



### **Purpose:**

- St Martin's School is committed to providing a full and efficient education to all pupils and embraces the vision of equal opportunities for all.
- Educational visits offer an invaluable opportunity to enrich pupils' learning, raise their self esteem and increase their motivation. We will consistently work towards a goal of 100% of pupils having the opportunity to participate in educational visits. Every opportunity will be used to convey to pupils and their parents / carers the benefits of such visits.
- This policy is reviewed (and updated as necessary) biannually or following any issues encountered on an educational visit that may necessitate a change.

### **Commitments:**

- To adopt a consistent approach to educational visits and provide clear guidelines to staff, students, parents and other interested parties.
- To maximise levels of participation for all students.
- To record participation rates and monitor enrichment within school.
- To ensure pupils are able to experience a wide range of activities.
- To ensure pupils learn to understand and manage the risks that are a normal part of life; common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.
- To provide school staff with easily accessible advice guidance and resources as well as good professional development opportunities.

The following guidance is relevant to any occasion in which young people leave the school for any activity. "The governing body has the responsibility for Health and Safety including educational visits". (Health and Safety at Work Act 1974). Governors should ensure that this guidance informs the school policy, practices and procedures relating to the health and safety of young people on educational visits.

The Health and Safety at Work Act 1974 places overall responsibility for health and safety on educational visits with the employer. For community schools the employer is CCBC (the LA).

The Management of Health and Safety at Work Regulations 1992 (updated 1999) require employers to

- Assess the risk of activities
- Ensure that measures to control those risks are adequate.

**Teachers and other staff in charge of young people have a common law duty of care to act as any reasonably prudent parent would do in the same circumstances.**



## **1. Education Visits Coordinator (EVC)**

The EVC for St Martin's School is **MR GERAINT EVANS**, Assistant Headteacher.

The role of the EVC is to provide the visit leader with the necessary forms for the visit, to monitor the visit leader and to ensure parents/carers are provided with information about the visit and obtain the consent or refusal for the child to take part in the visit if necessary; the EVC will also ensure visit leaders have made emergency arrangements and contacts for each visit.

Staff are asked to consult as fully as possible with the EVC before, during, and after a school trip or visit. Feedback from trips and visits is an important mechanism for ensuring against future incidents.

The EVC **must** therefore be notified of *all* occasions when a student or group of students leave the school premises, either accompanied by members of staff or to meet members of staff at a pre-arranged location. This forms a key part of the duty of care we owe to students. It is not easy to give a definitive list of such trips but examples include trips to museums, galleries and theatres, trips to educational conferences, trips for boarders, both in the evenings and at weekends, residential trips such as skiing holidays, and all sports fixtures and sports tours. If staff are in doubt about the nature of a trip or visit then they should seek the advice of the EVC.

The **EVC must give permission before** any trip can take place. Staff wishing to organise a trip must complete a **"NOTIFICATION OF REQUEST FOR EDUCATIONAL VISIT FORM"** form (See Appendix 2) and submit it **as far in advance as possible**.

After the calendar has been checked the EVC will give approval for 'routine' day trips. Where possible, *proposals* for residential trips should be made to the EVC for approval one full academic year in advance of the trip so that parents can be given fair warning of any significant costs.

**Staff will not be permitted to take residential visits during term time unless there are extenuating circumstances.**

**In accordance to the school cover policy a maximum of two members of staff will be permitted to accompany non-residential visits during school hours wherever possible. All visits during school hours must be relevant to academic courses.**

**Staff must not inform students or parents that a trip or visit is going ahead until it has been formally approved by the EVC.**

Information, guidance and training relating to the EVOLVE website, Logins and Passwords can be obtained from the EVC.

The EVC will provide staff with the necessary forms when planning for a visit.



## **Approval of Visits**

Based on the visit type, EVOLVE automatically directs the flow for approval.

Approval is delegated to the Head of Establishment for all visits, except for the following visit types:

Overseas  
Residential  
Involving an adventurous activity

The above three categories are 'authorised' within the establishment, but are 'approved' by CCBC (the LA) via EVOLVE.

Confirmation of the approval decision for a visit will be given via EVOLVE system.

Visits that require LA approval must not proceed until this approval has been given.

The Governing Body must approve all significant off-site educational visits and minute their approval.

**Please note, notifications for overseas, residential and higher risk outdoor activities require a minimum of 28 days before a school trip leaves. This provides approval time for the Outdoor Education Adviser to resolve any queries in good time.**

**Only 1 international visit will be approved each academic year.**

## **2. Role of the Visit Leader**

Staff wishing to organise a trip must complete a "**NOTIFICATION of REQUEST FOR EDUCATIONAL VISIT**" (See Appendix 2) and submit it **as far in advance as possible**.

*The visit leader **must complete a 'VISIT' form** on the EVOLVE website <http://www.caerphillyvisits.org.uk> **before departing** on a school trip and **submit it to the EVC**. This must be done **at least 6 weeks before** the date of the visit for residential/adventurous trips in order to be submitted to the LA for approval; 2 weeks prior to date of visit for routine trips.*

The visit leader has delegated responsibility for the supervision and conduct of the visit. The visit leader must:

- Ensure that the planned visit and activities are suitable for the group
- Obtain the EVC and/or Head's approval for the visit according to school policy
- Ensure that all accompanying adults, whether employees or volunteers, are given responsibility within their level of competence and have been briefed on the purpose of the visit and their roles and responsibilities
- Ensure that all DBS checks are in place and current
- Ensure that appropriate first aid cover will be available
- Undertake the planning and preparation of the visit, including the briefing of group members and parents/carers
- Identify significant hazards and safety measures to reduce risks to an acceptable level, and to make known to parents/carers, EVC, the Head teacher and others the level of residual risk that needs to be managed
- Have enough information about the young people to assess their suitability for the visit or be satisfied that their suitability has been assessed and confirmed
- Ensure the ratio of staff to young people is appropriate for the environment/activities and needs of the group
- Carry out dynamic risk management for the visit
- Make appropriate and adequate preparations for emergencies in conjunction with the EVC
- Ensure that the group leaders and other leaders have details of young person special or medical needs
- Ensure that full details of the visit, including contact details are left with the School Office and the member of staff on call for the trip.
- The Catering Manager should also be informed if significant numbers are off site during the school day

**(See APPENDIX 1 - Planning Checklist)**



### **3. Risk Assessment / Management**

During the early planning stages of a visit a leader should consider the risks associated with the visit/activity. A risk assessment is a careful examination of what, on the trip, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent potential harm.

Due to the complex nature of off-site visits, conventional 'risk assessment' as a stand-alone tool is not particularly useful and can on occasion be misleading. It is of greater benefit to consider the overall 'risk management' of visits by taking all aspects of visit planning and management into account. This can be achieved effectively through a combination of the EVOLVE visit form itself, and where appropriate, any event specific notes or attachments.

Visit planning includes consideration of the question: 'What are the really important things that we need to do to keep us safe?' It should focus on those issues that are individual to the specific event, taking into account the needs of the group (including special and medical needs), the experience and competency of the staff team, and the leader in the context of the event. Significant issues must be recorded on EVOLVE, either in Notes or as an attached document, and shared with all relevant parties.

For trips that will involve outdoor or adventurous activities or indeed residential trips, visit leaders should check that any independent providers have risk assessments in place for the services they provide; copies of any such risk assessments from the service provider should be requested well in advance of the trip and to make reference to these in their own risk assessments and saved on EVOLVE.

Any further risks must be assessed and added to the school's risk assessment before uploading.

APPENDIX 4: Risk Assessment Form

#### **Downtime arrangements**

Visit leaders must ensure that young people continue to be properly supervised during downtime before and after activities, including the events on residential visits. Everyone must know the boundaries and time limits for downtime.

A rota system will be necessary to ensure appropriate supervision levels at all times.

**N.B. Details of downtime arrangements must be included in the Risk Assessment document.**

#### **Remote Supervision**

Young people must be supervised throughout all visits. At times they may be unaccompanied by a member of staff or other responsible adult, e.g. Duke of Edinburgh's Award expeditions, 'down time' in a shopping mall, etc. This is known as 'remote' supervision.

'Remotely supervised' activities can bring purposeful educational benefits, and the progression from dependence to independence is to be encouraged. In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

The decision to allow remote supervision should be based on professional judgements that take into account such factors as: prior knowledge of individuals; venue and conditions; the competency of supervising staff.

The maximum group size for an unaccompanied group of young people should be no more than 8 and the usually recommended minimum number is groups of 3.



### Visits Abroad

Planning and Preparation – it is good practice that an exploratory visit to the location is made. If this is not possible, the leader should gather as much information as possible on the area to be visited.

Staffing: for mixed gender groups must have both male and female supervisors;

Paperwork: it is essential that visit leaders take with them (where appropriate):

- Travel tickets, passports, visas
- Medical papers/European Health Insurance Card (EHIC) (where appropriate) and significant medical histories
- Emergency contact address and telephone numbers
- Telephone number of school and emergency school contact for out of hours contact. This person should have full details of the visit
- List of group members and details
- Details of insurance arrangements and the company's telephone number
- Details of the group's accommodation
- Location of local hospital/medical services
- School mobile
- First aid kit

For all overseas visits it is essential that consideration is given to the following:

- Culture: food and drink, local customs, religion, expected behaviour/dress, gender issues, sanitary arrangements, corruption, political stability, local financial information, alcohol & drugs.
- Accommodation: checked for suitability, security, safety precautions and emergency evacuation.
- Transport systems have been assessed as safe for use.

The visit leader should consider the relevant country information from the Foreign and Commonwealth Office website: [www.gov.uk/fco](http://www.gov.uk/fco) ('Home' page, 'Travel & Living Abroad', 'Travel Information by Country'). All relevant FCO information should be circulated amongst the staff team.

For travel within the European Union (plus Iceland, Liechtenstein, Norway, and Switzerland), all participants must hold a valid EHIC (European Health Insurance Card). See [www.dh.gov.uk](http://www.dh.gov.uk)

### Water-Margin Activities

Activities that take place near or in water – such as a walk along a riverbank or seashore, collecting samples from ponds and streams, or paddling or walking in gentle, shallow\* water. It does not apply to swimming and other activities that require water safety or rescue qualifications and equipment, or water-going craft.

\* 'shallow' typically means up to the knees of the participants.

In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

At the outset the establishment must decide whether the activity:

- a) Falls within the definition in bold above - in which case the guidance below applies,

or

- b) Exceeds the definition in bold above - in which case this is a water-based adventurous activity and Section 24 applies.

All staff involved in water-margin activities should be conversant with the guidance contained within Group Safety at Water Margins this document must be made available to all supervising adults in advance of the visit.

As with all visits, where appropriate, there should be a suitable contingency 'Plan B' that could be used where conditions dictate, and for which parental consent has been obtained if necessary.



Local Authority approval is not required for water-margin activities, but the visit leader must have previous relevant experience, and must have been assessed as competent to lead the activity by the establishment's EVC and/or Head of Establishment.

### **Swimming**

All swimming activities and venues must be included within the visit plan, and lifeguarding arrangements checked in advance. This is particularly important in respect of visits abroad, where for example, a hotel pool may be available.

Young people must be supervised by a competent adult at all times whilst undertaking swimming activities. The following criteria apply:

#### ***Swimming pools (lifeguarded)***

UK swimming pool safety is guided by various Health and Safety at Work Acts and Regulations. Pool operators have a duty to take all reasonable and practicable measures to ensure that teaching and coaching activities are conducted safely.

For publically lifeguarded pools abroad, the establishment's group leaders must seek assurances that appropriate lifeguard cover is in place prior to participants entering the water.

Unless suitably qualified, the establishment's group leaders should not have responsibility for lifeguarding. However, they do retain a pastoral role for participants at all times either through direct or 'remote' supervision.

#### ***Hotel (and other) swimming pools***

Establishments should check the lifeguarding position in advance.

CCBC approval is not required for this activity if a qualified pool lifeguard is provided. It should however be covered in the schools Risk Assessment uploaded to EVOLVE and notified to parents via pre trip information and letters.

If lifeguarding arrangements are not provided at the pool then the visit leader will bear the full responsibility for ensuring swimming safety, and approval to lead the activity will be required via EVOLVE.

Evidence of the qualifications held by the leader in charge will need to be available in their personal profile on Evolve.

#### ***Open water swimming (i.e. not in a swimming pool and not a 'water-margin' activity)***

Outdoor Education approval is required and qualifications evidenced on EVOLVE.



### **Snowsports**

Snowsports (e.g. skiing and snowboarding) are regarded as adventurous activities, and such visits therefore require CCBC OEA approval. Reputable ABTA bonded tour operators, that are School Travel Forum assured and hold a LOTC Quality Badge are strongly recommended for a snowsport visit abroad.

A member of staff intending to organise a snowsport visit (but not instruct, lead or supervise on snow) must have attended a Snowsport Course Organiser (SCO) course, administered by Snowsport England [www.snowsportengland.org.uk](http://www.snowsportengland.org.uk) and they must have previously accompanied at least one educational snowsport visit.

There are advantages and significant educational benefits from well planned, snowsport activities. Young people may only participate in snowsports when under the direction of an appropriately qualified and competent person. This would normally be an instructor employed by the local snowsports school. Establishments should therefore consider booking the minimum of fully instructed lessons of 4-5 hours duration per day when arranging a residential course.

A member of staff intending to lead skiing, or snowboarding, (i.e. Supervising a practice session after ski school instruction with a maximum of 10 participants) must be qualified as below and have ensured a copy of their qualification has been attached to their personal profile on EVOLVE - see Section 29

*Skiing: The minimum qualification to lead skiing on snow is:*

The Alpine Ski Leader Award (ASCL) [www.snowsportengland.org.uk](http://www.snowsportengland.org.uk) or

The Alpine Ski Leader Award (ASL) [www.snowsportsotland.org](http://www.snowsportsotland.org) or

A statement of competence by WSCC or an appropriate 'technical advisor'

*Snowboarding: The minimum qualification to lead snowboarding on snow is:*

The Snowboard Leader Award (SBL) [www.snowsportsotland.org](http://www.snowsportsotland.org) or

A statement of competence by WSCC or an appropriate 'technical advisor'

An up to date first aid certificate is required to validate any of the above qualifications

CCBC strongly recommends that children and young people, participating in snowsport activities must wear helmets. Additionally, their accompanying staff are expected to model good practice by wearing a helmet also.

Young people on educational visits must not participate in off-piste activities.

Important: Owing to unacceptable liability waiver requirements in the USA, CCBC establishments considering such a venue must acquire evidence from the UK tour operator that their insurance company accepts full responsibility in the event of a claim.



## **4. Financial Planning**

*The School Private Fund Regulations (2000) states:*

10.1 Any member of staff running a School trip in the U.K or abroad, which involves the collection of large sums of money covering travel / entrance fees / accommodation costs etc., is required to draw up and provide the Treasurer with a statement of account, within one month of the conclusion of the trip. Examples include ski trips, geography field trips, Llangrannog, large trips to Oakwood Park etc. The statement should detail all the receipts and payments relating to the trip. The statement should be reconciled to the ledger by the Treasurer.

Statements need not be prepared where the only income collected is to cover the cost of a bus or a small entrance fee etc. Examples include bus booked for local journey to swimming baths, trips where the bus is subsidised or a small contribution only made to cover the cost of the bus, Llancaiach Fawr trip where entrance fee only is collected. The Treasurer should however, be provided with details of the dates, amounts collected, pupil names etc. where teachers have collected these monies direct from pupils.

10.2 Staff operating trips should adhere to the following points:

- a) A record should be maintained of all monies received. This should include the name of the pupils and the amounts received, together with the date the money was collected and the date it was deposited with the Treasurer. This record must be a permanent and legible record i.e. receipt book, exercise book, savings card etc.
- b) As with other private fund expenditure, all payments must be supported by a receipt / invoice voucher etc., but where in exceptional circumstances this is not possible, a statement of how the money has been spent should be compiled and signed by the person (s) spending the money.
- c) Any cash advances should be accounted for by receipts, with any unspent cash being handed back to the Treasurer without delay.
- d) Trips should not be operated as profit making ventures. However, where a trip has been operated and makes a profit, i.e. as a result of the over calculation of the trip price, interest earned on these monies, the balance should either:
  - i) be divided equally and paid back to each paying pupil
  - ii) with the consent of the parents, be retained by the fund for future use.
- e) The Trip Organiser(s) should be able to identify to the Management Committee: -
  - i) how the cost of the trip to the pupils has been calculated
  - ii) evidence of any free or reduced priced places i.e. copies of any agreement / contract / correspondence with tour operators.

The visit leader should ensure that parents/carers have written information about the costs of the visits, how much will come from school funds, and how much each parents/carer will be charged or asked to contribute.



## **5. Charging**

If a trip is run in school hours, the school may ask for a voluntary contribution. Parents should be made aware that the contribution is not compulsory, and the children of parents who do not contribute may not be discriminated against. However, if the voluntary contributions are not enough to make the trip viable, the trip may be withdrawn. The Head may charge for board and lodge on residential visits as well as full costs when a visit is deemed an 'optional extra' i.e. falls mainly or wholly outside school hours, does not form part of the National Curriculum, is not part of the syllabus for prescribed Public Examinations, or is not in scope of the statutory requirements relating to religious education.

Staff must discuss the trip with the finance office to establish all costs are covered i.e., trip insurance

***The visit leader must provide the business manager with a full written statement of costing for the trip before information is given to pupils.***

No deposits will be collected before expressions of interests gained.

**Any costs incurred for cover of classes must be covered by faculties.**

## **6. Selection of residential accommodation**

In all cases, visit leaders must ensure that there are male and female staff present for mixed-sex groups of young people. Where this is not possible, parents should be informed and consent gained.

There must be separate male/female sleeping and bathroom facilities for young people and adults.

Each participant must have their own bed and will not be permitted to 'share' with another pupil.

There should be appropriate number of staff to provide evening supervision and overnight cover.

## **7. Staffing and Supervision**

On all visits there must be 'effective supervision' that has been approved by the EVC and Head of Establishment, and where applicable, in accordance with Governing Body policy. For all other visits the visit leader, EVC and Head of establishment will make a professional judgement regarding the number and suitability of staffing on an individual visit basis. 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
- Special educational or medical needs
- Nature of activities
- Competence and behaviour of group

***Local visits and visits to normal countryside (where there are no hazardous feature) – 1:15***

***Residential and visits abroad – 1:10 (2 staff minimum for visits abroad)***

Actual ratios may well vary depend on the ability / age / SEN / behavioural needs of the group. Leaders should also be aware that small parties with minimum staffing may well be vulnerable if staff are ill or have an accident.

A visit must not go ahead where either the visit leader, EVC, or Head of Establishment is not satisfied that an appropriate level of supervision exists.



## **8. Use of volunteers**

Staff are not permitted to take volunteers or other adults i.e. family members on school visits.

## **9. Code of Conduct**

### **Pupils**

All pupils must adhere to the expectations listed in the school's behaviour policy. For any incidents of misbehaviour whilst participating on a school visit, pupils will be sanctioned accordingly.

### **Staff**

The EWC sets out the professional code of values & practice & makes clear that all teachers in the conduct of their private lives should be conscious of the expectations that the profession and society has of them. Such standards are likely to be applied to all adults who work in schools and interact with our young people on a day-to-day basis.

**FOR PUPILS:** No alcohol, cigarettes or electronic cigarettes are to be accessed by pupils on school trips.

**FOR TEACHERS & ASSOCIATE STAFF** on a school trip - you are subject to the same standards of professionalism that apply in school. **Therefore a no-alcohol policy will operate on all school trips.**

## **10. Planning the Visit**

### **Purpose of the visit and pupil participation**

Aims and objectives of the visit should be clearly identified at an early stage. Leaders must ensure that equal opportunities exist to ensure **all** pupils have fair and equal access to any trip (subject to age, course and relevant criteria). Communication to pupils of any visit opportunities must be done in a fair, consistent and equitable way.

### **Choice of venue/activity**

Factors influencing choice are: objectives of the visit, needs of the group, environmental conditions, competence of leaders.

### **Exploratory visit/research**

There is no substitute for first hand up to date information. An exploratory visit is highly desirable on both educational and safety grounds, in particular for visits where there may be hazards, or involving less experienced staff. If possible, the leader should check the appropriateness of the venue, identify suitable options, note potential hazards and safety measures, become familiar with the area, check accommodation.

### **Programme/itinerary**

A detailed itinerary should be established with appropriate supervision at all times.

### **Ancillary activities**

Visit leaders may wish to organise activities that are not central to the visit. Details of these should be included in information sent to parents/carers.

### **Weather**

Outdoor visits may be dependent on the effects of the weather. Where this is the case, leaders should obtain information enabling them to make decisions relating to the visit.



## **11. Information to Parents/Carers**

Information might include:

- Aims and benefits of the visit
- Dates of the visit
- Times of departure and return
- Location where young people will be collected and returned
- Mode of travel and name of travel company
- Size of group and level of supervision
- Details of accommodation
- Names of leader and other staff
- Planned programme of activities
- Agreed arrangement for emergency contact
- Code of conduct
- Details of insurance
- Clothing and equipment to be taken
- Advice on pocket money
- Cost of the visit

Information should, where appropriate, be followed up by a parents/carers evening. This is particularly important for residential visits.

## **12. Parental consent**

Parents/carers should be told where their child will be at all times and of any extra safety measures required.

Written consent must be requested for all offsite particularly activities that need a higher level of risk management or those that take place outside school hours.

Schools can ask parents/carers to sign a generic/ routine consent form, for those regular routine visits that are within walking distance, low risk or are a normal fixture (swimming or games see form 1) at the start of each academic year. Other types of off-site educational visit, including adventurous activities, off-site sporting fixtures outside the school day, residential visits, trips abroad and all off-site activities, will need evidence of specific approval and up to date information (emergency next-of-kin telephone numbers, medical information and doctor's details) from parents/carers.

Parents/carers must be told in advance of each activity and the recommended parental consent form can be used.

If parents / carers withhold their consent completely 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/ carer give a conditional consent the Head will need to consider whether the young person may be taken on the visit or not dependent on the parental conditions stated.

## **13. Insurance**

The School has fully comprehensive insurance for all UK visits.

The Finance Office must be made aware of any visits so that the necessary cover can be arranged prior to information going to parents.

*A copy of the policy is available on request from the Finance Office.*



### **14. Organisation and Supervision during the visit**

During the visit, the leader must:

- Monitor the group and conditions and be prepared to change plans to ensure the success of the visit
- Be operating within his/her personal experience, abilities and qualifications
- Know the group
- Ensure that each adults knows which young people they are responsible for, and that each young person knows which adult is responsible for them
- Ensure sufficient supervision of all pupils at all times, including 'downtime'.
- Carry a list/register of all group members
- Regularly check the group e.g. headcounts
- Have a meeting place to return to if separated

#### ***Clothing/equipment***

All parties must be clothed and equipped appropriately.

#### ***First Aid***

Visit leaders must ensure access to first aid cover is at an appropriate level. Exact extent and level will depend on the visit.

For all off-site visits there should be a responsible adult with a good working knowledge of first aid appropriate to the environment (e.g. urban, remote, water, etc.). 'Basic skills' is a level which may be suitable for routine urban visits; however the nature of the visit may indicate that a higher level qualification is appropriate, especially in circumstances where it is likely that access by the emergency services may be delayed.

Based on the nature of the particular visit, the EVC (or visit leader) should make a professional judgement regarding the level of first aid required. As a minimum there must be a known adult with an up to date emergency first aid at work (one day / 6 hour course) qualification approved by the Health & Safety Executive.

A first aid kit appropriate to the visit should be carried.

#### ***Remote Supervision***

This is when the group is not directly supervised by a leader, and can be a powerful learning experience. However, it must not be used as a means of overcoming staffing shortage.

All pupils must adhere to the expectations listed in the school's behaviour policy. For any incidents of misbehaviour whilst participating on a school visit, pupils will be sanctioned accordingly.

Staff on duty must be available in a known location and interim checks made with pupils.



## **15. Emergency Procedures**

Teachers in charge of students have a duty of care to make sure that the students are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take lifesaving action in an extreme situation.

Emergency procedures are an essential part of planning a school visit. If an emergency happens the priorities are to:

- Assess the situation
- Safeguard the uninjured members of the group
- Attend the casualty
- Inform the emergency services and everyone who needs to know of the incident

In the case of an emergency the framework outlined in **FORM 4** should operate.

**See Appendix 5:** Guidance on Emergency Procedures including:

**FORM 4:** Emergency action flowchart for visit leaders.

**FORM 5:** Emergency action flowchart for home (emergency) contacts

**FORM 6:** All incidents must be recorded for record keeping purposes.

## **16. Information to be left at school**

Full details of the visit should be left at school while the visit is in progress. This should include

- The itinerary
- List of group members
- Contact details, including emergency contact

For residential trips, this **must be given to the Home School Contact at least 3 days in advance.**

### **After the Trip**

The trip leader must inform the EVC (or whoever has been delegated as the school contact) that the party has returned safely and ensure that all the students are safely collected from school by a responsible adult, such as a parent or guardian.

If any difficulties or incidents occur on a school trip, the EVC must be informed as soon as possible after the trip returns so that appropriate follow up action can be taken quickly.

## **17. Safeguarding**

For any safeguarding concerns during a school visit, the school's safeguarding policy must be adhered to.

## **18. Additional Guidelines**

### **Sixth Form visits – Making own way to and from venue**

Staff organising trips for the Sixth Form who make their own way to and/or from a venue must state this fact to parents in writing stating that pupils will not be supervised when they are travelling. Parents need to accept responsibility for the pupils at this time by signing correspondence to that effect.



### **The Duke of Edinburgh's Award Expeditions**

Caerphilly County Borough Council is a Licensed Organisation for the delivery of The Duke of Edinburgh's Award (DofE). As such, the safety management for all DofE Expeditions run by Caerphilly County Borough Council establishments must be approved by the Local Authority before the expedition leaves. Those expeditions entering areas of wild country must have received LA approval prior to submitting a DofE 'Green Form' or similar.

Notification of all DofE Expeditions must be via EVOLVE. Approval will only be given if a completed DofE Expedition Notification Form (WSCC/DOE/SF5) has been attached to the DofE Section EVOLVE form. NB for wild country and overseas expeditions the DofE Green form or similar must also be attached.

DofE Teams must be led by appropriately qualified staff.

Non foot based expeditions e.g. sailing, canoeing, cycling, riding, etc. must be led by appropriately qualified instructors. At least one of the staff must hold an expedition/camp craft based award (e.g. BEL or ML)

Due to the nature of the work with DofE Expedition teams and the need for them to work remotely the ratios below must be adhered to:

- For open country expeditions at least one BEL qualified person per 14 young people supported by at least one competent assistant;
- For wild country expeditions at least one WGL or ML qualified person per 10 young people supported by at least one competent assistant.

For all Duke of Edinburgh awards a workable gender balance for supervisory staff must be maintained.

All DofE Expeditions must have at least one DofE Supervisor listed under Staff on the EVOLVE form.

All qualifying DofE Expeditions must be assessed by a recognised DofE Assessor, a maximum of one assessor per three DofE Teams.

For DofE specific queries please contact:

Robert Keep, Manager for Outdoor Education and the Duke of Edinburgh's Award.  
01495 221058

### **19. 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.



## **20. Monitoring**

### **Internal monitoring by the Head/EVC**

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

Monitoring by the Head and 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 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.

## **21. Additional Information**

*Extracts taken from **CAERPHILLY COUNTY BOROUGH COUNCIL: Guidance for Off Site Educational Visits Involving "EVOLVE" Approvals Data Base***

Anyone organising an off-site visit for young people from Caerphilly County Borough Council should also refer as necessary to the All Wales Guidance for Educational Visits published by the Welsh Assembly Government.

The Guidance can be viewed in the 'Guidance and resources/guidance' section of Evolve [caerphillyvisits.org.uk](http://caerphillyvisits.org.uk)

The document sets out the procedures by which Caerphilly County Borough Council and its educational establishments meet the standards set out in the *All Wales Guidance for Educational Visits* published by the Welsh Assembly Government.

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 Adviser for Outdoor Education  
01443 827546  
07880044407  
[dave.golding@cscjes.org.uk](mailto:dave.golding@cscjes.org.uk)

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

Donna Jones  
Health and Safety Officer  
Caerphilly County Borough Council  
Ty Penallta  
Ystrad Mynach  
Hengoed  
CF82 7PG  
Tel 01443 864865



**Table 1 - Definition of demanding environments**

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://caerphillyvisits.org.uk">caerphillyvisits.org.uk</a> at <b>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://caerphillyvisits.org.uk">caerphillyvisits.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://caerphillyvisits.org.uk">caerphillyvisits.org.uk</a> at <b>least 28 days before visit</b> plus information required by DofE development officer
<b>All other visits</b>	<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 <a href="http://caerphillyvisits.org.uk">caerphillyvisits.org.uk</a></p> <p>This system guides the visit leader through the visit planning and approval system required by the Local Authority (in line with WAG 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
<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 LA's Outdoor Education Centre managed by one of the ESIS Las: Dare Valley OAC., Ynys Hywel and Dolygaer)

### **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).

The following activities are regarded as ‘adventurous’ and require LA approval (through EVOLVE):

- All activities in ‘open country’ or ‘wild country’
- Swimming (all forms except publically lifeguarded pools)
- Camping
- Canoeing /Kayaking
- Sailing / Windsurfing / Kite surfing
- Rafting Improvised rafting
- Use of powered / safety craft
- All forms of boating (excluding commercial transport)
- Waterskiing
- Snorkel and aqualung diving
- Hill walking / Mountaineering
- Rock climbing/abseiling including climbing walls
- Abseiling
- River / Gorge walking or scrambling
- Coastering / coastal scrambling / sea level traversing
- Underground exploration / caving
- Shooting and archery
- Snowsports (Skiing , snowboarding and related activities) including artificial slopes
- Air activities
- Horse riding
- Motor sport – all forms
- High level ropes courses
- Off road cycling
- ‘Extreme’ sports
- Other activities (e.g. initiative exercises) involving skills inherent in any of the above

‘Open country’ or ‘Wild Country’ is defined as being mountainous country where a group will be dependent on themselves and remote from any immediate help. It is any place which is moorland (open uncultivated land at any height above sea level) or on a mountain above 600 metres and from which it would take more than 30 minutes travelling time to walk back to an accessible road (an Ambulance could use it at the time of year proposed) or refuge (telephone plus shelter).

*Please contact CCBC Outdoor Education Adviser for any further advice*

For the purposes of CCBC approval, the following activities are not regarded as adventurous and therefore do not require approval from the Local Authority. However, these activities must be uploaded on to the EVOLVE System and supervised by a member of staff who has previous relevant experience and who in the opinion of the EVC and Head of Establishment is competent to supervise the activity:

Walking in parks or on non-remote country paths

Field studies – unless in the environments stated in ‘open country’

Swimming in publically lifeguarded pools

- Theme parks
- Tourist attractions
- Pedal go-karts
- Ice skating (rink)
- Farm visits
- Local traffic survey
- Museum, library, etc.
- Physical Education and sporting fixtures (other than the above)

### **Approval and notification system for all visits**

#### **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, and public access (lifeguarded) swimming pools or similar.

When using a specialist venue or activity provider e.g. outdoor activity provider (other than the LA’s own Outdoor Education Centres), 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 [caerphillyvisits.org.uk](http://caerphillyvisits.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 [caerphillyvisits.org.uk](http://caerphillyvisits.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.

## Competence to Lead

The competence of the visit leader is the single most important contributory factor in the safety of participants. The EVC and/or Head of Establishment must therefore consider the following when assessing the competence of a member of staff to lead a visit:

- a) What experience has the leader in leading or accompanying similar or other visits? (Check visit history on EVOLVE).
- b) Is the leader competent in planning and managing visits?
- c) What are the leader's reasons for undertaking the visit?
- d) Is the leader an employee of the establishment/local authority?
- e) Does the leader have the ability to manage the pastoral welfare of participants?
- f) Does the leader exhibit sound decision making abilities?
- g) What experience has the leader of the participants he/she intends to supervise?
- h) What experience has the leader of the environment and geographical area chosen?
- i) Does the leader possess appropriate qualifications?
- j) If appropriate, what is the leader's personal level of skill in the activity, and fitness level?
- k) If leading adventurous activities, has the leader's qualifications been scanned and up loaded onto their personal profile section on EVOLVE?
- l) Is the leader aware of all relevant guidelines and able to act on these?
- m) Refer to National Guidance document: Assessment of Competence

## Local Authority (LA) leader approval

### Who needs LA leader approval?

LA or school employees 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.

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 Annex 3 of the *All Wales 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 Annex 3 of the *All Wales guidance for Educational Visits*. If the intended activity is not listed in Annex 3, 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.

### **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 *All Wales 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.

# **APPENDICES**

## APPENDIX 1 – Planning Checklist for Visit Leaders

***Plan as far ahead as possible!***

Date	Task	Completed
	Complete preparatory work for trip proposal including initial risk assessment	
	Complete “ <b>NOTIFICATION OF REQUEST FOR EDUCATIONAL VISIT</b> ” form seeking approval for proposed visit ( <b>See Appendix 2</b> )	
	Provider form to be completed	
	Visit leader to prepare financial planning statement and discuss with bursar. Insurance arrangements to be completed here	
	Send notification of interest letters to parents. Plan mechanisms for making all eligible pupils <u>equally</u> aware of the trip opportunity	
	Decide on group numbers and ensure adequate staffing for size of group	
	Arrange procedures for collection of any payments (This must only be done in collaboration with the finance office).  <b><i>Letter must state <u>deposit is non-refundable</u></i></b>  <i>Payment cards to be retained in school for audit purposes and each deposit paid is signed by pupil and finance staff member</i>	
	Initial parental meeting. Minutes of meeting must be retained.	
	Send <b>FORM 2 “Parent/carer consent Non-routine visits”</b> to parents. Seek parental consent. See <b>Appendix 3</b>	
	Names of pupils accompanying the visit must be finalised as soon as possible. For trips abroad this must be at least 3 months before the date of travel so travel details can be finalised.	
	Establish who the ‘home/school’ contact is for the trip. <b>It is the responsibility of the visit leader to identify 2 emergency contacts for the trip. At least one must be a member of SLT. 1 contact is acceptable for school-time trips.</b>	
	Complete Risk Assessment documentation; <i>this may include a pre-visit inspection</i> . An electronic copy of the form will need to be attached to the EVOLVE form	
	Notify request for mobile phone. <i>Note the number as it will be required for the EVOLVE form.</i>	
	Complete ‘Visits’ form on EVOLVE website ( <a href="http://www.caerphillyvisits.org.uk">http://www.caerphillyvisits.org.uk</a> ). <b><i>This must be done at least 6 weeks before the date of the visit for residential/adventurous trips in order to be submitted to the LA for approval</i></b> <i>You will need to upload copies of any letters sent to parents, a complete list of pupils with contact names and addresses</i>	
	Final parental meeting. Minutes of meeting must be retained.	
	Provide school office and Emergency Contact(s) (where appropriate) all details of trip including pupil details at least 3 day before. This should be in electronic	

## NOTIFICATION OF REQUEST FOR EDUCATIONAL VISIT FORM:

<b>Place/Venue</b>	
<b>Activities / purpose of visit</b>	
<b>Date &amp; time of leaving School</b>	
<b>Date &amp; time of return to School</b>	
<b>Clothing/uniform requirements</b>	
<b>Means of Travel</b>	
<b>Trip Leader</b>	
<b>Accompanying Staff</b>	
<b>Total No. students</b>	
<b>Staff/Pupil ratio</b>	
<b>Known main hazards / risks</b>	
<b>Telephone contact in case of emergency</b>	
<b>Home School Contact (s)</b>	
<b>COST per Pupil</b>	
<b>Additional Information</b>	

For Office Use Only:

Checked By:

### **Appendix 3 – Planning forms**

Forms taken from **CAERPHILLY COUNTY BOROUGH COUNCIL: Planning and Approval Procedures for Educational Visits**

- |         |  |
|---------|--|
| Form 1: | Parent/carer consent form: routine visits. To be completed annually.       |
| Form 2: | Parent/carer consent form: non-routine visits                              |
| Form 3: | Template: Parent/carer information letter for one-off or occasional visits |
| Form 4: | Emergency action flowchart for visit leaders                               |
| Form 5: | Emergency action flowchart for base (emergency) contacts                   |
| Form 6: | Incident record form   |

**Parent/carer consent  
Routine visits**

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

**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*

**I understand that:**

- such visits will normally take place within the school's 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 discipline procedures during the visit;
- I must inform the school 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.

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

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? \_\_\_\_\_

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

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 PUPIL:**

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

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## Form 3

### **Template: Parent/carer information letter for one-off or occasional visits**

#### **The initial letter must include a return slip for notification of interest.**

Title of visit here

Dear Parent/carer,

Re ..... (name of visit and dates)

Your son/daughter is included on a visit/journey/expedition to (name of venue) where he/she will participate in the following activities (list of activities)

The group will leave from (location) at (time) am/pm on (date) and is expected to return to (location) by (time) am/pm on (date)

Travel will be by (coach/minibus/air etc.)

The member of staff in charge of the group is (name) and other accompanying staff are (names of all staff)

There will be a total of (number) children on the visit comprising (number) boys and (number) girls.

Destination address is (address)

Telephone No. (number) (emergency use only)

The estimated cost of the visit is (amount) which includes (list here all inclusions).

It does not cover (list here all exclusions).

Payment may be made in the following ways (detail here arrangements, dates and cancellation/late payment penalties).

Insurance by the County Council covers all legal liability of the Council to young people on the visit but does not provide personal accident cover where the Council has no liability. In consequence additional personal accident cover is advisable/has been arranged (give full details).

A system of emergency contact has/will be arranged as follows (outline arrangements)

The code of conduct which your child will be required to follow is attached to this letter. Please discuss this with your child.

A meeting of all parents and participants will be held on (date) at (time) when clarification of any aspects of the visit will be available. In the meantime you are requested to complete and return the attached parental consent form

**APPENDIX 4 – Risk Assessment Form**

**Risk management form**

Visit details.

<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>

Additional notes:

*Completed by .....*  
*Date .....*  
*Review date .....*

## **APPENDIX 5 – Guidance on Emergency Procedures**

A copy of the following guidelines **must be taken by all trip leaders and their deputies**.

- Establish nature and extent of the emergency.
- If there are injuries, establish their extent and administer first aid (if you have been trained or feel capable – but be aware of consequences that might follow were you to give incorrect treatment).
- Make sure that all other members of the party are accounted for and safe.
- Establish names of the injured and call relevant emergency services.
- Advise other trip staff of the incident and that emergency procedures are in operation.
- Ensure that an adult from the party accompanies casualties to hospital.
- Ensure that the remainder of the party is adequately supervised throughout and arrange for their early return to base.
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for.
- Control access to telephones until contact is made with the Emergency Contact and until they have had time to contact those directly involved. Pass full details of the incident (name, nature, date and time of incident, location of incident, details of injuries, names and telephone numbers of those involved, action taken so far).
- Telephone numbers for future communication (identify alternate telephone numbers in case telephone lines become jammed).
- The Emergency Contact(s) will arrange to contact the parents of those involved. In serious incidents the parents of all party members should be informed.
- **DO NOT SPEAK WITH THE MEDIA:**
  - **The LA press officer is the point of contact with the media to whom all involved should direct questions. Tel.01443 875500**
  - Under no circumstances should the name of any casualty be divulged to the media.
- The Trip Leader should write down as soon as practicable all relevant details. A record should be made of any witnesses. Any associated equipment should be kept in its original condition.
- Legal liability should not be discussed or admitted.
- All accident forms should be completed and insurers and HSE or Local Authority inspectors should be contacted.
- Inform parents of any delays that will be necessitated.

**In addition to all information essential to the trip, transport and itinerary, all trip leaders should take:**

- ✓ Guidance on emergency procedures
- ✓ Contact / medical notes for all pupils and staff
- ✓ School Mobile Phone
- ✓ First aid kit

**Form 4**

**Emergency action flowchart for visit leaders**

**Do not speak to the media – direct all enquiries to LA press officer: 01443 875500**

Give first aid if necessary and at a level relevant to knowledge and training.  
Make sure the rest of the group are accounted for and looked after.

Can you deal with the incident yourself?

No

Yes

False alarm involving emergency services callout

Do you need the emergency services?

Yes

No

Inform emergency contact / EVC as soon as possible

Call emergency services

Call school/establishment emergency contact:  
029 20858050 (school hours)  
**HOME SCHOOL CONTACT** (out of school hours).  
Emergency contact will follow emergency action flowchart.

# Form 5

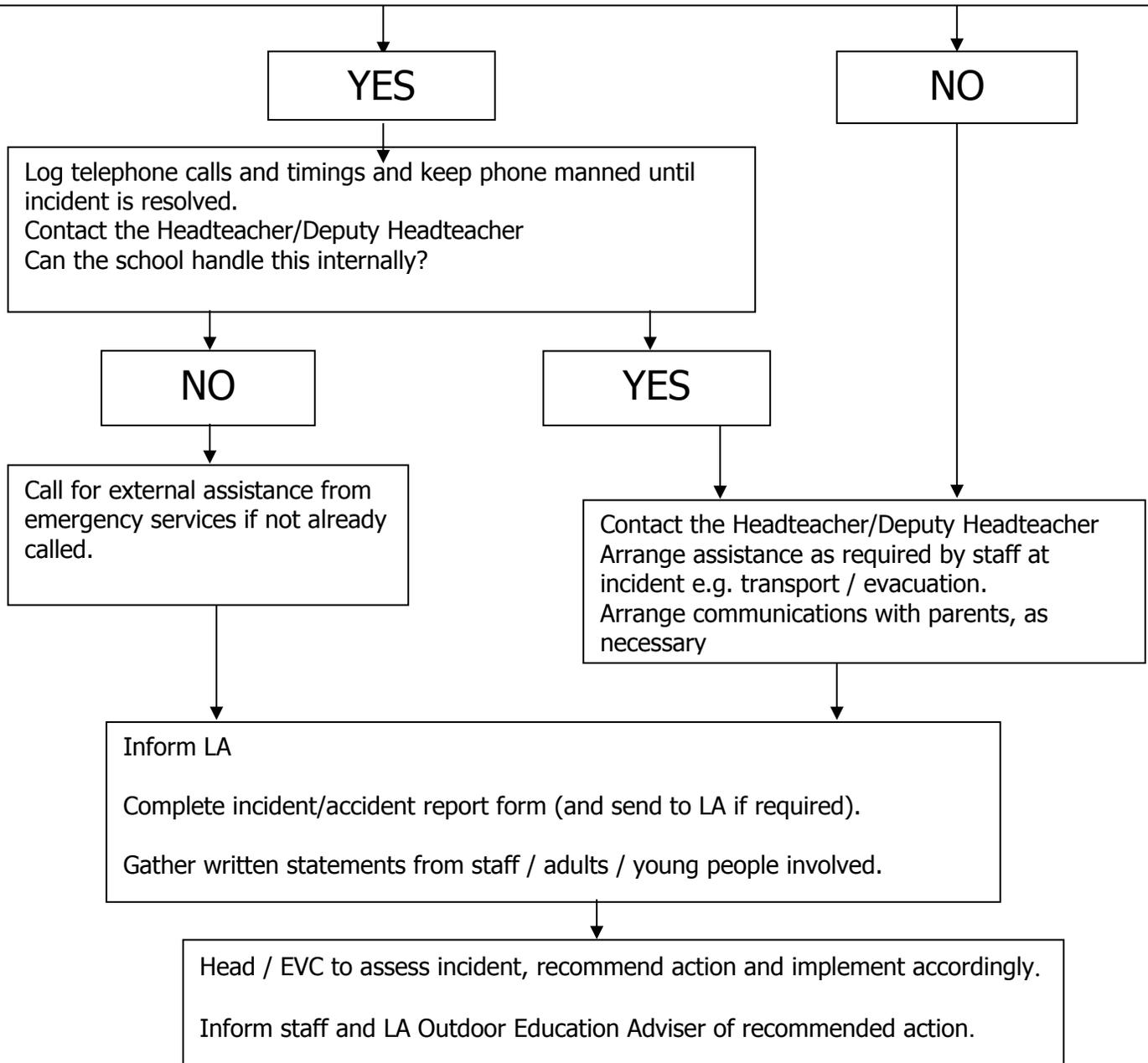
## Emergency action flowchart for home (emergency) contacts

Record information on 'Incident Record Form'

**Do not speak to the media – direct all enquiries to LA press officer. 01443 875500**

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

Serious = involving serious injury / illness, missing persons requiring assistance at the location, or evacuation



**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 \_\_\_\_\_