Essential reading for EVCs/ Heads

To make this school/establishment policy 'live' please make sure to do the following:

- Customise the yellow highlighted sections to reflect what goes on in your school/establishment.
- Identify what you will classify as 'routine' visits and list these on the parent/carer consent form: routine off-site visits. You should obtain this consent on an annual or other periodic basis (some schools/establishments obtain it only once when the pupil/young person first enrols, others do it annually to pick up any changes). You can add any additional information to this form if you wish.
- Standard risk management procedures (section B) - you **must** amend the risk assessment in Section B (which comes from a primary school in Conwy) to reflect the way that **your** visit leaders manage off site visits. It is important that it reflects actual practice on visits run by your school/establishment – if it's written down then all will be expected to comply. Once completed, this is the standard risk assessment for all off site visits run by your school/establishment.
- The only additional written risk assessment any visit leader would need to undertake is for risks that are above and beyond those set out in the standard school/establishment risk assessment.
- Trial your emergency procedures from time to time to check that they work.

Please get in touch if you need any further information

Dave Golding
Strategic Adviser
Valleys Innovation Centre
Navigation Park
Abercynon
CF45 4SN
Tel: 01443 281406
Mobile: 07880 044407
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Eastern High
Educational visits policy
Year 2026/2027

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Foreword

It has long been recognised the valuable role that educational visits play in enriching the taught curriculum in schools. This is even more important for students who experience poverty where the opportunities to visit even local museums and amenities may be severely limited.

At Eastern High we aim to provide a wide range of enrichment activities across the subjects and year groups. These range from weekly sporting fixtures to annual residential trips to Llangrannog or abroad. The visits also encompass curriculum based trips that are essential for meeting the Curriculum for Wales or coursework for GSCE and include fieldwork for Geography as well as visits to primary schools.

To allow these trips to take place it is vital that staff follow the procedures and policies set out in this documentation. There is a huge amount of experience within the school to ensure that safe but exciting opportunities are offered to our students so that they can "Flourish in Life".

Mrs Kay Adams
Acting Headteacher

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 PA to the Head as Educational Visits Coordinator (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 National Guidance for Educational Visits endorsed by the Welsh Government. The Guidance can be viewed in the ‘Guidance and resources/guidance’ section of Evolve www.cardiffvisits.org

A.M.
January 2013

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1 Foreword by Chief Officer Schools and Lifelong Learning

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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.

Melanie Godfrey
Chief Officer Schools and Lifelong Learning

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 *National Guidance for Educational Visits* endorsed by the Welsh Government.

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

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

Dave Golding
Strategic Adviser
Valleys Innovation Centre
Navigation Park
Abercynon
CF45 4SN
Tel: 01443 281406
Mobile: 07880 044407

e-mail: Dave.golding@cscjes.org.uk

Accidents, incidents and general advice relating to Health and Safety

Health & Safety Adviser
Room 413
County Hall
Telephone: 029 2087 3967
Fax: 029 2087 2360

e-mail:
Atlantic Wharf
Cardiff CF10 4UW

Visit approval/notification procedures

Table 1 Visit approval/notification required for different types of visit
Table 2: Definition of demanding environments
Table 3: Adventure activities
1. Approval and notification system for all visits
2. Blanket approval
3. Parent/carer consent
4. Using an independent provider: pre-booking checks
5. Local Authority (LA) leader approval
6. Special arrangements for DofE award groups
7. LA approval decisions for visits
8. Record keeping
9. Monitoring
10. Review

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

	Approval/notification required
• 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.e. expedition to a developing country involving trekking or other adventure activities)*	Visit planned and approved using the EVOLVE system www.cardiffvisits.org **before booking the visit.** LA Approval is in two stages: ○ Initial approval before booking
Duke of Edinburgh Award expedition	**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 WG guidance). The EVOLVE system allows regular, repeated visits to be planned and approved.

ınt 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
Water Centre, Learning Outdoors, Cardiff Outdoor Activity Team, The Harbour Authority and the F
Outdoor Education Advisers' Panel (OEAP) Outdoor Learning Card activities run in non-demanding
/ youth workers / other employees who have attended an OEAP Outdoor Learning Card training co

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; • 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; • 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**: the group will be close to the water **and** there is a significant risk of someone falling in; 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 WG guidance).

The EVOLE 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 (NGB leadership awards are set out in the *National Guidance for Educational Visits* *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 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 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 *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

Form 1

Parent/carer consent
Routine visits

School/establishment: _____

Your child's name: _____

I hereby agree to my child participating in routine visits off the school/establishment site. These visits might include the following, or similar, activities:

- *Sports fixtures*
- *Representation of school in sports, artistic, creative activities and competitions*
- *Compulsory curriculum school day trips*

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

- *Schools within Cardiff & the Vale*
- *CAVC venues*
- *Local Authority maintained venues ie St Fagans, Big Pit*

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: _____

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

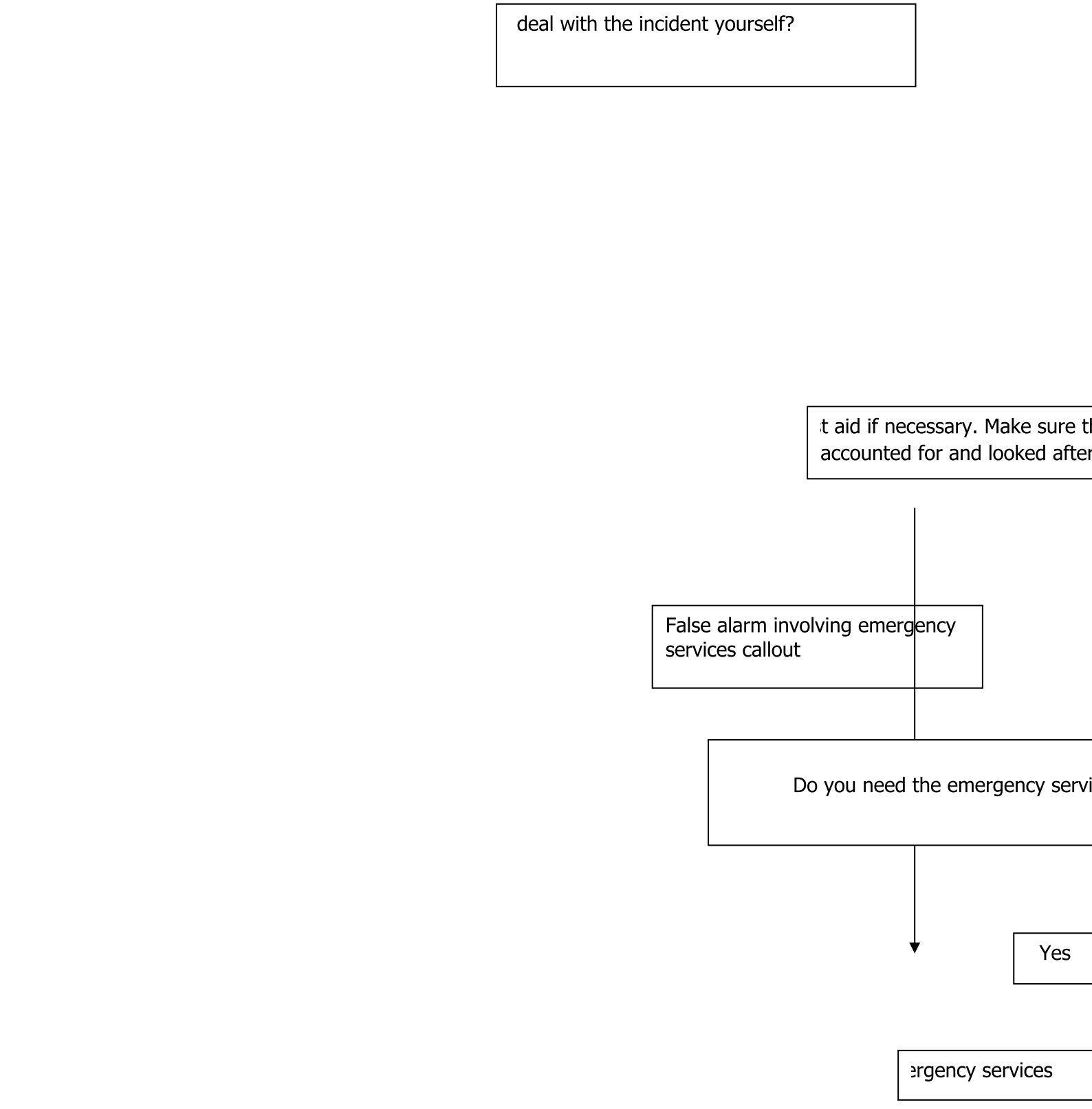
Summary of information about participants (young people and adults)

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 leaders

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



Form 5

Emergency action flowchart for base (emergency) contacts

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

school/establishment handle this internally?

Record information on 'Incident Record Form'.

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

Is the incident serious? If unsure assume yes.

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

YES

NO

external assistance from emergency services if not already called.

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_____

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 Year			
	Significant hazards and harm which may occur	**Who might be harmed?**	**Safety measures:** *Measures that are in place and/or will be taken to reduce the risk to a tolerable level*
	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 enusre 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 unkown adult unless given specific instruction by visit leader. Regular head counts Supervised at all times, including appropriate supervision when toileting
	Beach/coastal visits - washed into sea caught by rising tide	Staff and pupils	Check tide times before embarking on trip Check weather forecast for day of visit Brief pupils and staff not to go near waters edge
	Accident/emergency	Staff pupils	Follow emergency procedure guidelines carried by visit leader Ensure suitable staff helper (in addition to visit leader) understands emergency procedure Brief children of what to do in an emergency and how to summon help
	Getting lost/separated from group (outdoor venues)	Staff	Regular headcounts Ensure pupils are to stay in small groups Ensure staff accompany pupils at all times Brief pupils to stay put if lost or separated and to shout for attention Ensure all pupils know name of visit leader, staff and school/establishment name
	Getting lost/separated from group (indoor venues)	Staff	Regular headcounts Ensure pupils are to stay in small groups Ensure staff accompany pupils at all times Brief pupils to stay at venue if lost or separated never to leave the premises Brief children to make their way to reception Ensure all pupils know name of visit leader, staff and school/establishment name
	Medical Conditions	Pupils	Ensure medical conditions are disclosed prior to visit Ensure consent is given for staff member to administer medicine if required Ensure medicines, epi pens, inhalers, etc are carried by visit leader Ensure at least one staff member/adult volunteer knows how to administer medicine if required.

	Walking up/down the Garth or Caerphilly Mountain.	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
	Farm Visits 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
	Castle visits 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.

Date Approved by Full Governing Body	**Autumn 2026**
Signed on behalf of Full Governing Body	
Name (Chair of Governors)	**Gordon Plant**
Head teacher signature	**Kay Adams**
Head teacher	
Date of next review	**Autumn 2028**