

# St Mary CIW Ruabon

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### Foreword

Educational Visits can provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work; alternatively teachers may decide to use an educational visit at any time during a project to enhance and support the curriculum. Wherever or whatever the venue, teachers should ensure that the educational benefits to the children are maximised.

### Summary of policy

St Mary's follows the LA procedures for educational visit planning, approval and monitoring by using the EVOLVE on line visit planning and approval system [www.wrexhamvisits.org](http://www.wrexhamvisits.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.wrexhamvisits.org](http://www.wrexhamvisits.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 Karen Humphreys, Educational Visits Coordinator (EVC).

## Section A

### WREXHAM BOROUGH COUNTY COUNCIL Planning and Approval Procedures for Educational Visits

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

Anyone organising an off-site visit for young people from Wrexham Borough County 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 [www.wrexhamvisits.org](http://www.wrexhamvisits.org)

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Approved	<b>J Davies</b> Head of Lifelong Learning (Statutory Education Officer)

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#### Foreword

Wrexham Educational establishments have a rich and valuable tradition of providing exciting and enjoyable educational visits for young people from all walks of life.

Young people benefit enormously from taking part in visits - it gives them the opportunity to experience activities they may not otherwise have, helps them to develop important life skills, enhances the curriculum and can provide life long happy memories.

Staff also benefit from visits - improved staff to staff and young person to staff relationships, increased variety and interest in their work along with the professional development inherent in organising and leading visits.

This document sets out planning and approval procedures that aim to help staff in the Children and Young People's Service to plan and deliver high quality and safe external visits - be it a regular visit to a local park or a three week trek in a remote rain forest. By following these procedures, staff involved in the planning and delivery of visits will be supported by the Local Authority in the unlikely event of an incident.

I should like to take this opportunity to express my gratitude to the staff in Children and Young People's Service whose dedication, commitment and professionalism ensures that young people across the County are given the opportunity to take part in such beneficial educational visits. These procedures are primarily aimed at supporting them in this valuable work.

**John Davies**  
**Chief Learning and Achievement Officer**

### **Summary of procedures**

This document sets out the procedures by which Wrexham Borough County 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**

Outdoor Education Advisor  
Nant BH Outdoor Education Centre  
Llanrwst  
Conwy  
LL27 0JB  
(01492) 640735

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

Nigel Laurence

Health and Safety Officer

Corporate Human Resources

Guildhall,

Wrexham,

LL11 1AY

(01978) 292136

## Remission of fees

Student Support Officer

16 Lord Street

Wrexham

LL11 1LG

(01978) 298831

# Visit approval/notification procedures

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

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

Visit type	Approval/notification required
<b>Routine visits</b> (as defined on form 1 of this policy)	Visit planned on form 2 (routine visit planning form) and approved by the Head before the visit takes place (Heads may give blanket approval for a member of staff to lead routine visits)
<b>Non-routine visits</b>	Visit planned using the EVOLVE system <a href="http://www.wrexhamvisits.org">www.wrexhamvisits.org</a> and approved by the Head on the EVOLVE system <b>before the visit takes place.</b> <b>Visits that have not been approved on the Evolve system MUST NOT TAKE PLACE.</b>
A visit involving any of the following elements: <ul style="list-style-type: none"> <li>• <b>Demanding environments</b> (as defined in Table 2 below)</li> <li>• <b>Adventure activities</b> (as defined in table 3 below)</li> </ul>	Visit planned and approved using the EVOLVE system <a href="http://www.wrexhamvisits.org">www.wrexhamvisits.org</a> <b>at least 28 days before visit.</b> <b>Visits that have not been approved on the Evolve system MUST NOT TAKE PLACE.</b> <b><u>Important note</u></b> - LA approval is <b>not</b> required for visits to, or run by, the LA's own Outdoor Education Centres (Nant BH, Nantyr and Pentrellyncymer).
<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://www.wrexhamvisits.org">www.wrexhamvisits.org</a> <b>before booking the visit.</b> LA Approval is in two stages: <ul style="list-style-type: none"> <li>○ Initial approval before booking using form OE1 (available on Evolve by clicking on 'guidance and resources' and then 'forms')</li> <li>○ Final approval on the Evolve system 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://www.wrexhamvisits.org">www.wrexhamvisits.org</a> <b>at least 28 days before visit</b>

**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>	<p>Areas;</p> <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>	<p>Areas where there is significant risk to the group from <b>one or more</b> of the following factors;</p> <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)</li> </ul> <p><b>where:</b></p> <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>	Visits here <b>do</b> require LA approval (except activities run by the LA's Outdoor Education Centres - Nant BH, Nantyr and Pentrellyncymer).

### 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.wrexhamvisits.org](http://www.wrexhamvisits.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 for staff to run 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 a non-routine visit parental consent form which can be obtained from the Evolve system by clicking on 'guidance and resources' and then 'forms'.

If parents/carers withhold their consent 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 at Nant BH, Nantyr and Pentrellyncymer.

When using a specialist venue or activity provider e.g. outdoor activity provider (other than the LA's own Outdoor Education Centres at Nant BH, Nantyr and Pentrellyncymer), 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.wrexhamvisits.org](http://www.wrexhamvisits.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.wrexhamvisits.org](http://www.wrexhamvisits.org)). Final LA approval for the expedition must be obtained at least 8 weeks before the expedition start date.

## 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 (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.

## 6 Special arrangements for DofE Award groups

Anyone planning a DofE Award expedition/ activity must first contact the LA DofE Award Officer (see below for contact details) before starting any planning for the activity to ensure that the Expedition meets the requirements of the DofE and Local Authority.

Rose Hislop  
Duke of Edinburgh Development Officer  
Prevention & Inclusion Service  
01978 297438  
[Rose.Hislop@wrexham.gov.uk](mailto:Rose.Hislop@wrexham.gov.uk)

## 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 *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.

## 8 Record keeping

### Routine visits

A copy of the completed *Form 2: Routine visit planning form* should be kept on file for 5 years for each routine visit.

### Visits planned on Evolve (non-routine visits)

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 (NOTE: 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.

### 11 **Remission of fees: schools only**

In order to claim remission of fees the following conditions must be met:

- the visit is to one of the eligible venues listed on the *Remission of Fees Claim Form* which can be found in the *Guidance and Resources/Forms* section of the EVOLVE visit planning and approval system [www.wrexhamvisits.org](http://www.wrexhamvisits.org)
- the young person's parent/guardian must be in receipt of one or more of the benefits listed on the *Remission of Fees Claim Form*.

Visit leaders who wish to claim remission of fees should complete the *Remission of Fees Claim Form* and send it, along with required attachments listed on the form, to the address given on the form.

Please note that remission of fees can only be claimed for board and lodging, not for transport to and from the venue.

# Planning forms

Form 1:	Parent/carer consent form: routine visits
Form 2:	Routine visits: planning form
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

## **IMPORTANT NOTE:**

Other relevant planning forms that are updated regularly by the LA and are therefore not included here can be obtained from the Evolve system [www.wrexhamvisits.org](http://www.wrexhamvisits.org) by clicking on 'guidance and resources' and then 'forms'. These include:

- Parent/carer consent form for non-routine visits
- Remission of fees claim form
- Overseas expedition planning forms
- Visit evaluation form
- Independent Provider form

**Parent/carer consent**

**Routine visits**

*As part of your child's learning experience we provide a wide range of educational visits to support the curriculum. Please read, complete and return this form to give consent for your child to participate in all routine visits during their time at Borderbrook School as defined below.*

Routine Visits Include : Swimming, walks, P.E. activities, presentations, festivals, visits, shared activities, curriculum enrichment activities.

These visits will normally take place at the following, or similar, locations: Maelor School Penley, village hall, local primary schools, local places of interest, local footpaths.

**Your Child's Name:** \_\_\_\_\_

**Your Child's Date of Birth:** \_\_\_\_\_

**Your Contact Details :**

Telephone Home: \_\_\_\_\_ Work: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

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

**Alternative Emergency Contact**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

**Medical Information:**

Details of any medical, physical or psychological condition that may affect your child during a routine educational visit:

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Details of any medication that your child should take during a visit:

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Does your child self-administer the above medication? **YES / NO**

*It is the parent's responsibility to ensure that medication which should be carried by your child is taken with them on the visit. In some circumstances failure to carry the appropriate medication may result in your child not being able to go on the trip. This is entirely for your child's safety.*

**Dietary Requirements:**

Does your child have any special dietary requirements? **YES / NO**

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Do you have any other information that might be important for us to know about?

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**Family Doctor**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address:

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**I understand that:**

- routine visits will normally take place within the school's working hours. Occasionally, they may extend beyond this time, in which case I will be given adequate notice to allow me to make appropriate arrangements for my child's return home;
- my specific permission will be sought for any non-routine visits beyond those listed.

- 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 change to my child's medical, physical or psychological condition that may affect my child during a routine educational visit.
- my child is covered by the County Council'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. I understand that this insurance policy does not include personal accident or personal belongings cover, for my child and I may wish to arrange this privately.
- I agree to inform the school of any changes to my details, or my child's home/contact details in order for the school to reach me in case of emergency.

**Full Name of parent/carer:** (print please)

\_\_\_\_\_

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

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

**Form 2****Routine visits - planning form**

Visit leader to complete and leave with emergency contact

Purpose of visit/ series of visits			
Visit leader		Visit location (s)	
Start date and time		Return date and time	
Mobile phone number (s) carried by staff on visit		Transport used	
Activity/activities (or attach programme)			
Other staff/adult helpers (or attach list to this sheet)			

**Are there any significant risks above and beyond those listed in our standard risk management procedures (Section B of our Educational Visits Policy)?**

**No / Yes (delete as appropriate)**

(If yes please complete the table below)

<b>Additional Risks</b>	<b>Additional safety measures</b>

**Form 3****Summary of information about participants (young people and adults)**

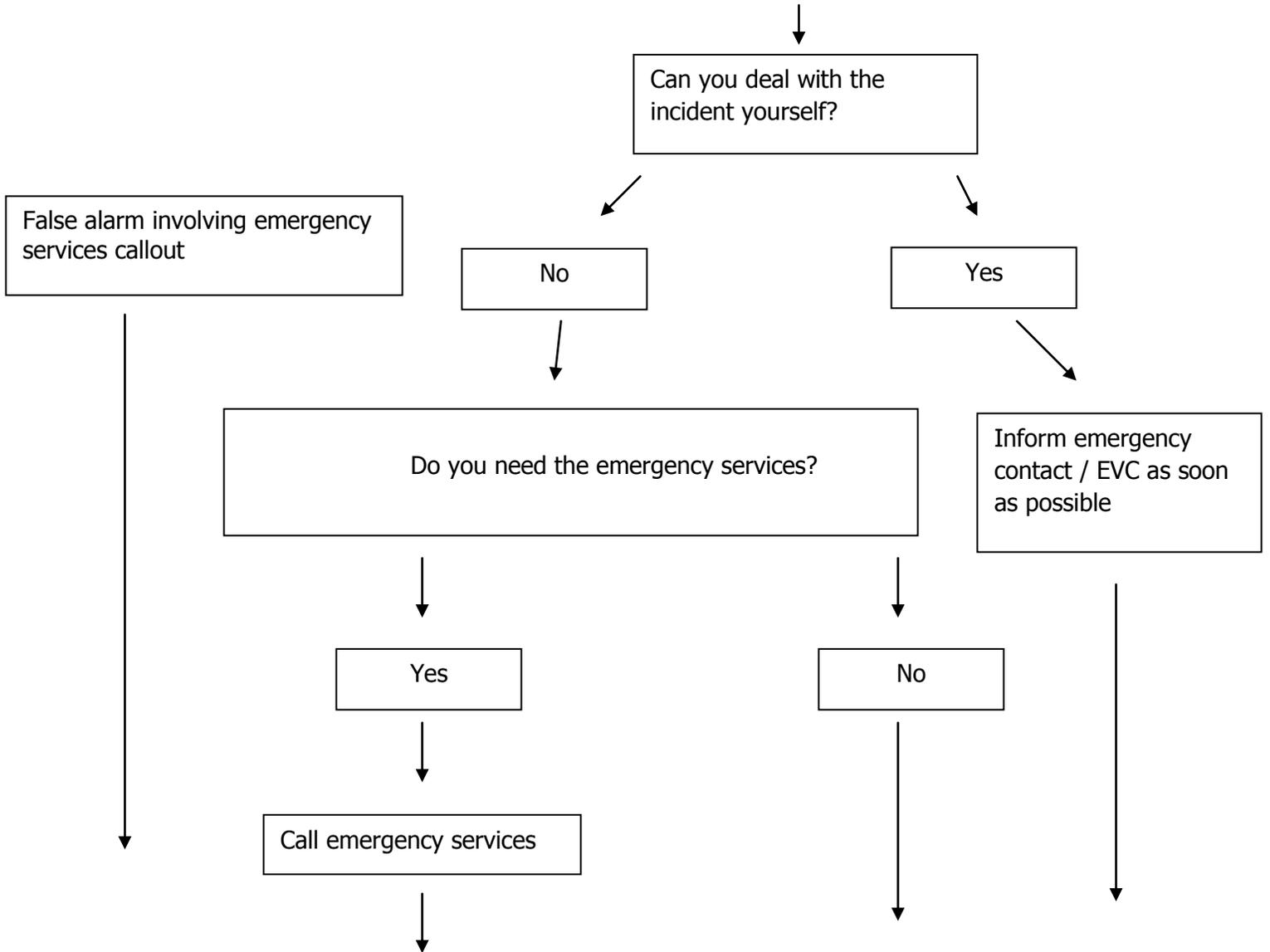
<b>Surname</b>	<b>Forename(s)</b>	<b>Date of birth</b>	<b>Address</b>	<b>Next of kin</b>	<b>Contact number(s)</b>	<b>Relevant special needs/behaviour/medical information</b>

**Form 4**

## Emergency action flowchart for visit leaders

**Do not speak to the media - direct all enquiries to LA press officer - 01978 292289**

Give first aid if necessary. Make sure the rest of the group are accounted for and looked after.



Call school emergency contact 01948770676 (school hours) Headteacher on 07515372099 or 01691772931 (out of school hours).  
Emergency contact will follow emergency action flowchart.

**Form 5**

**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 - 01978 292289**

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

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

**YES**

**NO**

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

Can the school/establishment handle this internally?

**NO**

**YES**

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

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

Inform LA  
Complete incident/accident report form (and send to LA if required).  
Gather written statements from staff / adults / young people involved.

Head / EVC to assess incident, recommend action and implement accordingly.  
Inform staff and LA Outdoor Education Adviser of recommended action.

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

## Section B

## Standard risk management procedures

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

### Risk management form: All off site visits

2013

Significant hazards and harm which may occur	Who might be harmed?	Safety measures: <i>Measures that are in place and/or will be taken to reduce the risk to a tolerable level</i>
Crossing roads/walking along pavements	Pupils	Brief children of conduct expected of them when walking/crossing roads Ensure staff are placed at front, middle and rear of children. Pupils to walk in pairs or single file. Members of staff to choose safe place to cross roads (if not using recognised pedestrian crossing) 2 members of staff to stand in road with children walking between Mobile phone to be carried by leader
Weather conditions	Pupils/staff	Check weather forecast prior to visit Brief pupils/parents of possible weather conditions prior to visit Ensure appropriate clothing/footwear is worn or taken bearing in mind seasonal conditions Remind parents to put sun cream on children Take spare clothes for children not suitably prepared Ensure emergency shelter is taken if in demanding environment
Scientific demonstrations at science venues	Pupils	School staff to ensure that pupils follow instructions of qualified staff at venue and to adhere to rules regarding proximity

Trips, slips and falls	Pupils/staff	<p>Ensure appropriate footwear is worn and shoelaces tied</p> <p>Brief pupils/staff of possible areas where trips, slips and falls may occur</p> <p>Ensure First Aid kit is carried by visit leader</p> <p>Ensure any medical conditions of pupils are disclosed prior to visit</p> <p>Mobile phone to be carried by leader</p>
Transport to and from venues	Pupils/staff	<p>Ensure recognised LA bus company is used</p> <p>Ensure seat belts are worn at all times and are checked by visit leader</p> <p>Pupils to be escorted onto/off bus</p> <p>Pupils not allowed off bus except at scheduled stops</p> <p>Mobile phone to be carried by leader</p>
Stranger danger	Pupils	<p>Ensure children are made aware not to walk off with an unknown adult unless given specific instruction by visit leader.</p> <p>Regular head counts</p> <p>Supervised at all times, including appropriate supervision when toileting</p>
Beach/coastal visits - washed into sea caught by rising tide	Staff and pupils	<p>Check tide times before embarking on trip</p> <p>Check weather forecast for day of visit</p> <p>Brief pupils and staff not to go near waters edge</p> <p>Mobile phone to be carried by leader</p>
Accident/emergency	Staff pupils	<p>Follow emergency procedure guidelines carried by visit leader</p> <p>Ensure suitable staff helper (in addition to visit leader) understands emergency procedure</p> <p>Brief children of what to do in an emergency and how to summon help</p> <p>Mobile phone to be carried by leader</p>
Getting lost/separated from group (outdoor venues)	Staff	<p>Regular headcounts</p> <p>Ensure pupils are to stay in small groups</p> <p>Ensure staff accompany pupils at all times</p> <p>Brief pupils to stay put if lost or separated and to shout for attention</p> <p>Ensure all pupils know name of visit leader, staff and school name</p> <p>Mobile phone to be carried by leader</p>

<p>Getting lost/separated from group (indoor venues)</p>	<p>Staff</p>	<p>Regular headcounts          Ensure pupils are to stay in small groups          Ensure staff accompany pupils at all times          Brief pupils to stay at venue if lost or separated never to leave the premises          Brief children to make their way to reception          Ensure all pupils know name of visit leader, staff and school name          Mobile phone to be carried by leader</p>
<p>Medical Conditions</p>	<p>Staff and Pupils</p>	<p>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>
<p>Walking in woods</p>	<p>pupils</p>	<p>Brief pupils and helpers of proposed route          Brief pupils of appropriate behaviour          Ensure member of staff at front, middle and rear of pupils          Ensure correct clothing and footwear is used          Mobile phone to be carried by leader</p>
<p><b>Farm Visits</b>          Machinery, vehicles, risk of allergy, contamination, bites, kicks, etc</p>	<p>Pupils and staff</p>	<p>Brief pupils to stay out of way of machinery/vehicles and to follow supervision by farm staff          Ensure parents have informed staff prior to visit of possible allergies          Ensure medicines are carried by visit leader (if required)          Brief children not to touch animals unless safe to do so          Ensure pupils/staff are made aware of farm rules, reinforced by farm staff          Ensure all eating is done in hygienic locations          Ensure children wash hands before eating          Make sure First Aid kit is carried by leader          Mobile phone to be carried by leader</p>

<p><b>Castle visits</b> High walls - falls Steep, dark stairs - falls</p>	<p>Pupils and staff</p>	<p>Visit leader knows venue and specific areas of risk in the castle (following recce) Brief other staff Supervise pupils appropriately Ensure medicines are carried by visit leader (if required) Make sure First Aid kit is carried by leader Mobile phone to be carried by leader</p>
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Additional notes: Standard risk management procedures are reviewed and updated annually. Old versions are kept on file.

Policy Reviewed: .....

Next Review: .....

Chair of Governors' Signature: .....

Chair of Governors' Print Name: .....

Headteacher's Signature: .....

Headteacher's Print Name: .....