

2023



Ysgol Gyfun Bryntirion |     
Bryntirion Comprehensive

## EDUCATIONAL VISITS POLICY

Reviewed by:	
Date:	
Approved by Governing body	

# **Bryntirion Comprehensive School**

## **Educational visits policy**

### **2023-24**

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## **Summary of policy**

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

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

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



# **Bryntirion Comprehensive School**

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

**2022-23**

This document sets out Bryntirion Comprehensive School's for Educational visits.

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

The Educational Visits Coordinator for the school is Mr L G Allinson.

## **FOREWORD**

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

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

To prepare children for active, independent lives and to build their resilience, it is important that children are progressively exposed to carefully managed risks without being exposed to significant dangers. Educational visits can range in scope from a short local excursion to a local park or museum, to cultural or historical venues, and encompass a wide variety of outdoor and adventurous activities.

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

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

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

Mr R Pawar – Head teacher  
Reverend E Evans – Chair of Governors

## **Summary of procedures**

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

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

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

Valleys Innovation Centre  
Navigation Park  
Abercynon  
CF45 4SN  
Tel: 01443 281406  
Mobile: 07880 044407  
[dave.golding@cscjes.org.uk](mailto:dave.golding@cscjes.org.uk)

Andy Meek  
Cynghorydd Addysg Awyr Agored Cysylltiol  
Consortium Canolbarth y De  
Associate Outdoor Education Adviser  
Central South Consortium  
ebost/email: [Andrew.Meek@cscjes.org.uk](mailto:Andrew.Meek@cscjes.org.uk)  
ffon/Tel: 07385 401841

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

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

# Visit approval/notification procedures

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

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

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

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

In addition to the conditions above any residential or overseas trip will require approval from the governing body before the trip can be planned. Staff should complete the residential/overseas proposal form found in the appendix and submit to educational visits coordinator (evc), Mr Allinson.



## Table 2. Definition of demanding environments.

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

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

### Table 3. Adventure activities

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

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

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

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

At Bryntirion all visit leaders are required to use the EVOLVE system [bridgendvisits.org.uk](http://bridgendvisits.org.uk)

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

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

#### 2 Blanket approval

Blanket approval may be given:

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

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

### 3 **Parent/carer consent**

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

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

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

### 4 **Using an independent provider – pre-booking checks**

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

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

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

**Special arrangements for Overseas expeditions** (*i.e. expeditions to developing countries involving trekking or other adventure activities*)

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

## 5 Local Authority (LA) leader approval

### Who needs LA leader approval?

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

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

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

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

- The leader has completed a training course in the relevant NGB leadership award where one exists (or has undergone other appropriate training)
- The technical adviser has made a practical assessment of the leader and can confirm that they are operating at the standard of the relevant NGB leadership award or at a suitable level for a site-specific approval to be given.

Appropriate levels of technical adviser for different activities and levels of activity are given in the *National Guidance for Educational Visits*. If the intended activity is not listed, the Outdoor Education Adviser may be able to advise on appropriate level of technical adviser.]

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

- the activity/activities at specific, named venue(s) at any time for the duration of the approval period;

or:

- the activity/activities at all venues that are within the remit of their competence at any time for the duration of the approval period.

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

## 6 Special arrangements for DofE Award groups

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

Youth Service Officer  
Old Church School  
Tondu  
Bridgend  
CF31 9BT

Tel: 01656 724057

Email:

## 7 LA approval decisions for visits

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

Where further information or elements of the *National Guidance for Educational Visits* have not been met, approval will be withheld until these conditions are met. Confirmation of this decision will be sent to the EVC/Head via the EVOLVE system.

## 8 Record keeping

The EVOLVE system acts as a record for any visit planned and approved on the system.

Schools/establishments therefore only need to retain the following details for any particular visit:

- List of participants
- Parental consent forms (these can be destroyed 3 months after the visit if no accidents or incidents have been reported)
- Where an accident or incident has been reported the school/establishment should retain the parental consent form for the pupil(s)/young person(s) involved.
- If there has been an accident/incident on a visit, schools/establishments must ensure that the LA is notified according to LA procedures. The LA will keep accident/incident records until the young person reaches age 21 (or for 3 years in the case of an adult). Schools/establishments therefore do not need to retain records of accident/incidents reported to the LA unless they wish to do so for their own purposes. If a visit leader or school/establishment receives notification of a claim they should not respond directly but should pass the details to the LA claims manager/insurance section.

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

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

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

## 9 **Monitoring**

### Internal monitoring by the Head/EVC

The Head/EVC must monitor, from time to time, for compliance with LA guidance by visit leaders within the school/centre.

Monitoring by the Head/EVC should include:

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

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

### Monitoring by the LA

The LA will monitor schools/centres on a 5 year cycle for compliance with LA guidance by all educational establishments. The LA will contact EVCs to notify them of an upcoming monitoring visit.

## 10 **REVIEW**

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

## **11. GUIDELINES FOR STAFF**

Under the **Health and Safety at Work Act 1974** employers are responsible for the health, safety and welfare at work of their employees. Employers are also under a duty to ensure, as far as is reasonably practicable, the health and safety of anyone else who may be affected by their activities. This includes participants in educational visits.

It is essential that any member of staff planning an educational visit reads the “All Wales Guidance” and the Educational Visits Policy. These documents contain all the information required to run a safe and enjoyable educational visit.

This section contains information on:-

1. Roles and responsibilities.
2. Protocol for planning an educational visit.
3. Protocol to abide by during an educational visit.
4. What to do after the educational visit.

## **1. Roles and Responsibilities of the Visit leader.**

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 Head / EVC's written 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 staff are aware of and fulfil their 'duty of care' at all points during the visit;
- Be able to control and lead young people of the relevant age range in the proposed activity;
- Obtain LA leader approval if leading any visit for which LA approval is required as detailed in section P3 of the guidance;
- Be aware of child protection issues and introduce measures to protect children as required;
- Ensure that appropriate first aid cover will be available;
- Undertake and complete the planning and preparation of the visit, using EVOLVE, including the briefing of group members and parents/carers;
- Identify significant hazards and safety measures to reduce risk to an acceptable level, and to make known to parents/carers, the Head / EVC the level of residual risk that needs to be managed;
- Review regularly undertaken visits and advise the Head / EVC where adjustments may be necessary;
- 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 the needs of the group;
- Carry out dynamic risk management while the visit takes place and consider stopping the visit if the risk to the health or safety of the young people is unacceptable and have in place procedures / alternative plans for such an eventuality;
- Arrange for clearly understood delegation in his/her absence;
- Make appropriate and adequate preparations for emergencies in conjunction with the EVC and ensure that all accompanying leaders are familiar with these procedures;
- Ensure that group leaders and other instructors have details of young person special educational or medical needs which will be necessary for them to carry out their tasks effectively;
- Carry out an evaluation of the visit on return to base to inform future visits using EVOLVE.



## 2. Planning the Visit

The Visit leader should consider the following:-

- The educational aims of the visit:

Aims and objectives of the visit should be clearly identified at an early stage. These should be relevant to young people and their development, taking account of age, ability, competence, previous experience and resources available.

Visit leaders should seek local knowledge of facilities that could contribute to the success of the visit as well as potential difficulties and hazards.

An exploratory visit is considered highly desirable on both educational and safety grounds for all visits. This will give the leader greater confidence in his/her ability to supervise the young people.

If an exploratory visit is not possible the visit leader will need to complete an adequate assessment of the benefits and suitability of the venue and of the risks associated with it.

- The programme and itinerary to support these aims:

A detailed programme / itinerary should be established with appropriate supervision at all times. All supervisory staff and young people should be aware of the intended programme, including the possibility that the planned activities may need to be changed if conditions require it.

Visit leaders must ensure access to first aid cover at an appropriate level. If operating away from a site, first aid kits should be carried.

- The dangers and difficulties that may arise and measures needed to reduce these.

A specific risk assessment should be completed by the visit leader. A general risk assessment is available from the EVC but should be added to depending on the nature of the activities to be undertaken.

If an Independent provider is being used then they should fill in a questionnaire, form 5, prior to the visit to agree what elements of the visit they are responsible for. Visit leaders should think about contingency planning that might allow the educational aims of the visit to be achieved even if the original plan has to be abandoned.

- Staffing

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

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

For local visits the guidelines suggest a ratio of 1:15-20. For visits abroad it is suggested to be 1:10.

Visit leaders should bear in mind that the longer a visit lasts, the more important it is to consider the need for additional staffing. The constant duty of care can be very demanding and coupled with other functions such as minibus driving may reduce the necessary degree of concentration and alertness. As such staffing on longer trips may include a rota of 'duty of care'.

- Information to parents / carers

An effective, two-way communication process between schools/centres and parents/guardians is important for all visits. Effective communication will ensure that parents/carers are made aware of the purpose and nature of the visit and will ensure that parents/carers inform the school/centre about any particular needs and issues of their child relevant to the visit.

Information to parents might include:

- the aims and benefits of the visit;
- dates of the visit or series of visits;
- times of departure and return – and whether parents/carers will be required to meet their children on return;
- the location where the young people will be collected and returned;
- mode(s) of travel including the name of any travel company;
- the size of the group and the level of supervision;
- details of accommodation;
- details of provision for special educational or medical needs;
- names of leader, of other staff and of other accompanying adults;
- the planned programme of activities;
- agreed arrangements for non-emergency contact during the visit;
- emergency contact arrangements to and by parents/carers;
- the code of conduct for the expected standards of behaviour and sanctions;
- arrangements for early return of a young person for any reason during the visit;

- details of insurance taken out for the group as a whole in respect of luggage, accident, cancellation, medical cover, any exceptions in the policy and whether parents need to arrange clothing and equipment to be taken;
- what young people should not take on the visit or bring back;
- advice on pocket money and allocation/care on journey;
- the information to be given by parents and what they will be asked to consent to;
- details on the cost of the visit.
- the risks associated with the visit (but tempered with information about the school's/centre's good safety record, and the overall benefits to the participants).
- additional cover;

Information should (where relevant):

- be sent as far in advance of the visit as practicable;
- be followed up by a parent's/carer's meeting to clarify detail if needed. This is particularly important for residential visits, or when the young people are to travel abroad or engage in adventure activities or visits to demanding environments. Where a briefing meeting is required, alternative arrangements might need to be made for parents/carers who cannot attend or who have difficulty with communication.

Parent/carer consent must be obtained for educational visits. This may be done on a blanket basis for regular visits or on a one-off basis for non-regular visits. The contents of a consent form for a parent/carer to sign will vary according to the type of visit. Example forms are available from in this document.

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.

For visits that require parent/carer consent, parents/carers should be asked to agree to the young person receiving emergency treatment, including anesthetic or blood transfusion, as considered necessary by the medical authorities. If parents/carers do not agree to this, Heads may decide to withdraw the child from the visit - given the additional responsibility this would entail for the visit leader.

Doctors can be expected to carry out necessary emergency treatment without parental consent but it is possible that a surgeon in another country might be reluctant to operate on a young person unless assured that the visit leader had parental authorisation to agree to such treatment. It is sensible to include a translation of the medical consent, as signed by the parent, in the relevant foreign language.

If it is going to be possible for parents/carers to contact their child via the school/centre contact or the visit leader in the event of a home emergency or a late arrival home, these details should be made known to parents/carers.

Parents/carers should therefore:

- know the destination details;
- be aware of the emergency contact arrangements.

# 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

**Form 1**

**Parent/carer consent  
Routine visits**

**School/establishment: Bryntirion Comprehensive School**

**Your child's name:** \_\_\_\_\_ **Form:** \_\_\_\_\_

I hereby agree to my child participating in routine visits off the school/establishment site. These visits might include the following, or similar, activities: sports, curriculum related visits, inter school events, conferences, debates, reward trips etc.

These visits will normally take place at the following, or similar, locations: sports facilities, other schools, museums, galleries, cinemas, theatres, theme parks and other curriculum related venues.  
**Each venue is subject to risk assessment prior to each visit.**

**I understand that:**

- such visits will normally take place within the school/establishment normal hours, but that if, occasionally, they are likely to extend beyond this, adequate advance notice will be given so that I may make appropriate arrangements for my child's return home;
- my specific permission will be sought for any visits beyond those listed above or which could involve commitment to extended journeys, times or expense;
- all reasonable care will be taken of my child during the visit;
- my child will be under an obligation to obey all directions given and to observe all rules and regulations governing the visit and will be subject to all normal school/establishment discipline procedures during the visit;
- I must inform the school/establishment of any medical or behavioural condition or physical disabilities that may effect them during the visit;
- all young people are covered by the Local Authority's third party public liability insurance in respect of any claim arising from an accident caused by a defect in the school/establishment premises or equipment or attributable to negligence by the Council or one of its employees. Please note that this insurance policy does not include personal accident or personal belongings cover for your child.

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

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

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

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



**Form 2**

**Parent/carer consent  
Non-routine visits**

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

School/establishment: Bryntirion Comprehensive School

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 PARTICIPANT:**

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

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

**Form 3**



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

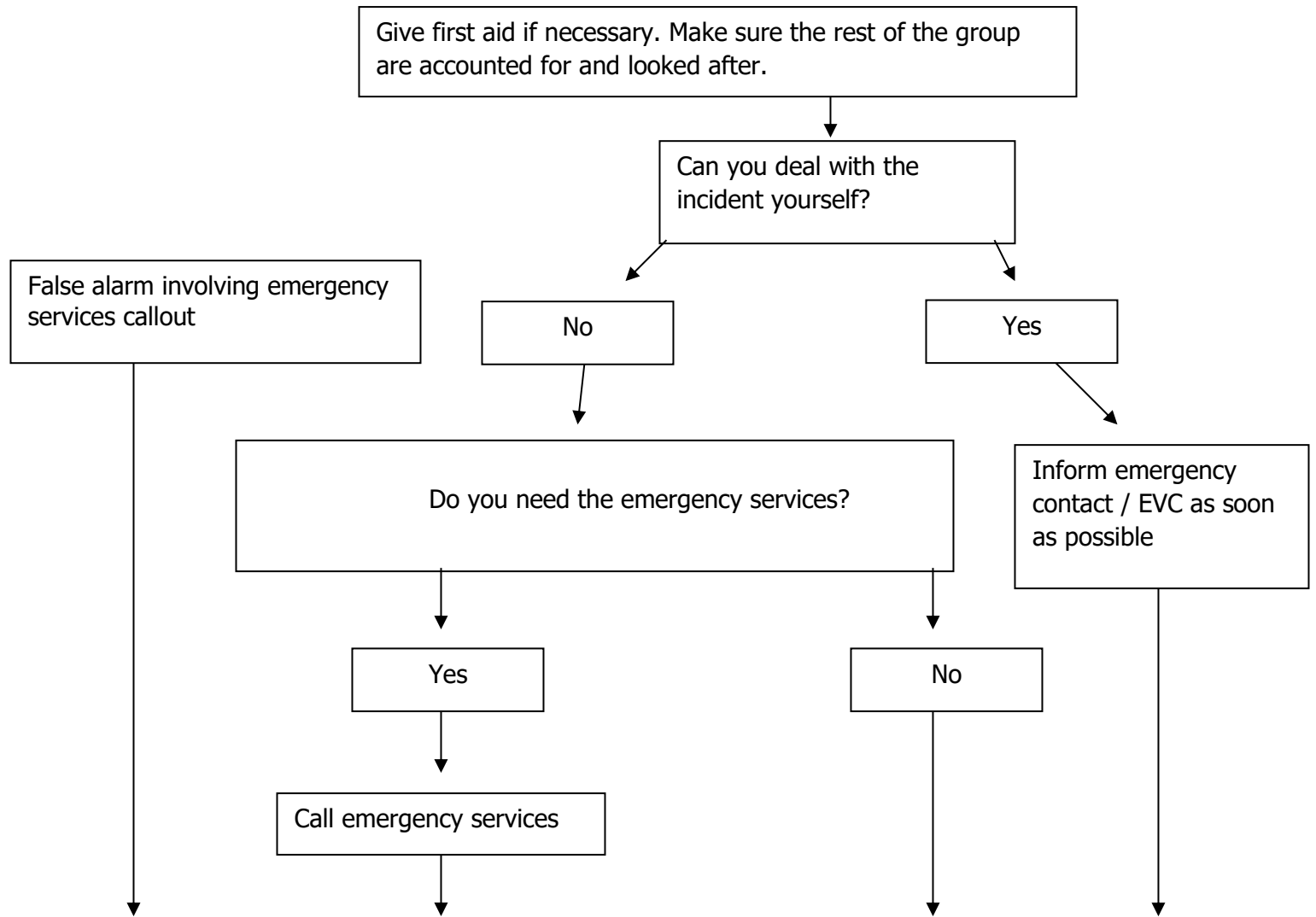
Surname	Forename(s)	Date of birth	Address	Next of kin	Contact number(s)	Relevant special needs/medical information



**Form 4**

## Emergency action flowchart for visit leader

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



Call school/establishment emergency contact 01656 641100(school/establishment hours)  
07885276581/07494152443 (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:  
Corporate Director - Children's Directorate 01656 643643**

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

**YES**

**NO**

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

Can the school/establishment handle this internally?

**NO**

**YES**

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

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

Inform LA

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

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

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

Inform staff and LA Outdoor Education Adviser of recommended action.

# Form 6



## Incident record form

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

### ABOUT THE INCIDENT

Name(s) of any individual(s) affected by the incident \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time and date of incident \_\_\_\_\_

Location of incident \_\_\_\_\_

Activity taking place (if applicable) \_\_\_\_\_

Name(s) of staff leading the activity (if applicable) \_\_\_\_\_

Contact number for visit leader \_\_\_\_\_

Name(s) of key witness(es) \_\_\_\_\_

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

Form completed by \_\_\_\_\_ Date \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

### **EDUCATIONAL VISIT PROPOSAL FORM**

The following form must be completed before any residential/overseas educational visit is booked. All visit proposals will be discussed by SLT and then presented to governors for approval.

If the trip is approved planning can proceed in conjunction with the educational visits co-ordinator (Mr L Allinson).

<b>Visit Leader</b>	
<b>Activity</b>	
<b>Department</b>	
<b>Educational aims of visit</b>	
<b>Departure date / time</b>	
<b>Return date / time</b>	
<b>Please identify the number of pupils and the year groups involved</b>	
<b>Names of staff accompanying the pupils</b>	
<b>Cost per participant</b>	
<b>Company to be used</b>	
<b>Non-refundable deposit of</b>	
<b>Supply costs must be factored into the overall price (1 supply = £140)</b>	<b>Is the visit still feasible when supply costs are involved YES / NO</b>

Signed

Date

Approval by Governing body

Yes/No

## Section B

## Standard risk management procedures

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

### Risk management form: All off site visits

**September 2023**

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

Transport to and from venues	Pupils/staff	Ensure recognized LA bus company is used Ensure seat belts are worn at all times and are checked by visit leader
Stranger danger	Pupils	Ensure children are made aware not to walk off with an unknown adult unless given specific instruction by visit leader. Regular head counts Supervised at all times, including appropriate supervision when toileting
Beach/coastal visits - washed into sea caught by rising tide	Staff and pupils	Check tide times before embarking on trip Check weather forecast for day of visit Brief pupils and staff not to go near water's edge
Accident/emergency	Staff pupils	Follow emergency procedure guidelines carried by visit leader Ensure suitable staff helper (in addition to visit leader) understands emergency procedure Brief children of what to do in an emergency and how to summon help
Getting lost/separated from group (outdoor venues)	Staff	Regular headcounts Ensure pupils are to stay in small groups Ensure staff accompany pupils at all times Brief pupils to stay put if lost or separated and to shout for attention Ensure all pupils know name of visit leader, staff and school/establishment name
Getting lost/separated from group (indoor venues)	Staff	Regular headcounts Ensure pupils are to stay in small groups Ensure staff accompany pupils at all times Brief pupils to stay at venue if lost or separated never to leave the premises Brief children to make their way to reception Ensure all pupils know name of visit leader, staff and school/establishment name
Medical Conditions	Pupils	Ensure medical conditions are disclosed prior to visit Ensure consent is given for staff member to administer medicine if required Ensure medicines, epi pens, inhalers, etc are carried by visit leader Ensure at least one staff member/adult volunteer knows how to administer medicine if required.

Walking up/down Vardre/Orme	pupils	Brief pupils and helpers of proposed route Brief pupils of appropriate behaviour Ensure member of staff at front, middle and rear of pupils Ensure correct clothing and footwear is used
<b>Farm Visits</b> Machinery, vehicles, risk of allergy, contamination, bites, kicks, etc	Pupils and staff	Brief pupils to stay out of way of machinery/vehicles and to follow supervision by farm staff Ensure parents have informed staff prior to visit of possible allergies Ensure medicines are carried by visit leader (if required) Brief children not to touch animals unless safe to do so Ensure pupils/staff are made aware of farm rules, reinforced by farm staff Ensure all eating is done in hygienic locations Ensure children wash hands before eating Make sure First Aid kit is carried
<b>Castle visits</b> High walls – falls Steep, dark stairs - falls	Pupils and staff	Visit leader knows venue and specific areas of risk in the castle (following recce) Brief other staff Supervise pupils appropriately

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