAME OF PARENT OR CARER (print please):

Signed: **Date:**

TO BE COMPLETED BY PARTICIPANT:

I understand that for the safety of the group and myself I will undertake to obey the rules and instructions of members of staff at all times.

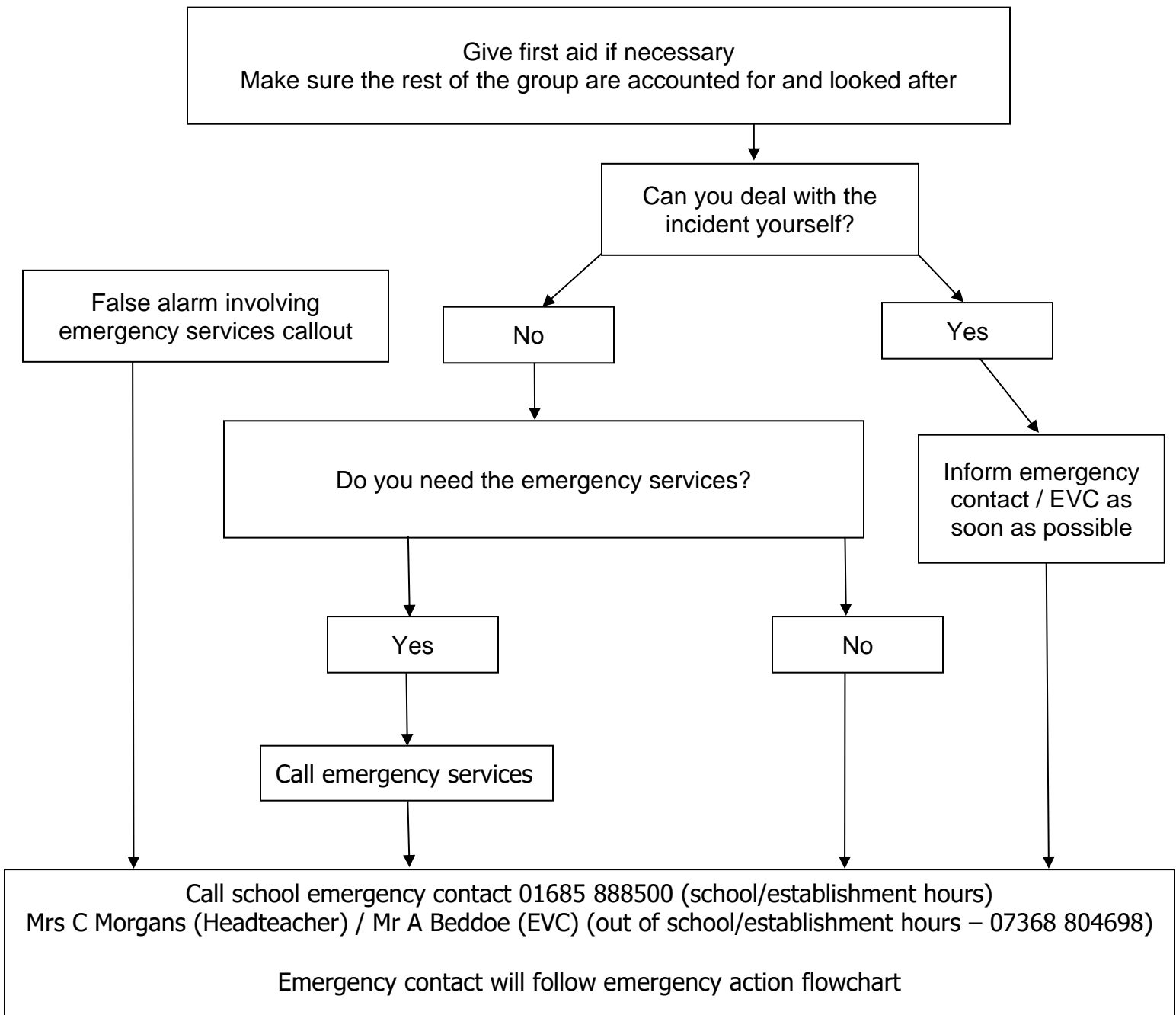
Signed: **Date:**

Form 3b - Summary of information about participants – Overseas Visits

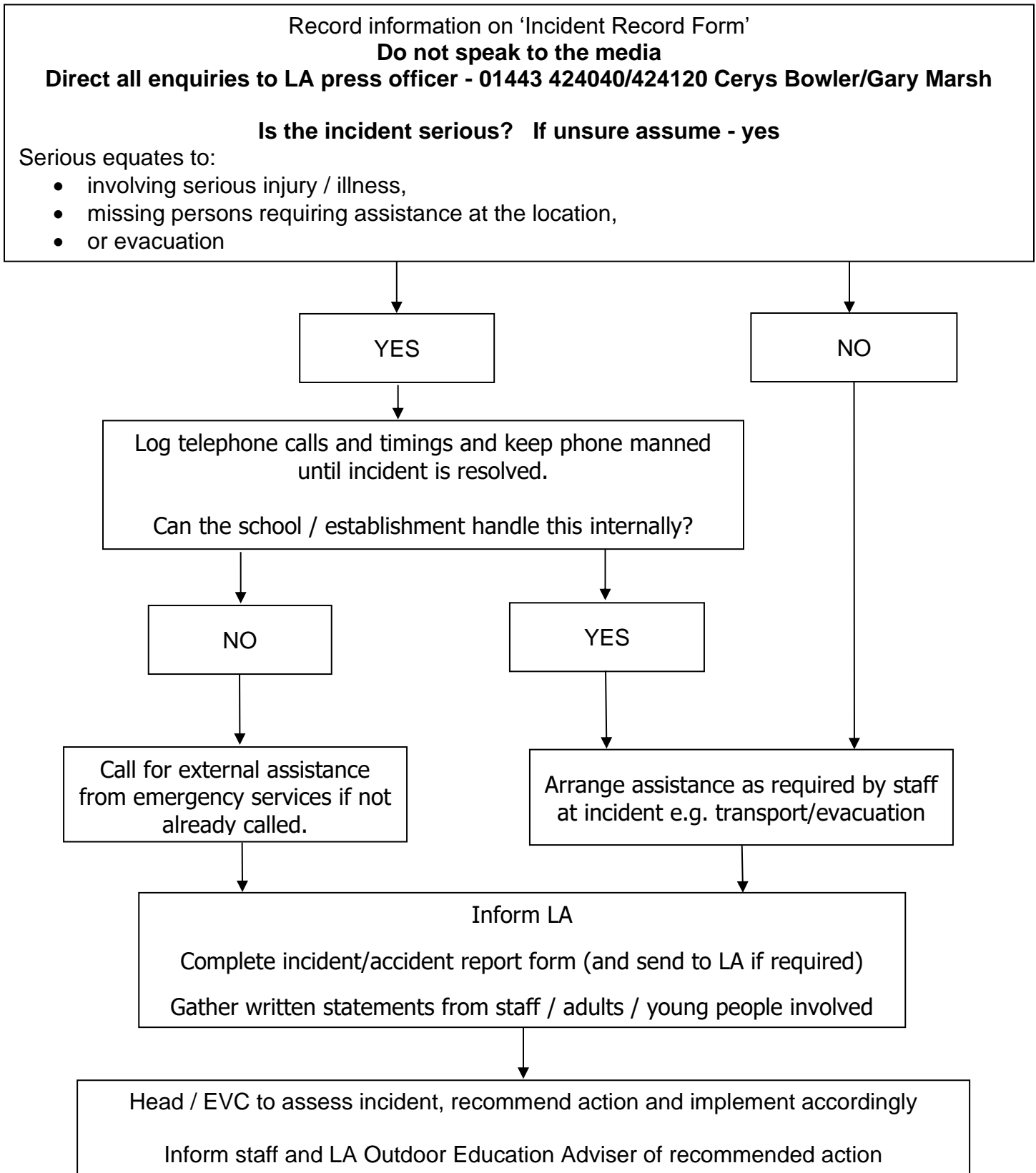
First Name	Middle Names	Surname	Address including postcode	Home Telephone Number	Pupil Mobile Number	Parent(s) Mobile Number	Parent E-mail address	Date Of Birth	Passport Number	Passport Issue Date	Passport Expiry Date	Country of Issue	Place of Birth	Country of Birth	Nationality	Gender	Emergency Contact	Emergency Contact Address including postcode	Emergency Contact Telephone	Dietary Information	Regular Medication to be given during the visit	Medical Conditions including Allergies	

Form 4a - Emergency action flowchart for visit leaders

- **Do not speak to the media**
- **Direct all enquiries to the Headteacher and / or LA press officer**
Tel: 01443 424040/424120 - Cerys Bowler/Gary Marsh



Form 4b - Emergency action flowchart for base (emergency) contacts



Form 5 – Independent Provider Questionnaire

This questionnaire can be used by the visit leader as a basic check of a provider or venue. Visit leaders should ask the provider/venue to complete this form, or provide the same information in another format (e.g. a download from the provider/venue website), before making a booking.

Notes for independent providers and venues:

You may have your own documentation that covers the same information in a different format e.g. as a download from your website. This is acceptable as an alternative to this form.

If you do not supply this information in an alternative way then please complete all relevant sections of this form by answering yes, no or not applicable (n/a) after each question. If you wish to provide further information then please continue on separate sheet(s) and attach to this form. An electronic signature is acceptable on this form to allow you to email the completed form.

Name of Provider/Venue		[REDACTED]	
Address			
Street:		[REDACTED]	
District:		[REDACTED]	
Town:		[REDACTED]	Post Code [REDACTED]
Telephone:	[REDACTED]		
Email:	[REDACTED]		
Website:	[REDACTED]		
Name of person completing this form:		[REDACTED]	
Signed:		[REDACTED]	
Position in organisation:		[REDACTED]	
Date:		[REDACTED]	

1.	Does the above Provider have any official recognition or accreditation?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	If yes, please give details here: [REDACTED]				
2.	Do you have written risk assessments for all of the premises/services/activities that you provide?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	If yes, are these risk assessments available to view if required?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Note: Please do not send copies of your risk assessments.

	Are there any actions arising from your risk assessment that the visit leader and their group need to be aware of/follow?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	If Yes, how to you inform them of this?				
	<input type="text"/>				
3.	Do all of your facilities comply with relevant statutory requirements?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
4.	Do you provide first aid equipment at the venue/activities?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Will a trained first-aider be present while the group is visiting?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
5.	Can you provide, if required, contact details for similar groups who have recently used your services?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
6.	Do you provide opportunities for preliminary visits?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
7.	Do you provide activity equipment (e.g. personal protective equipment or play equipment)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Do you provide activity equipment (e.g. personal protective equipment or play equipment)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Where national standards exist, does the activity equipment conform to those standards?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
8.	Do you hold a public liability insurance policy which will be current at the date of the proposed visit and covering both directly provided and sub-contracted activity (where this occurs)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	If yes, please state here the Limit of Indemnity	£	<input type="text"/>		
9.	Do you have written emergency procedures?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	For activities that take place off site do you have written late-back procedures?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Do you have accident/incident/near-miss reporting and action procedures?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
10.	Do you have a procedure for dealing with complaints?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

11.	Residential establishments only			
Will the group be required to share sleeping accommodation with others not from their group?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are staff bedrooms adjacent to young person bedrooms?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is sleeping accommodation secure from intruders?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Can the emergency services access the site easily if required?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you carry out a fire drill with the visiting group before their first night?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

12.	Provider-led activities only				
Please indicate (by checking the relevant boxes) the group types that you/your designated supervisory staff have experience of working with:					
Primary Schools	<input type="checkbox"/>	Secondary Schools	<input type="checkbox"/>	Youth Groups	<input type="checkbox"/>
Special Schools	<input type="checkbox"/>	Young people with challenging behaviour	<input type="checkbox"/>	Sixth Form and FE Students	<input type="checkbox"/>
Do you provide regular opportunities for liaison between your staff and staff of the visiting group?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Is there a clear definition of responsibilities between your staff and staff of the visiting group?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
How do you inform the leader of the visiting group about aspects of the visit for which they will have responsibility?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Have any Provider staff who may have significant contact with young people undergone an enhanced CRB check?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Are these staff also registered with the ISA?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	

13.	Adventure activity providers only				
	Do you offer adventure activities that are licensable under the Adventure Activities Licensing Regulations (for details please refer to www.aals.org)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	If yes, please list here (or list on separate sheet and attach to this form)				
	<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>				
	Do you provide any non-licensable adventure activities?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	If yes, please list here (or list on separate sheet and attach to this form)				
	Are records of activity leaders' experience and competence available for inspection on site, if required?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
14.	Please supply any additional information that you think may be helpful to the visit leader or the Local Authority.				
	<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>				

Form 6 - Incident record form

N.B. This form is to be used by an emergency contact during the period that they are handling an emergency call. The EVC should ensure that LA incident reporting procedures are followed as soon as possible after the incident.

ABOUT THE INCIDENT

Name(s) of any individual(s) affected by the incident:

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Time and date of incident:

Location of incident:

Activity taking place (if applicable):

Name(s) of staff leading the activity (if applicable):

Contact number for visit leader:

Name(s) of key witness(es):

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Description of incident and action taken (continue on separate sheets if necessary):

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Form completed by: _____ Date: _____

ACTION TAKEN TO AVOID A REPEAT INCIDENT (To be completed by Head or EVC following a review of the incident – continue on separate sheets if necessary)

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Signed (Head or EVC): _____ Date: _____

Appendix 2: Staff: young person ratios

It is important to have an adequate ratio of competent adult supervisors to young people for any visit. The factors to take into consideration include:

- sex, age and ability of group;
- young people with special educational or medical needs;
- nature of activities;
- experience of adults in off-site supervision;
- duration and nature of the journey;
- type of any accommodation;
- competence of staff, both general and on specific activities;
- requirements of the organisation / location to be visited;
- competence and behaviour of young people;
- first aid cover.

The visit leader or other competent staff must determine the actual ratio for any visit. Staff: young person ratios given in Table A2.1 are therefore intended only as a starting point for visit leaders when planning their visit. **Subsequent modification may be appropriate.**

When determining staffing levels, visit leaders should:

- recognise that large parties create special supervisory problems and should be sub-divided for activity purposes;
- be aware that small parties with minimum staffing are very vulnerable to staff illness or accident. This eventuality needs serious consideration at the early planning stage, especially for extended visits, visits abroad or any of the visits which require LA approval/notification;
- allow for the possible reduction in effectiveness of any member of staff who is accompanied on the visit by a close relation. This may be particularly relevant in an emergency situation.

Where leaders operate alone, the group should be trained and briefed on action to take in the event of leader incapacitation. An assistant leader, able to look after the group and raise the alarm, should be present if the group would be at significant risk were the leader incapacitated.

Leader competence and typical staff: young person ratios

General off-site visits

1. Staff: young person ratio ranges given here are intended only as a starting point for visit leaders when planning their visit. They are not intended for professional outdoor activity providers. Actual ratios for any visit must be determined through a process of risk assessment by the visit leader or other competent staff. The Head/EVC should enquire if numbers fall significantly outside these ranges.
2. Competent leaders will recognise when the number of young people per leader should be reduced (e.g. if group members have particular behavioural or physical needs or if weather conditions are not favourable on the day) or, occasionally, when they can be safely increased. If the visit leader deems it safe to exceed the number of young people per leader given in the table below, this decision should be agreed with the Head/EVC.
3. Where leaders operate alone, the group should be trained/briefed in action to take in the event of leader incapacitation. An assistant leader, able to look after the group and raise the alarm, should be present if the group would be at significant risk were the leader incapacitated.

Table A2.1 - General off-site visits (Guidance Only)

Activity	Age of young people	Staff: young person ratios-typical range NB actual ratios must be determined by a process of risk assessment – see notes 1&2 above	Leader competence
Local visits and visits to normal countryside.	Nursery	1: 2-4	Previous experience and approved by Head/EVC
	Reception / Year 0	1: 4-6	
	Years 1-3	1: 6-8	
	Years 4-6	1: 8-15	
	Year 7 onwards	1: 15-20	
	Special education	1: 6-10	
Residential visits and visits abroad	Years 4-6	1:8-10	As above
	Year 7 onwards	1: 10-15 (but 1:10 with 2 staff minimum for visits abroad)	
	Special education	1: 5-8 (but 2 staff minimum for visits abroad)	
Swimming in public pools (with lifeguard)	Years 1-3	1: 5-8	As above
	Years 4-6	1: 10-12	
	Year 7 onwards	1: 15-20	
Swimming elsewhere (without lifeguard)	All years	1: 5-10 (but 2 staff minimum)	As above & lifeguard qualification

4. In normal circumstances at least 50% of the adult numbers should be employees of the school/centre (eg teachers, youth leaders or learning support assistants). The balance of adult numbers will normally be made up of volunteers (parents, governors) approved by the Head/EVC.

5. Visit leaders should be aware that small parties with minimum staffing are vulnerable if staff are ill or have an accident during the visit. This eventuality needs consideration at the early planning stage, especially for extended visits or visits which require LA notification or approval.

6. Visit leaders should assess the staffing levels carefully if some of the staff identified as supervisors are related as spouse/partner/parent/carer to other staff/learners taking part in the visit. In the event of an accident/injury to one of these individuals this can cause a conflict of interest in supervision of the group. This should be taken into account when finalising staffing ratio's.
7. Visit leaders should bear in mind that the longer a visit lasts, the more important it is to consider the need for additional staffing. The constant duty of care can be very demanding and coupled with other functions such as minibus driving may reduce the necessary degree of concentration and alertness.
8. Visit leaders should ensure that all supervising staff do not consume alcohol during periods of supervision.
9. Visit leaders should ensure that delegated staff are given responsibility for looking after and administering any routine medication as directed by the parent(s) / carer(s) prior to the visit taking place. Standard painkillers (paracetamol / Ibuprofen) can be administered providing the learner is not allergic to these as identified on the medical form from parent(s)/carer(s).
10. Under some circumstances remote supervision of young people may be appropriate. Visit leaders should follow the guidance set out in Educational Visits: Remote Supervision although this will only be under **exceptional circumstances**. Guidance should be sought from the EVC / LA outdoor adviser.

Section B

Standard risk management procedures

This section sets out the standard risk management procedures that are followed by staff of this school/establishment when leading off site visits. **This should be modified as required for the visit being planned.**

Risk management form: All off site visits		
September 2018		
Significant hazards and harm which may occur	Who might be harmed?	Safety measures: <i>Measures that are in place and/or will be taken to reduce the risk to a tolerable level</i>
Crossing roads/walking along pavements	Pupils	Brief children of conduct expected of them when walking/crossing roads Ensure staff are placed at front, middle and rear of children. Pupils to walk in pairs or single file. Members of staff to choose safe place to cross roads (if not using recognised pedestrian crossing) 2 members of staff to stand in road with children walking between.
Weather conditions	Pupils/staff	Check weather forecast prior to visit Brief pupils/parents of possible weather conditions prior to visit Ensure appropriate clothing/footwear is worn or taken bearing in mind Summer and Winter conditions Check with parents that it is OK to put sun cream on children Take spare clothes for children not suitably prepared Ensure emergency shelter is taken if in demanding environment
Scientific demonstrations at science venues	Pupils	School/establishment staff to ensure that pupils follow instructions of qualified staff at venue and to adhere to rules regarding proximity
Trips, slips and falls	Pupils/staff	Ensure appropriate footwear is worn and shoelaces tied Brief pupils/staff of possible areas where trips, slips and falls may occur Ensure First Aid kit is carried by visit leader Ensure any medical conditions of pupils are disclosed prior to visit

Transport to and from venues	Pupils/staff	Ensure recognized LA bus company is used Ensure seat belts are worn at all times and are checked by visit leader For ferry / Eurotunnel / air transport ensure that pupils listen to the safety announcements and are clear on what to do in case of emergency and know to follow the instructions of crew members
Stranger danger	Pupils	Ensure children are made aware not to walk off with an unknown adult unless given specific instruction by visit leader. Regular head counts Supervised at all times, including appropriate supervision when toileting
Beach/coastal visits - washed into sea caught by rising tide	Staff and pupils	Check tide times before embarking on trip Check weather forecast for day of visit Brief pupils and staff not to go near water's edge
Accident/emergency	Staff and pupils	Follow emergency procedure guidelines carried by visit leader Ensure suitable staff helper (in addition to visit leader) understands emergency procedure Brief children of what to do in an emergency and how to summon help
Getting lost/separated from group (outdoor venues)	Staff Staff and pupils	Regular headcounts Ensure pupils are to stay in small groups Ensure pupils know a meeting point Brief pupils to stay put if lost or separated and to shout for attention Ensure all pupils know name of visit leader, staff and school/establishment name Ensure pupils have an emergency contact number
Getting lost/separated from group (indoor venues)	Staff Staff and pupils	Regular headcounts Ensure pupils are to stay in small groups Brief pupils to stay at venue if lost or separated never to leave the premises Brief children to make their way to reception Ensure all pupils know name of visit leader, staff and school/establishment name and have an emergency contact number

Medical Conditions	Pupil Staff and pupils	Ensure medical conditions are disclosed prior to visit Ensure consent is given for staff member to administer medicine if required Ensure medicines, epi pens, inhalers, etc. are carried by visit leader Ensure at least one staff member/adult volunteer knows how to administer medicine if required.
Walking up/down Pen y Fan or other mountains	pupils Staff and pupils	Brief pupils and helpers of proposed route Brief pupils of appropriate behaviour Ensure member of staff at front, middle and rear of pupils Ensure correct clothing and footwear is used
Farm Visits Machinery, vehicles, risk of allergy, contamination, bites, kicks, etc	Pupils and staff	Brief pupils to stay out of way of machinery/vehicles and to follow supervision by farm staff Ensure parents have informed staff prior to visit of possible allergies Ensure medicines are carried by visit leader (if required) Brief children not to touch animals unless safe to do so Ensure pupils/staff are made aware of farm rules, reinforced by farm staff Ensure all eating is done in hygienic locations Ensure children wash hands before eating Make sure First Aid kit is carried
Castle visits High walls – falls Steep, dark stairs - falls	Pupils and staff	Visit leader knows venue and specific areas of risk in the castle (following recce) Brief other staff Supervise pupils appropriately

Additional notes: Standard risk management procedures are reviewed and updated annually. Old versions are kept on file.