



# **Ysgol Bryn Castell**

## **Educational Visits policy**

### **2024**

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## **Foreword**

At Ysgol Bryn Castell Educational Visits offer an invaluable opportunity to enrich young peoples' learning, raise their self-esteem, increase their motivation and appetite for learning, and improve their health and wellbeing. There is a growing body of evidence that outdoor learning plays an important and enduring role in raising levels of achievement in other aspects of education and life.

The Governors and Leadership Team embrace well organised safe visits that make a positive impact on the curriculum.

## **Summary of policy**

This school/establishment follows the LA procedures for educational visit planning, approval and monitoring by using the EVOLVE on line visit planning and approval system [bridgendvisits.org.uk](http://bridgendvisits.org.uk) for all visits run by school/establishment staff or volunteers.

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

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



# **Bridgend County Borough Council**

## **Planning and Approval Procedures for Educational Visits**

This document sets out the Bridgend County Borough Council planning and approval procedures for Educational visits.

Anyone organising an off-site visit for young people from Bridgend County Borough Council should also refer as necessary to the National Guidance for Educational Visits endorsed by the Welsh Government. The Guidance can be viewed in the 'Guidance and resources/guidance' section of Evolve <http://bridgendvisits.org.uk>

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## **FOREWORD**

## **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. Bridgend's educational establishments and services for children and young people have a strong and continuing commitment to offering an exciting and enjoyable range of educational visits for its young people.

To prepare children for active, independent lives and to build their resilience, 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.

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.

This document sets out the planning and approval procedures which will help staff plan and deliver high quality, 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.

Staff who organise and engage in educational visits with children and young people show dedication, commitment and enthusiasm. Your work ensures that the young people of Bridgend will continue to be given the opportunity to take part in such activities. I would like to take this opportunity to thank you for your professionalism and dedication. These policies and procedures are aimed at supporting you in this valuable work.

Lindsey Iorweth Harvey (Mr)

**Cyfarwyddwr Corfforaethol – Addysg a Chymorth i Deuluoedd**  
Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

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Gwefan: [www.bridgend.gov.uk](http://www.bridgend.gov.uk)

## **Summary of procedures**

This document sets out the procedures by which Bridgend County Borough Council and its educational establishments meet the standards set out in the *National Guidance for Educational Visits* [www.oeapng.info/](http://www.oeapng.info/) endorsed by the Welsh Government in 2008.

EVC queries relating to these procedures should be directed to the appropriate officer as follows:

### **Local Authority (LA) leader approval, LA approval or notification for visits, EVC training and general advice about off site visits and adventure activities**

Dave Golding  
Strategic Lead Outdoor Learning  
Valleys Innovation Centre  
Navigation Park  
Abercynon  
CF45 4SN  
Tel 01443 665000  
Mob 07880 044407  
Email: [dave.m.golding@cscjes.org.uk](mailto:dave.m.golding@cscjes.org.uk)

Andrew Meek  
Associate Adviser for Outdoor Education  
  
07385 401841  
[Andrew.meek@cscjes.org.uk](mailto:Andrew.meek@cscjes.org.uk)

### **Accidents, incidents and general advice relating to Health and Safety**

Corporate Health and Safety Unit  
Raven's Court  
Brewery Fields  
Brewery Lane  
Bridgend  
CF31 4AP  
Tel: 01656 643212 Email: [health&safety@bridgend.gov.uk](mailto:health&safety@bridgend.gov.uk)

# Visit approval/notification procedures

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**Important note** - LA approval is **not** required for: LA approval or notification is **not** required for:

- Visits to Ynys Hywel or other LA Outdoor Education Centres within the Central South Consortium 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 Card training course.

Visit type	Approval/notification required
<ul style="list-style-type: none"> <li>• residential</li> <li>• visits abroad</li> <li>• demanding environments (see Table 2)</li> <li>• adventure activities (see table 3)</li> </ul>	Visit planned and approved using the EVOLVE system <a href="http://bridgendvisits.org.uk">bridgendvisits.org.uk</a> <b>at least 28 days before visit.</b>
<b>Overseas expedition</b> organised through an independent provider ( <i>i.e. expedition to a developing country involving trekking or other adventure activities</i> )	Visit planned and approved using the EVOLVE system <a href="http://bridgendvisits.org.uk">bridgendvisits.org.uk</a> <b>before booking the visit.</b> LA Approval is in two stages: <ul style="list-style-type: none"> <li>○ Initial approval before booking</li> <li>○ Final approval at least 8 weeks before the visit</li> </ul>
<b>Duke of Edinburgh Award expedition</b>	Visit planned and approved using the EVOLVE system <a href="http://bridgendvisits.org.uk">bridgendvisits.org.uk</a> <b>at least 28 days before visit</b> plus information required by DofE development officer
<b>All other visits</b>	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.  Schools/establishments can determine their own planning and approval requirements but are strongly advised to use the EVOLVE system <a href="http://bridgendvisits.org.uk">bridgendvisits.org.uk</a>  This system guides the visit leader through the visit planning and approval system required by the Local Authority (in line with WG guidance).  The EVOLVE system allows regular, repeated visits to be planned and approved.

## 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
<b>Normal countryside</b>	Areas; <ul style="list-style-type: none"> <li>• 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) <b>and</b></li> <li>• where the environment does not have any of the features of a 'demanding environment' listed below.</li> </ul>	Visits here <b>do not</b> require LA approval
<b>Demanding environments</b>	Areas where there is significant risk to the group from <b>one or more</b> of the following factors; <ul style="list-style-type: none"> <li>• hazardous terrain (e.g. cliffs, very steep slopes etc.);</li> <li>• remoteness (i.e. more than 30 minutes walking time from the nearest normal vehicle access point from which the group could be evacuated);</li> <li>• difficult escape (i.e. places where the group could be trapped and/or where they would need specialist help to escape);</li> <li>• 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);</li> <li>• open areas without clear boundaries where the group might stray into hazardous or remote terrain in poor visibility;</li> <li>• fast flowing water, deep water, or water with strong currents (including tidal flow) <b>where:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> the group will be close to the water <b>and</b> there is a significant risk of someone falling in;</li> <li><input type="checkbox"/> the group will be entering the water.</li> </ul> </li> </ul>	Visits here <b>do</b> require LA approval (except activities run by the Outdoor Education Centres managed by one of the CSC LA's: Dare Valley OAC., Ynys Hywel and Dolygaer).

### Table 3. Adventure activities Update required

**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 ( <b>including camping, fieldwork and non-adventure activities</b> ) 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.

Schools/establishments can determine their own planning and approval requirements but are strongly advised to use the EVOLVE system [bridgendvisits.org.uk](http://bridgendvisits.org.uk)

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

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

#### 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/carer 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.

### 4 **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 first hand, 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 (which can be downloaded from the EVOLVE system's Guidance and Resources/Forms section [bridgendvisits.org.uk](http://bridgendvisits.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.

#### **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 completing and sending form OE1 (along with attachments listed on Form OE1) to the Outdoor Education Adviser at the address listed on Form OE1. Form OE1 can be downloaded from the EVOLVE system's Guidance and Resources/Forms section [bridgendvisits.org.uk](http://bridgendvisits.org.uk). Final LA approval for the expedition must be obtained at least 8 weeks before the expedition start date by completing and sending form OE2, along with attachments listed on Form OE2, to the Outdoor Education Adviser.

## 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. This now includes visits that take pupils to water margins eg Geography Field Trips

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.wales.gov.uk/healthandsafety](http://www.wales.gov.uk/healthandsafety) **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 are given in the *National Guidance for Educational Visits*. 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 contact the LA DofE Award Officer (see below for contact details) before starting any planning for the activity to ensure that the Expedition meets the requirements of the DofE and Local Authority.

Youth Service Officer  
Old Church School  
Tondu  
Bridgend  
CF31 9BT

Tel: 01656 724057  
Email:

## 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 *National Guidance for Educational Visits* 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)
- 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 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, from time to time, for compliance with LA guidance by visit leaders within the school/centre.

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/centre.

### Monitoring by the LA

The LA will monitor schools/centres on a 5 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 **YBC Specific EVOLVE GUIDELINES**

1. Member of staff have a valid username / and log in initiated during induction
2. Staff meet with an EVC to be introduced to process as part of their induction
3. A catch up training for all staff is included in the Summer Term as part of the Thursday evening CPD process at the school
4. A set of exemplar materials are held on the shared drive for a range of visits. This includes examples of Risk Assessments / Itineraries / Consent Letters and Pupil Lists.
5. These examples will be used as the basis to develop individual attachments for each visit
6. Parents / Carers sign a general visit consent during pupil induction meetings for regular and routine low risk activity visits
7. School administrator JG holds a record of general consents for all pupils. This is checked once per term.
8. Staff who wish to take a visit must complete an Evolve before leaving site
9. Staff who wish to use an outside provider must ensure a form 5 has been completed.  
(Check Evolve Dashboard as many Form 5's are stored here)
10. Staff should view the school diary and discuss the visit with a senior manager / (visit form) to ensure funding and curriculum / pupil needs are being met
11. Staff should ensure transport is available
12. The Evolve will be processed by one of the EV coordinators SJ, RDU & KW and authorised by the Headteacher.
13. If a visit is of an adventurous nature there should be a 28 day lead in with a completed

Evolve.

14. All Evolves should be submitted 5 days before the visit departs.
15. All Evolves should include a Risk Assessment / Itinerary / Consent Letter / Pupil List (this may indicate that exact pupil names will be recorded on sign out sheet for accuracy)
16. A thorough signing out sheet including – destination / dynamic risk assessment / pupil names / staff contact details must be completed on departure
17. For any residential visit the Headteacher should be informed at the earliest stage of planning normally 6-12 months before visit. Please see section 13
18. For any visit abroad the Headteacher should be informed at the earliest stage of planning normally 15-18 months before visit. Please see section 14

## 12 EMERGENCY CONTACT NUMBERS

At all times the group leader should have on them a mobile phone, turned on whenever possible, and the number should be known to the school contact.

In the event of an incident during normal working hours the school will be open to receive calls: 01656 815595

Outside of working hours an on call system will be agreed prior to the departure of any visit.

Headteacher Helen Ridout – 07854 506936

Deputy Headteacher Sean Jenks- 07970 810739

Assistant Headteachers – Sarah Davies 07580 905746 Sarah Peel 07772 961419 Victoria Cahill 07966 053472

Local Authority - TBC

## 13 RESIDENTIAL VISIT GUIDANCE

### 1 Context

The Welsh Government has published 'Educational visits – a safety guide for learning outside the classroom', which provides comprehensive guidance and good practice related to all aspects of Educational visits. School staff should refer to this guidance when planning any activity away from the school.

The process detailed below is supplementary to the WG guidance and is specific to **residential** visits, focusing on the extended timescales for planning such visits, and for submitting a proposal for approval.

### 2 Process

All planned residential visits should adhere to the timescales below.

#### 2.1

**6-12 months prior to intended departure:** Outline proposal to be made to Headteacher/Senior Leadership Team. No booking should be made before receiving written approval from the Head and/or SLT.

#### 2.2

**6 months before the proposed trip (or at the earliest opportunity following approval of the proposal by SLT and GB):** Letters to be sent to parents sharing information and confirming interest. Detailed plans may now be drawn up and provisional bookings made (*NB: it is good practice to seek three quotations, to ensure good value for money is achieved*). Between now and the departure of the trip, parents should be updated at appropriate intervals about the detailed arrangements.

## 2.3

**At least 28 days before departure:** The online educational visit form with all the relevant attachments, including full risk assessment(s), to be completed and submitted for the Educational Visit Coordinator's (EVC) approval (*NB: it is possible to revisit the form with updated information after submission, therefore the form should not be delayed due minor omissions*).

## 3

### Questions to be addressed in the outline proposal

Before the school decides to offer residential visit to pupils, the proposal must be justified. The following issues should be considered by the staff involved, the headteacher and a committee of the governing body.

#### 3.1 Brief details of trip (provisional): destination, number of pupils, dates

#### 3.2 Educational Objectives

What are the educational objectives?

How will they be met?

Could these objectives be met to a similar degree through one or more visits taking place during the school day? How?

*A robust case must be made for the educational benefit of the trip, including proper consideration of whether the same or broadly similar educational benefit could be achieved through visits that take place during the school day. If the case cannot be made, the trip should not be sanctioned.*

#### 3.3 Costs

Would the cost be prohibitively expensive for many pupils?

Could a similar experience be provided at a more affordable price that would be accessible to a wider group of pupils?

Will the cost of this one trip prohibit a pupil's access to other extra-curricular activities/visits?

What support will the school offer pupils who cannot afford to go on the trip?

*If the same or similar benefits could be achieved through visits that take place during the school day at a significantly lower cost, the trip should not be sanctioned.*

#### 3.4 Safeguarding

What safeguarding risks does the trip present?

How will these risks be mitigated or eliminated?

*Proper consideration needs to be demonstrated of the additional safeguarding risks posed by taking young people on residential trips; for example, exposure to third party personnel such as hotel staff. Robust safeguarding procedures would need to be in place should the trip be permitted to proceed. The age, maturity, experience and behaviour of the cohort for which the trip is intended should be fully taken into account.*

#### 3.5 Staffing

The trip should take place fully outside term time. Is there any disruption to the educational provision for pupils on the trip, or others who will need supply teachers?

If there is to be any unavoidable overlap into term time, can the impact of any cover be justified in terms of the number of pupils affected compared with the number benefitting from the residential visit?

### 3.6 'Down time'

How much down time would you expect there to be?

How would down time be organised and supervised?

How would staff be organised in terms of duties during evenings and overnight?

*The suitability, competence and number of staff accompanying the trip are essential considerations. Downtime should be structured to include: briefings on the following day's activities, organised leisure activities, study time. There will be a need to have sufficient staff on duty or on call to ensure adequate supervision at all times. Regard must also be paid to the wellbeing of staff, with provision being made for adequate rest periods.*

### 3.7 The wider experience

Would the trip offer such a significant cultural, spiritual or sporting opportunity that it would not be achievable through any other kind of trip or activity?

## 14 OVERSEAS GUIDANCE

### 1 Context

The Welsh Government has published 'Educational visits – a safety guide for learning outside the classroom', which provides comprehensive guidance and good practice related to all aspects of Educational visits. School staff should refer to this guidance when planning any activity away from the school. The process detailed below is supplementary to the WG guidance and is specific to **overseas** visits, focusing on the extended timescales for planning such visits, and for submitting a proposal for approval.

### 2 Process

All planned overseas visits should adhere to the timescales below.

**2.1 15 – 18 months prior to intended departure:** Outline proposal to be made to Headteacher/Senior Leadership Team. No booking should be made before receiving written approval from the Head and/or SLT.

**2.2 12 - 15 months before intended departure:** If approved by Head/SLT, the proposal must be referred to a committee of the governing body for its approval. If approved, the Headteacher and Chair of Governing Body sign off the proposal.

**2.3 12 months before the proposed trip (or at the earliest opportunity following approval of the proposal by SLT and GB):** Letters to be sent to parents inviting expressions of interest, followed by an open evening to give information – before deposits are taken. Detailed plans may now be drawn up and provisional bookings made (*NB: it is good practice to seek three quotations, to ensure good value for money is achieved*). *Between now and the departure of the trip, parents must be updated at appropriate intervals about the detailed arrangements.*

**2.4 At least 8 weeks before departure:** The online educational visit form with all the relevant attachments, including full risk assessment(s), to be completed and submitted for the Director of Education's approval (*NB: it is possible to revisit the form with updated information after submission, therefore the form should not be delayed due minor omissions*).

### 3 Questions to be addressed in the outline proposal

Before a school decides to offer an overseas visit to pupils, the proposal must be justified. The following issues should be considered by the staff involved, the headteacher and a committee of the governing body.

**3.1 Brief details of trip (provisional): destination, number of pupils, dates**

**3.2 Educational Objectives**

What are the educational objectives?

How will they be met?

Could these objectives be met to a similar degree on a UK based educational visit? How?

*A robust case must be made for the educational benefit of the trip, including proper consideration of whether the same or broadly similar educational benefit could be achieved through a UK based visit. If the case cannot be made, the trip should not be sanctioned.*

### **3.3 Costs**

Would the cost be prohibitively expensive for many pupils?

Could a similar experience be provided at a more affordable price that would be accessible to a wider group of pupils? (see above regarding UK based visits)

Will the cost of this one trip prohibit a pupil's access to other extra-curricular activities/visits?

What support will the school offer pupils who cannot afford to go on the trip?

*Overseas visits can be elitist, with only the most affluent families able to afford them. For some families, the cost of a trip for one pupil can equate to the cost of a family holiday. If the same or similar benefits could be achieved in the UK at a significantly lower cost, the trip should not be sanctioned.*

### **3.4 Safeguarding**

What safeguarding risks does the trip present?

How will these risks be mitigated or eliminated?

*Proper consideration needs to be demonstrated of the additional safeguarding risks posed by taking young people overseas, taking into account, for example: the cultural differences of the country/ies to be visited, a long and potentially complex journey, and the distance from the support networks provided by the family/school/LA. Robust safeguarding procedures would need to be in place should the trip be permitted to proceed. The age, maturity, experience and behaviour of the cohort for which the trip is intended should be fully taken into account.*

### **3.5 Staffing**

The trip should take place fully outside term time. Is there any disruption to the educational provision for pupils on the trip, or others who will need supply teachers?

If there is to be an unavoidable overlap into term time, can the impact of any cover be justified in terms of the number of pupils affected compared with the number benefitting from the overseas visit?

### **3.6 'Down time'**

How much down time would you expect there to be?

How would down time be organised and supervised?

How would staff be organised in terms of duties during evenings and overnight?

*Of incidents that occur on overseas visits, a significant number happen during down time. Therefore at this early stage there should be proper regard paid to how downtime is used. The suitability, competence and number of staff accompanying the trip are essential considerations. Downtime should be structured to include: briefings on the following day's activities, organised leisure activities, study time. Staff must be aware that the trip is not a holiday for them, and there will be a need to have sufficient staff on duty or on call to ensure adequate supervision at all times. Regard must also be paid to the wellbeing of staff, with provision being made for adequate rest periods.*

### **3.7 The wider experience**

Would the trip offer such a significant cultural, spiritual or sporting opportunity that it would not be achievable through any other kind of trip or activity?

# Planning forms

- |                        |  |
|------------------------|--|
| Form 1:                | Parent/carer consent form: routine visits                |
| Form 2:                | Parent/carer consent form: non-routine visits            |
| Form 3:                | Summary of information about participants                |
| Form 4 :               | Emergency action flowchart for visit leaders             |
| Form 5:                | Emergency action flowchart for base (emergency) contacts |
| Form 6:                | Incident record form                                     |
| Additional Attachments |  |
| 1-                     | Risk Assessment for signing out                          |
| 2-                     | Example Risk Assessment                                  |



Form 1



## Parent/carer consent Routine visits

**School/establishment: Ysgol Bryn Castell**

**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:

*Sport Fixtures / Local Curriculum Visits / Visits to Arts centre / Visits to local parks / Walks on local footpaths not 30mins from roads / Unexpected Opportunities e.g watching Cardiff Blues Training session*

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

*Local Parks / Local Schools / Local Civic Amenities / Leisure Centres / Other Schools & Colleges*

### **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 must inform the school/establishment of any medical or behavioural condition or physical disabilities that may effect 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.

**Full name of parent/carer:** \_\_\_\_\_

**Signature of parent/carer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_ **Tel:** \_\_\_\_\_



## Parent/carer consent Non-routine visits

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

School/establishment: \_\_\_\_\_

Visit/activity: \_\_\_\_\_

Venue: \_\_\_\_\_ Date(s): \_\_\_\_\_

Your child's name \_\_\_\_\_ Form/Class (if relevant) \_\_\_\_\_

### 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: \_\_\_\_\_

\_\_\_\_\_

h) When did your son/daughter last have a tetanus injection? \_\_\_\_\_



# Form 3



## LIST OF STUDENTS DETAILS: Friday Reward Activity – Cardiff International Pool-

**\*\*\*\*Pupil list will be recorded on leaving site due to the dynamic nature of the activity\*\*\*\***

For visits outside of the school day parental contact details are required.

PUPIL	ALLERGIES / MEDICATION	CONTACT DETAILS /
Nearly All – please see above	NONE	School Number = 01656 815595
	NONE	

**NB\*\***

**A sign out sheet is also completed on leaving site to ensure any late adjustments are recorded.**

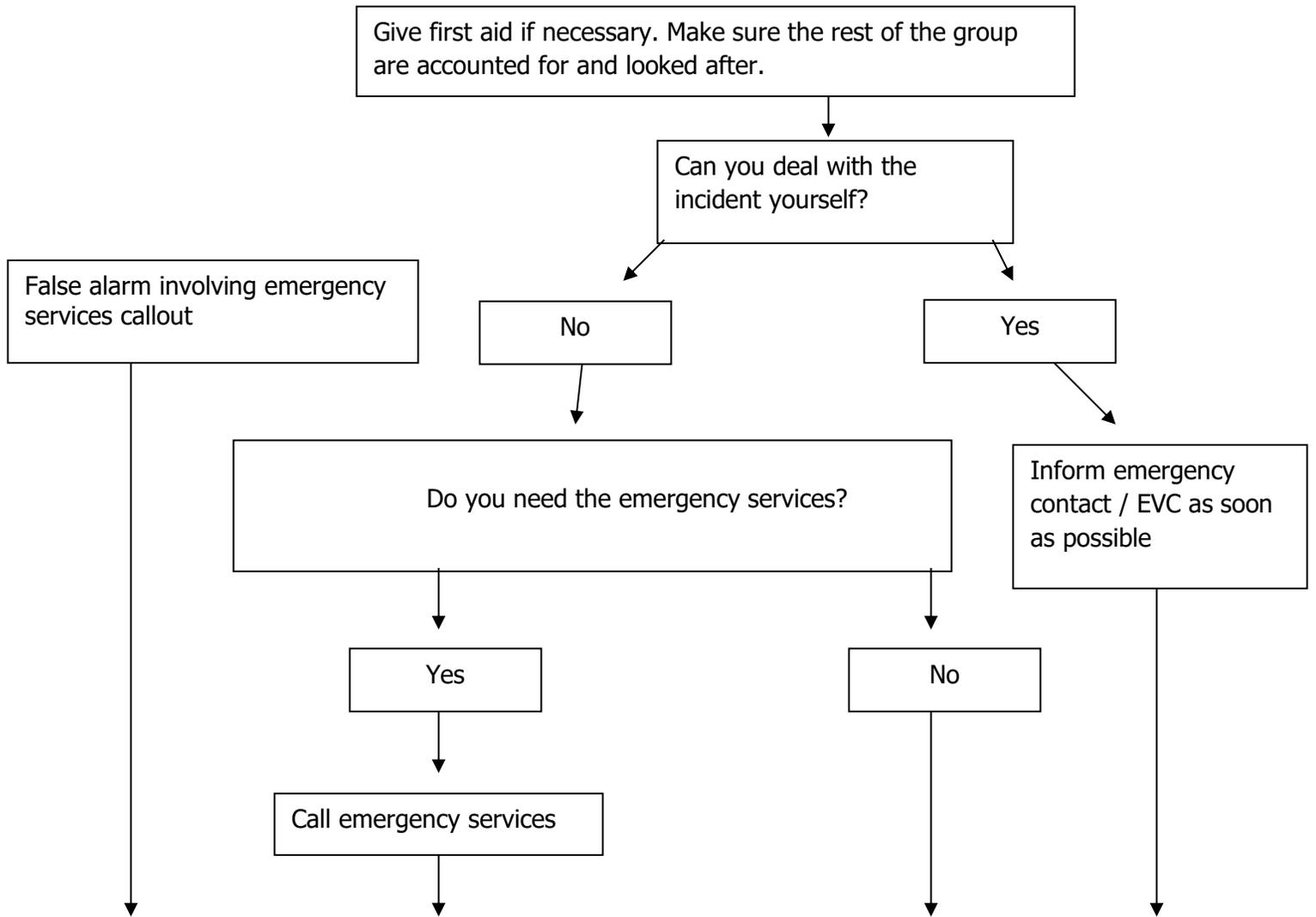
**Summary of information about participants (young people and adults)**

<b>Surname</b>	<b>Forename(s)</b>	<b>Date of birth</b>	<b>Address</b>	<b>Next of kin</b>	<b>Contact number(s)</b>	<b>Relevant special needs/medical information</b>

**Form 4**

**Emergency action flowchart for visit leaders**

**Do not speak to the media – direct all enquiries to:  
 Corporate Director- Children’s Directorate 01656 643643**



Call school/establishment emergency contact **school/establishment number** (01656 815595) **headteacher's / Deputy number** (out of school/establishment hours = 07854 506936 / 07970 810739).  
 Emergency contact will follow emergency action flowchart.

## Emergency action flowchart for base (emergency) contacts

Record information on 'Incident Record Form'.

**Do not speak to the media – direct all enquiries to:  
Corporate Director - Children's Directorate 01656 643643**

**Is the incident serious? If unsure assume yes.**

**YES**

**NO**

Log telephone calls and timings and keep phone manned until incident is resolved.

Can the school/establishment handle this internally?

**NO**

**YES**

Call for external assistance from emergency services if not already called.

Arrange assistance as required by staff at incident eg transport / evacuation.

Inform LA

Complete incident/accident report form (and send to LA if required).

Gather written statements from staff / adults / young people involved.

Head / EVC to assess incident, recommend action and implement accordingly.

Inform staff and LA Outdoor Education Adviser of recommended action.

**Form 6**



**Incident record form**

NB 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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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) \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed (Head or EVC) \_\_\_\_\_ Date \_\_\_\_\_



**RISK ASSESSMENT FOR VISITS AND LESSONS**  
(on going activities to be reviewed annually)

**ACTIVITY / VISIT** (or see signing out sheet)  
.....  
.....  
**DESTINATION**  
.....  
**Written By :**

Do you need to do anything else to manage the risk for the visit / lesson ?

List hazards here:	Who May be Harmed & How?	Control measures to Manage risk:	Please Tick If Applies
Transport	Pupils and Staff	Minibus Roadworthy / Experienced - Qualified Driver / Driver to complete visual safety checks / Driver to Complete Log Book	
Transport	Pupils and Staff	Pupil Behaviour monitored on Bus / Additional adults should travel in the back where they can monitor pupils / driver to stop in a safe place should any inappropriate behaviour take place and resume driving when safe.	
Supervision at Activity	Pupils	Appropriate staff ratios ensure pupils are managed in a safe manner. <b>Pupils are not left unsupervised unless an additional Risk Assessment has been completed.</b> Activities meet pupil's needs. If pupils abscond inform school or ring 999 if crisis	
Crossing roads	Pupils and Staff	Use pedestrian crossings. If none are available. An experienced designated member of staff will lead the crossing. The leader will choose the safest place to cross low traffic flow and good visibility. A member of staff will remain in the road to signal cars to stop while children cross.	
Stranger danger	Pupils	High levels of staff supervision. Pupils are reminded not to talk to strangers.	
Weather	Pupils and Staff	Gain additional information if extreme weather is possible. E.g Sun / Rain / Snow / Fog / Ice. Check clothing / Review Activity	
Other....			
Other.....			
<b>High Risk Activity</b>	Pupils and Staff	<b>Outside Provider / Additional Risk Assessment Provided</b>	

**Additional Information**.....  
.....  
.....  
.....

**Additional Checklist Please circle appropriate response necessary:**  
 EV Completed - Y / N / NA  
 Sign Out Sheet Completed - Y / N / NA  
 Outside Provider Risk Assessment Obtained - Y / N / NA  
 Medical Needs Considered - Y / N / NA  
 Weather Conditions Considered -



## Standard risk management procedures - EXAMPLE

This section sets out the standard risk management procedures that are followed by staff of this school/establishment when leading off site visits.

<b>Risk management form: Cardiff International Pool</b>		
<b>January 2022- July 2023</b>		
<b>CONTEXT OF ACTIVITY</b>		
<ul style="list-style-type: none"><li>Swimming activity at Cardiff International Pool</li></ul>		
<b>Significant hazards and harm which may occur</b>	<b>Who might be harmed?</b>	<b>Safety measures:</b> <i>Measures that are in place and/or will be taken to reduce the risk to a tolerable level</i>
Hazards identified with the Independent Provider	Staff Pupils	If any YBC staff judge any aspect of the activity to be dangerous or poorly managed by the Independent provider staff then they will halt the activity and return to school
Hazards identified with swimming pool	Staff Pupils	The risk assessment developed / provided by the establishment will be followed

Pupil Behaviour	Pupils / Staff	<p>A dynamic risk assessment will be conducted prior to visit ensuring the staff / pupil ratio is appropriate</p> <p>An experienced teacher will lead the activity</p> <p>Other members of staff are included on the activity to match the needs of the pupils.</p> <p>Routines are established and pupils are used to them</p> <p>Inappropriate behaviour will be addressed using PBM techniques and will be addressed immediately</p> <p>The visit could be abandoned</p> <p>If pupil / pupils have lost self control the Police may be called as an emergency response</p>
Swimming Activity	Pupils / Staff	<p>Ensure pupils are supervised by staff and qualified lifeguards at all times</p> <p>Ensure all pupils adhere to establishment risk assessment and rules whilst participating in activity</p>
Stranger danger	Pupils	<p>Ensure children are made aware not to walk off with an unknown adult unless given specific instruction by visit leader.</p> <p>Regular head counts</p> <p>Supervised at all times, including appropriate supervision when toileting</p>
Accident/emergency	Staff pupils	<p>Follow emergency procedure guidelines carried by visit leader</p> <p>Ensure suitable staff helper (in addition to visit leader) understands emergency procedure</p> <p>Brief children of what to do in an emergency and how to summon help</p>
Getting lost/separated from group (outdoor venues)	Staff	<p>Regular headcounts</p> <p>Ensure pupils are to stay in small groups</p> <p>Ensure staff accompany pupils at all times</p> <p>Brief pupils to stay put if lost or separated and to shout for attention</p> <p>Ensure all pupils know name of visit leader, staff and school/establishment name</p>

Getting lost/separated from group (indoor venues)	Staff	<p>Regular headcounts</p> <p>Ensure pupils are to stay in small groups</p> <p>Ensure staff accompany pupils at all times</p> <p>Brief pupils to stay at venue if lost or separated never to leave the premises</p> <p>Brief children to make their way to reception</p> <p>Ensure all pupils know name of visit leader, staff and school/establishment name</p>
Medical Conditions	Pupils	<p>Ensure medical conditions are disclosed prior to visit</p> <p>Ensure consent is given for staff member to administer medicine if required</p> <p>Ensure medicines, epi pens, inhalers, etc are carried by visit leader</p> <p>Ensure at least one staff member/adult volunteer knows how to administer medicine if required.</p>

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

## Section B

## Standard risk management procedures - Example

This section sets out the standard risk management procedures that are followed by staff of this school/establishment when leading off site visits.

<b>Risk management form: All off site visits</b>		
<b>September 2022 – to be amended as and when required</b>		
<b>Significant hazards and harm which may occur</b>	<b>Who might be harmed?</b>	<b>Safety measures:</b> <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 recognized 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

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 waters edge
Accident/emergency	Staff 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	Regular headcounts Ensure pupils are to stay in small groups Ensure staff accompany pupils at all times 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
Getting lost/separated from group (indoor venues)	Staff	Regular headcounts Ensure pupils are to stay in small groups Ensure staff accompany pupils at all times 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
Medical Conditions	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 Vardre/Orme	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

<p><b>Farm Visits</b> Machinery, vehicles, risk of allergy, contamination, bites, kicks, etc</p>	<p>Pupils and staff</p>	<p>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</p>
<p><b>Castle visits</b> High walls – falls Steep, dark stairs - falls</p>	<p>Pupils and staff</p>	<p>Visit leader knows venue and specific areas of risk in the castle (following recce) Brief other staff Supervise pupils appropriately</p>

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

