



**Danescourt Primary School
Educational visits Policy
2024-25**

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Foreword

Off-site visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day.

Aims

The aims of our off-site visits are to:

- enhance curricular and recreational opportunities for our pupils;
- provide a wider range of experiences for our pupils than could be provided on the school site alone;
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

These visits begin with short excursions into the local area in the Early Years, and progress to a residential experience towards the end of Key Stage 2.

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 www.cardiffvisits.org 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 www.cardiffvisits.org 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.

Queries relating to this policy should be directed to Mrs. Karen Wathan, Headteacher and Mrs. Melany Rees Educational Visits Coordinators (EVC).

Section A

CITY AND COUNTY OF CARDIFF Schools & Lifelong Learning Service

Planning and approval procedures for Educational Visits

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

Anyone organising an off-site visit for young people from Cardiff County Council should also refer as necessary to the Outdoor Education National Guidance (OEAPNG) for Educational Visits: www.oeapng.info. The Guidance can be viewed in the 'Guidance and resources/guidance' section of Evolve www.cardiffvisits.org

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Foreword

The Schools and Lifelong Learning Service welcomes the move to an all-Wales approach to the organisation of educational visits.

There is evidence that traditional "*school trips*" went into decline around the start of the last decade. The most recent research, however, indicates that they are as popular as ever and are an integral part of the curriculum in all our schools.

When, as adults, we look back on our formative years, the most vivid memory we have of our school days is often that of a residential experience spent in the company of friends. Such is the impact of the experience that it remains with us for the rest of our lives.

The introduction of our Foundation Phase in Wales means that increasing numbers of children spend time outside the classroom, not only in constructive play, but also witnessing with awe and wonder the natural world. Other key stages of the curriculum are also undergoing change, requiring young people to experience activities away from the school. Our new procedures are designed to assist all those who are charged with delivery at this exciting time.

As a Council we recognise the vital role that teachers, youth leaders and others play in providing children and young people with these life-enhancing experiences. For my part I would like to take this opportunity to thank all those who dedicate so much of their time to this valuable work.

Director of Education

Summary of procedures

This document sets out the procedures by which Cardiff County Council and its educational establishments meet the standards set out in the Outdoor Education National Guidance for Educational Visits (OEAPNG): www.oeapng.info

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

CSC leader approval, LA approval or notification for visits, EVC training and general advice about off site visits and adventure activities

Dave Golding
Educational Visits Lead CSCJES
Dave.golding@cscjes.org.uk
01443 281406/ 07880044407

Visit approval/notification procedures

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

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

- Visits to, or run by, the LA's own Outdoor Education Centres (The Storey Arms OEC, Cardiff Sailing Centre, Cardiff White Water Centre, Learning Outdoors, Cardiff Outdoor Activity Team. The Harbour Authority and the Flatholme

	Approval/notification required
<ul style="list-style-type: none"> • residential • visits abroad • demanding environments (see Table 2) • adventure activities (see table 3) 	Visit planned and approved using the EVOLVE system www.cardiffvisits.org at least 28 days before visit.
Overseas expedition 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 www.cardiffvisits.org before booking the visit. LA Approval is in two stages: <ul style="list-style-type: none"> ○ Initial approval before booking ○ Final approval at least 8 weeks before the visit
Duke of Edinburgh Award expedition	Visit planned and approved using the EVOLVE system www.cardiffvisits.org at least 28 days before visit plus information required by DofE development officer
All other visits	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 www.cardiffvisits.org This system guides the visit leader through the visit planning and approval system required by the Local Authority (in line with WAG guidance). The EVOLVE system allows regular, repeated visits to be planned and approved.

Table 2. Definition of demanding environments.

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

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

Table 3. Adventure activities

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

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

1 Approval and notification system for all visits

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

Schools/establishments can determine their own planning and approval requirements but are strongly advised to use the EVOLVE system www.cardiffvisits.org

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

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

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 firsthand, up to date information. This level of pre-booking check is sufficient for visitor attractions and public access venues such as zoos, historical/cultural sites, museums, sports stadia, theatres, cinemas, hotels, bowling alleys, ice rinks, theme parks, public access (lifeguarded) swimming pools or similar. This level of check is also sufficient for the Local Authority's own Outdoor Education Centres.

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 www.cardiffvisits.org) 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 www.cardiffvisits.org 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.

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 **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 Outdoor Education National Guidance for Educational Visits (OEAPNG): www.oeapng.info. 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 Development Officer before starting any planning for the activity to ensure that the Expedition meets the requirements of the DofE and Local Authority.

7 **LA approval decisions for visits**

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

Where further information or elements of the *Outdoor Education 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 visit leaders from time to time to ensure compliance with school/establishment policy.

Monitoring by the Head/EVC should include:

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

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

Monitoring by the LA

The LA will monitor schools/establishments on a 5 year cycle to ensure compliance with LA guidance. 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.

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

CONSENT FOR LOCAL VISITS

I hereby agree to my child participating in routine visits off site. The visits include:

Danesbrook Residential Home, Fairwater Leisure Centre, Insole Gardens, Llandaff Cathedral, Local Churches, Radyr Comprehensive, Radyr Woods, Local Supermarkets, Walk through the Danescourt Estate and Local Parks.

PUPIL NAME:	
CLASS:	
FOR ACCIDENTS AND EMERGENCIES (FIRST AID/MEDICAL TREATMENT DEEMED ESSENTIAL)	
I GIVE CONSENT	
I DO NOT GIVE CONSENT	

PARENT/GUARDIAN NAME	
SIGNATURE	
DATE	

Additional - I understand that:

- such visits will normally take place within the school normal hours, but are likely to extend beyond this at times but 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 school discipline procedures during the visit
- I have informed the school of any underlining medical or psychological condition or physical disabilities which might affect them during such a visit in their admission form and I will update this information as appropriate
- Pupils 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 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.

Form 2



Danescourt Primary School

Danescourt Way
Llandaff
Cardiff CF5 2SN
Tel: 029 20552422
Fax: 029 20576115

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).

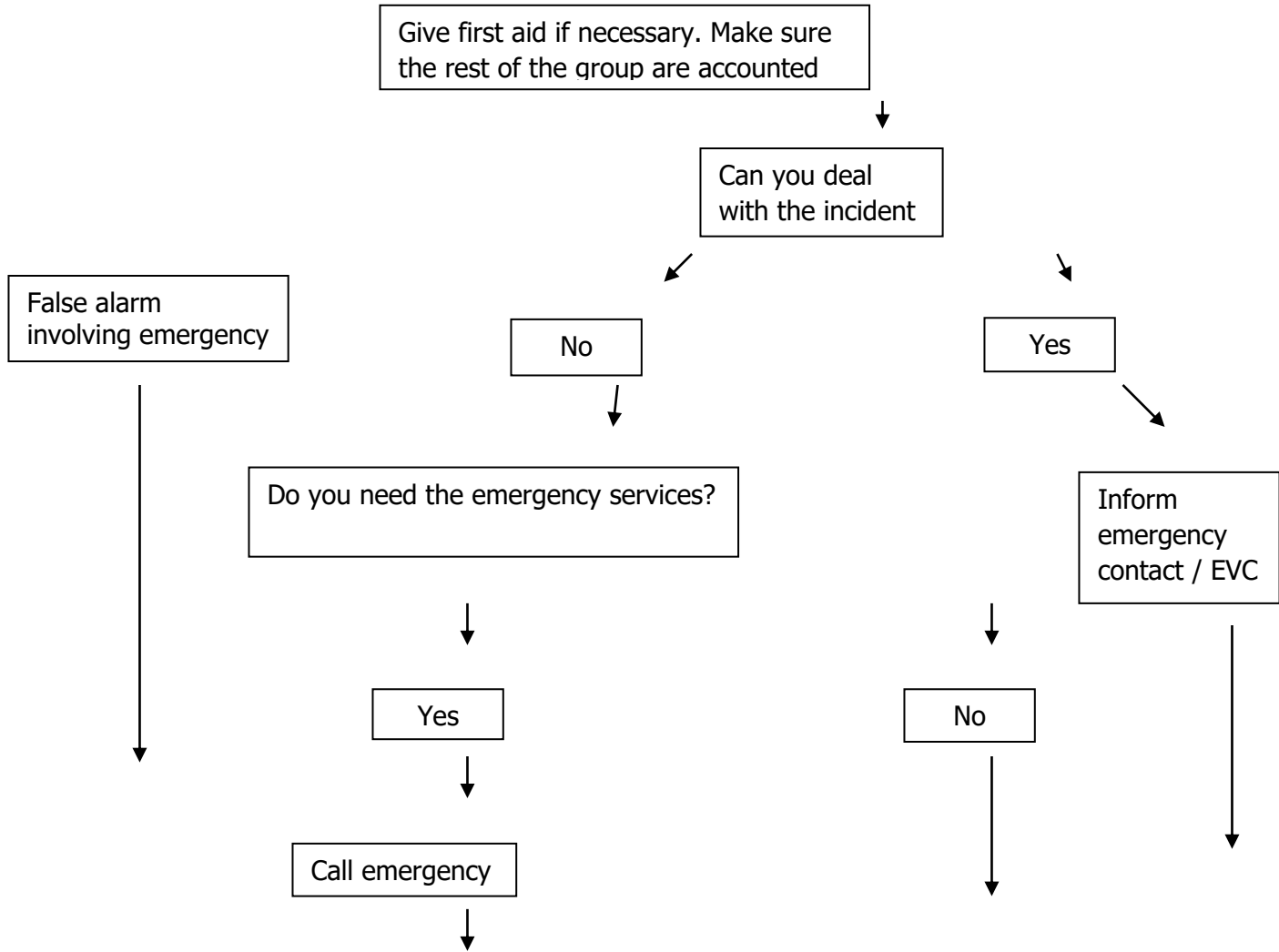
Payment may be made in the following ways (detail here arrangements, dates and cancellation/late payment penalties).

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.

Emergency action flowchart for visit leaders

Do not speak to the media – direct all enquiries to LA press officer: 029 2087 2964

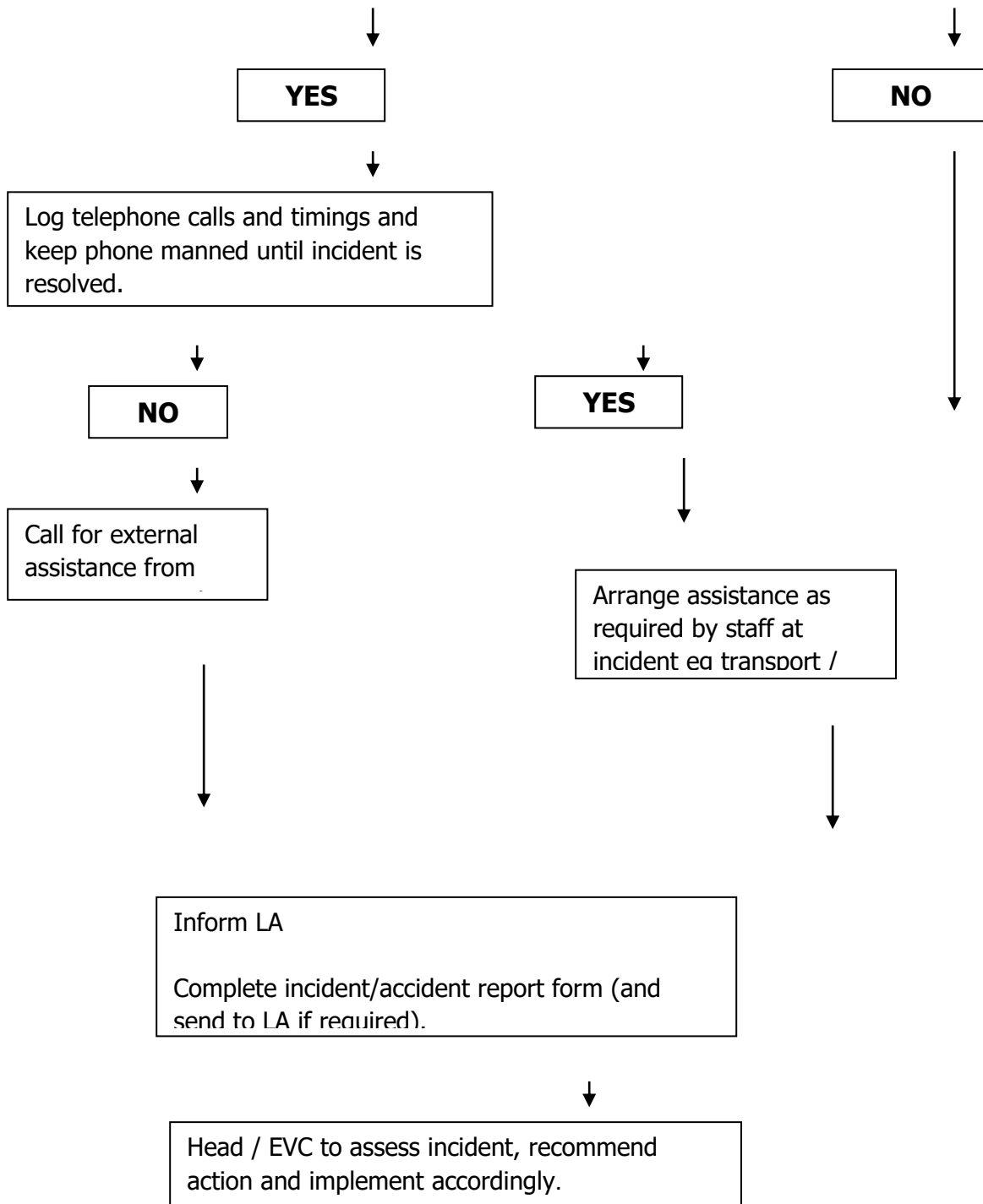
Mobile: 07989 996112



Call school/establishment emergency contact 02920 552422 (school/establishment hours) or Mrs. Karen Wathan (out of school/establishment hours).
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 LA press officer: 029 2087 2964



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 _____

Danescourt Primary Standard Risk Management procedures

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

The following MUST be taken on any trip:

- Form 1: One-off / occasional visits planning approval form – for visits where LA approval has not been required, **OR** EVOLVE system documentation – for visits where LA approval has been necessary
- Form 16: Trip overview sheet – providing a list of attending pupils and the adult in charge of each group
- Form 9 – Generic Risk assessment form, or, if amendments to this generic form has been made, the specific accompanying risk assessment form
- First Aid Equipment
- Mobile Phone: trip leader/supervising adults can contact emergency services/school – if necessary, and may be contacted by others (including school/other accompanying adults)
- **During Residential Visits Only:** A copy of all children’s medical forms which include consent for emergency treatment

Danescourt Primary School Risk management form: All off site visits

2024-25

Significant hazards and harm which may occur	Who might be harmed?	Safety measures: <i>Measures that are in place and/or will be taken to reduce the risk to a tolerable level</i>
Crossing roads/walking along pavements	<ul style="list-style-type: none"> • Pupils/Staff 	<ul style="list-style-type: none"> • Brief children of conduct expected of them when walking/crossing roads (i.e. 'Green Cross Code') • Ensure staff are placed at front, middle and rear of children. • Pupils to walk in pairs or single file, and away from the kerb. • Members of staff to choose safe place to cross roads (if not using recognised pedestrian crossing) • A member/members of staff to stand in road while children cross.
Weather conditions	<ul style="list-style-type: none"> • Pupils/staff 	<ul style="list-style-type: none"> • 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 • Take spare clothes for children not suitably prepared • Ensure emergency shelter is taken if in demanding environment

Trips, slips and falls	<ul style="list-style-type: none"> • Pupils/staff 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Pupils/staff 	<ul style="list-style-type: none"> • Ensure a recognised bus/minibus hire company is used • All staff will ensure that children are safely seated, have seat belts on (when available) • Visit leader has full contact details for Hire Company and contacts them as required
In event of transportation problems (e.g. a break down or traffic issues)	<ul style="list-style-type: none"> • Pupils/staff 	<ul style="list-style-type: none"> • All staff will ensure that children are safely seated, have seat belts on (when available) • Visit leader has full contact details for Hire Company and contacts them as required • Visit leader takes responsibility for ensuring that children are safe taking decisions appropriate to the situation (e.g. whether children should remain on the bus or be taken off the bus to a safe location) • Visit leader to contact school immediately and keep them updated on developments
Stranger danger	<ul style="list-style-type: none"> • Pupils 	<ul style="list-style-type: none"> • Ensure children are made aware not to walk off with an unknown adult unless given specific instruction by visit leader. • Regular head counts/paper register taken • Children to be supervised at all times, including appropriate supervision when toileting
Beach/coastal visits - washed into sea caught by rising tide	<ul style="list-style-type: none"> • Staff and pupils 	<ul style="list-style-type: none"> • Check tide times before embarking on trip • Check weather forecast for day of visit • Brief pupils and staff not to go near water's edge
Accident/emergency	<ul style="list-style-type: none"> • Staff pupils 	<ul style="list-style-type: none"> • 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
Accident occurs requiring First Aid	<ul style="list-style-type: none"> • Pupils/staff 	<ul style="list-style-type: none"> • _____ is the designated first aider on the trip and will ensure that a first aid kit is taken on the visit • The designated first aider will assess child and take action accordingly • The designated first aider will liaise with the Visit leader, who will contact the school if they do not feel the child is not able to continue with the trip • The designated first aider will complete accident forms on return to school in accordance with normal school practice

<p>Accident where emergency services are required</p>	<ul style="list-style-type: none"> • Pupils/staff 	<ul style="list-style-type: none"> • Visit leader will contact emergency services as required and will then follow the procedure set out in Visits policy for this situation (see Form 5: 'Emergency Actions Flowchart for outline of procedure). The Visit leader will also ensure that a copy of the following documentation is taken on the trip and has been given to all school staff <ul style="list-style-type: none"> ○ During Residential Visits only: A copy of all children's medical forms which include consent for emergency treatment ○ EITHER Form 1 – Visit approval form - if approval for trip has not been required from the LA, OR Documentation from EVOLVE system - if trip has required LA approval. ○ Form 9 – Generic Risk assessment form, or, if amendments to this generic form has been made, the specific accompanying risk assessment form. ○ Form 16 - Visit Overview Sheet • If an ambulance is called _____ will accompany the child / adult to the hospital. (This must not be trip leader or first aider). They will be in regular contact with school, keeping them up to date with the current situation.
<p>Member of the group gets lost</p>	<ul style="list-style-type: none"> • Pupils 	<ul style="list-style-type: none"> • School staff to take responsibility for regular counts of their individual groups as set out in the Visit Overview Sheet • All supervising adults on the trip will have a copy of the Visit Overview Sheet which will include a list of pupils, plan of the day and any emergency contact details. This will help to ensure that everyone knows what s going on and where to meet at specific points during the day • The Visit leader will be informed if any child is lost and take appropriate action (e.g. leave their group with other staff to search for child, speak to staff at visit location etc)
<p>Getting lost/separated from group (outdoor venues)</p>	<ul style="list-style-type: none"> • Pupils/staff 	<ul style="list-style-type: none"> • Ensure children know which adult is in charge of them for the duration of the trip • Regular headcounts/ paper register taken • 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
<p>Getting lost/separated from group (indoor venues)</p>	<ul style="list-style-type: none"> • Pupils 	<ul style="list-style-type: none"> • Ensure children know which adult is in charge of them for the duration of the trip • Regular headcounts/ paper register taken • 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
<p>Medical Conditions</p>	<ul style="list-style-type: none"> • Pupils/staff 	<ul style="list-style-type: none"> • 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.

<p>Cycling Along Taff Trail</p>	<ul style="list-style-type: none"> • Pupils/staff 	<ul style="list-style-type: none"> • Pupils to be briefed on appropriate behaviour when cycling • Pupils dismount before crossing any roads/lanes – unless told otherwise by the adult in charge of them. • Pupil to cycle in single file, leaving at least a bike-length between them and the person directly in front of them. • Pupils to keep to the left when cycling • Pupil to be made aware of any potentially hazardous areas (e.g. steep banks/slippery surfaces) • Pupils to wear appropriate clothing – and take spare clothing if there is a risk of bad weather • Pupils and their parents/carers must be informed that they need to check the road-worthiness of the bike prior to the trip • Safety headgear (helmets) MUST be worn at all times while cycling • Basic equipment should be taken on the trip (e.g. spanners/allen keys/bicycle pumps/puncture repair kits etc...) • Children and adults should take a drink with them to maintain appropriate hydration.
<p>Farm Visits Machinery, vehicles, risk of allergy, contamination, bites, kicks, etc</p>	<ul style="list-style-type: none"> • Pupils/staff 	<ul style="list-style-type: none"> • 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>Castle visits High walls – falls Steep, dark stairs - falls</p>	<ul style="list-style-type: none"> • Pupils/staff 	<ul style="list-style-type: none"> • Visit leader knows venue and specific areas of risk in the castle (following recce) • Brief other staff • Supervise pupils appropriately

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

This policy will be reviewed in the Autumn Term of 2025

Signed:

Chair of Governors: _____

Date: September 2024

Headteacher: _____

Date: September 2024