




St Alban's RC High School

Educational Visits Policy

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COMMITTEE RESPONSIBLE:	Recruitment & Resources
LEAD MEMBER:	Bursar
DATE APPROVED:	29/11/2017
CHAIR OF GOVERNORS NAME:	Father D Hayman
CHAIR OF GOVERNORS SIGNATURE:	
REVIEW DATE:	29/11/2018

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Introduction

This policy sets out St Alban's RC High School's planning and approval procedures for educational visits, and the related procedures by which the local authority and its educational establishments meet the standards set out in the 'Outdoor Educational Adviser's Panel (OEAP) National Guidance' document, now recognised by the Welsh Government as the relevant source of guidance for the management of educational visits and outdoor learning.

Anyone organising an off-site visit or activity for young people from an educational establishment in Torfaen should follow the procedures set out in this policy, plan their visit using the EVOLVE system at torfaenvisits.org.uk and use the 'OEAP National Guidance' to help manage the visit, which can be viewed in the 'Resources' section of EVOLVE or go direct to www.oeapng.info.

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

Governing Body's Statement of Values

St Alban's RC High School has a long and proud history of using educational visits to enhance learners' development.

The school's Governing Body seeks to ensure that every pupil has access to a wide range of educational experiences as an entitlement. As part of this entitlement the Governing Body recognises the significant educational value of visits and activities which take place away from the immediate school environment.

The Governing Body aims to enable the school to become an educational environment in which all members of the school community can thrive, regardless of race, religion, culture, gender or individual need. We intend to apply this aim to the planning and management of all visits and off-site activities.

Visits and off-site activities support, enrich and extend the curriculum in many subject areas, encourage co-operation, team work and the application of problem solving skills and develop independence and self-confidence.

Residential opportunities, physical challenge and adventure can have a particular part to play in the development of personal and social qualities for all young people. Outdoor education helps young people to be physically active and to understand how to assess and manage risk.

The management of visits and off-site activities places particular responsibilities for the health, safety and welfare of all participants on the Governing Body, Head teacher, party leader, members of staff and volunteers, pupils and parents. The school also has responsibilities to other members of the public and to third parties. This policy on visits and off-site activities therefore complements the wider school health and safety policy.

The Governing Body, in pursuit of these values, will:

- routinely monitor that the tasks undertaken by staff organising school visits and journeys, as set out in the guidance, are adhered to

- appoint a member of school's senior leadership team to be the Educational Visits Co-ordinator.

School's Educational Visits Ethos

The school will use educational visits to:

- broaden the curriculum beyond the school boundaries
- give ALL students the opportunity to experience cultural, religious, environmental, historical and sporting events both nationally and internationally
- foster an enquiring mind and a spirit of wonder about the world and its' people
- encourage students to explore their local community and beyond
- make trips enjoyable for staff and students.

Planning Successful Visits

The school has adopted the Torfaen County Borough Council's educational visits policy, shown in its entirety at Appendix A, and to use the EVOLVE online system as the basis for planning, approving and managing all of its educational visits.

The purpose of following the council's policy and using the EVOLVE system is to ensure that visit organisers:

- know the procedures required when organising a school visit
- understand the different types of visits and corresponding approval processes
- can identify the roles of the visit organisers, accompanying staff and students
- can identify the standards expected from all students participating in school visits.

The council's policy is underpinned by the following in-house practices:

School timescales for visit notification and approval - All initial visit approval requests must go through the Educational Visits Coordinator (see page 6), Head and Deputy Head (Cover). All trips must then be entered onto Evolve for full approval by the head and/or the local authority. The minimum notification and approval procedure for Residential/Foreign/Hazardous Activity Visits is 6 weeks. Other visits must be made to the Head Teacher at least 2 weeks in advance of the visit.

Accidents and incidents - All accidents and incidents taking place during school visits and journeys will be reported and recorded in accordance with the school health and safety policy. Accidents and incidents will be reviewed to identify learning points, which will be shared as appropriate with others.

Additional Learning Needs - Lead staff will have contacted the parents for advice if the Additional Learning Need (ALN) is severe. The lead teacher should also contact the ALNCo to ask for advice and to see if an LSA is deemed to be needed. The person with ALN should be included on the medical needs register for all staff to be made aware. It is the visit leader's responsibility to ensure they follow this.

Media whilst on visits - Only age appropriate films should be shown. In no cases should an 18 age limit film be shown, regardless of the audience. It is the visit leader's responsibility to ensure they follow this.

Staff training and professional development - Appropriate training and professional development opportunities will be made available to staff and other adults taking part in school visits and journeys to reflect identified health and safety and educational priorities.

Safety policy - The Governors and Head Teacher of the school accept their responsibility under the Health and Safety at Work Act 1974 and subordinate health and safety legislation and acknowledge the requirement to ensure that pupils are kept safe whilst on visits and journeys away from the School site. As part of their responsibilities the Governing Body and Head Teacher will take all reasonable practicable steps to ensure the health, safety and welfare of pupils whilst travelling to and from, and whilst engaged in, activities away from the school site.

First Aid - Pupils will have direct access to high quality first aid provision at all times whilst taking part in school visits and journeys. This will include at least one adult who has an up to date working knowledge of first aid and, where necessary, holds an up to date first aid certificate.

Inclusion - The school is committed to providing off-site visits and activities which are accessible to our pupils whatever their needs, abilities or medical conditions.

Visit Evaluation & Review - Information and lessons learned from the evaluation and review of visits and journeys is shared with other staff, the school management, governors and the local authority as appropriate.

Staff organising and taking part in educational visits from the school are expected to be aware of these arrangements, and to ensure they are followed.

Educational Visits Coordinator

For in-school advice about preparing and leading a visit the Educational Visit Coordinator is:

Kevin Jones
Assistant Headteacher
Tel: 01495 765800
Email: Kevinjones@stalbans.schoolsedu.org.uk

APPENDIX 1



TORFAEN EDUCATIONAL VISITS POLICY



**August 2017
Revision**

This document sets out Torfaen's planning and approval procedures for educational visits and the procedures by which the Local Authority and its educational establishments meet the standards set out in the 'Outdoor Educational Adviser's Panel (OEAP) National Guidance' document, now recognised by the Welsh Government as the relevant source of guidance for the management of educational visits and outdoor learning.

Anyone organising an off-site visit or activity for young people from an educational establishment in Torfaen should follow the procedures set out in this policy, plan their visit using the EVOLVE system at torfaenvisits.org.uk and use the '**OEAP National Guidance**' to help manage the visit, which can be viewed in the 'Resources' section of EVOLVE or go direct to www.oeapng.info

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

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Foreword by Chief Officer, Education & Lead Director for Children and Young People

Well planned and well organised educational visits offer an invaluable opportunity to enrich young people's 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. Torfaen has a well-established and continuing commitment to offering an exciting and enjoyable range of educational visits for our young people.

It is important that children and young people are progressively exposed to carefully managed risks, without being exposed to significant dangers. Educational visits can range in scope from a short excursion to a local park, museum, cultural; or historical venues encompassing 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 them opportunities to experience challenging new activities and help young people to develop important life skills.

This guide sets out the planning and approval procedures, which help staff to plan and deliver high quality and safe off-site visits. By adopting these nationally agreed procedures, staff will be following best practice and therefore reducing the level of risk to our children and young people and in doing so will be supported by the local authority should an incident occur.

Staff who organise and engage in educational visits with children and young people show dedication, commitment and enthusiasm. Their work ensures that the young people of Torfaen continue to be given the opportunity to take part in such activities. I would like to take this opportunity to thank all of them for their professionalism and dedication. This guide is aimed at supporting them in this valuable work.

Dermot McChrystal

Chief Officer, Education & Lead Director for Children and Young People

Contact details

For general advice about:-

- Off-site visits and adventure activities;
- Duke of Edinburgh's Award training or ventures;
- Local Authority approval or notification for visits;
- Approval for staff wishing to lead adventurous activities;
- Educational Visits Co-ordinator training

John Tushingham

Head of Access, Engagement & Performance

Tel: 01495 766941

Mobile: 07980 682726

john.tushingham@torfaen.gov.uk

For general advice relating to health and safety, accidents or incidents:

Greg Price

Corporate Health & Safety Adviser

Education Service, Civic Centre, Pontypool, NP4 6YB

Tel: 01495 766914

greg.price@torfaen.gov.uk

Glossary of terms

WG	-	Welsh Government
LA	-	Local Authority
OEAP	-	Outdoor Education Adviser's Panel
Head	-	Headteacher or most senior manager of establishment
EVC	-	Educational Visits Co-ordinator (person in charge of visits in a school / establishment and main point of contact for VLs)
VL	-	Visit Leader (person organising a visit)
DofE	-	Duke of Edinburgh's Award
NGB	-	National Governing Body

Visit approval/notification procedures

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

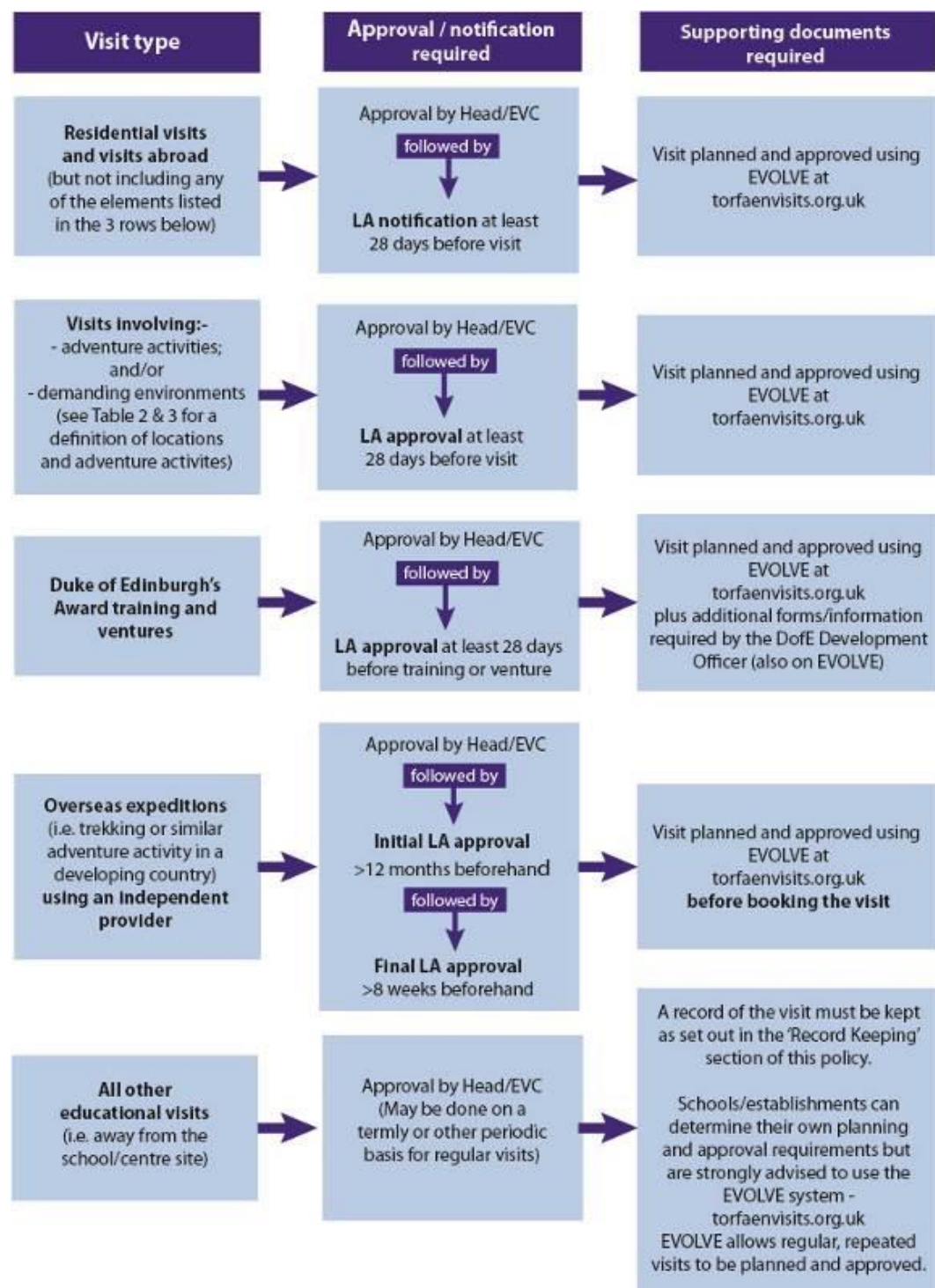
Table 2 Definition of demanding environments

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1. Approval and notification system for all visits
2. Blanket visit approval
3. Parent/consent form
4. Using an independent provider: pre-booking checks
5. LA leader approval
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7. Exchange visits
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9. Record keeping
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11. Review

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

In planning a visit, Visit Leaders should consider what sort of visit it is, which will determine what level of approval is needed and what planning and preparation is necessary for the visit to proceed.



Please note that the EVOLVE system is also set up to refer all exchange visits where learners stay in the homes of hosts to the LA for approval (see section 7

Table 2 - Definition of demanding environments

The Visit Leader should consider the risk that the environment presents to the participants and whether the activity is in a demanding environment or not, as levels of approval will vary. The table below describes what constitutes 'normal countryside' and what is considered to be a 'demanding environment'.

Important note: Classification of locations can be subjective and if visit leaders are unsure of whether or not a location requires LA approval they can seek clarification from their EVC.

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

Table 3 - Adventure activities

In considering the level of approval necessary for an activity, the Visit Leader should consult the list of adventure activities below and decide whether or not it is an adventure activity.

Important note: This list is not exhaustive and any visit leader unsure of whether or not an activity should be classified as an adventure activity should seek the advice of their 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	Water skiing
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 or 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 the '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 at torfaenvisits.org.uk.

EVOLVE guides the Visit Leader through the visit planning and approval system required by the Local Authority (in line with WG guidance) and 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 off-site visits
- by the LA for those staff who have gained LA leader approval (see 5 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 person including details of the venue, activity, group, transport, start and finish times and other relevant information for **each** visit.

3. Parent / carer consent

Informed parent/carers consent (permission given in the knowledge of full factual information received) must be obtained for **all** off-site visits. For routine visits (those listed on Form 1), blanket consent is usually 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 a parent/carers withholds 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 parent/carer gives 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 and check that any provider offers good value for money by comparing with other similar providers. Remember that there is no substitute for firsthand, up to date information. This level of pre-booking check is sufficient for visitor attractions and public access venues such as zoos, historical / cultural sites, museums, sports stadia, theatres, cinemas, hotels, bowling alleys, ice rinks, theme parks and public access (lifeguarded) swimming pools or similar. This level of check is also sufficient for the Local Authority's joint service provision at Hilston Park, Gilwern, Talybont or the Sports Development Service.

When using a specialist venue or activity provider e.g. outdoor activity provider (other than the LA's joint service provision or Sports Development Team), farm visit or similar for the first time, please apply the following guidance **before signing any booking form or contract**:

- i) Ask the provider to complete the 'provider statement' (which can be downloaded from EVOLVE – Resources section at torfaenvisits.org.uk).
- ii) Check that this has been satisfactorily completed by the provider **before you book**.
- iii) Require them to confirm that they have risk assessments in place for all activities / services that they provide.
- iv) Check that risk assessments are available to view at the premises on request. **There is no need to obtain copies of the provider's risk assessments.**
- v) Seek specialist advice on any concerns arising from the provider's responses by contacting the LAs Head of Access, Engagement & Performance (see page 5).

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 (at least 12 months in advance) and can be sought by contacting the Head of Access, Engagement & Performance with details of the expedition

and a completed provider statement (if appropriate). Final LA approval for the expedition must be obtained at least 8 weeks before the expedition start date by submitting a completed EVOLVE form.

5. Local Authority (LA) leader approval

Who needs LA leader approval?

Local Authority or school/establishment 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 Head of Access, Engagement & Performance.

Prospective leaders must seek LA leader approval through their own EVOLVE log-in under ***'Home – my profile'***. In order to be granted approval the applicant must have all of the following:

- **Either** a) the relevant National Governing Body (NGB) leadership award for the terrain/activity
- **or** b) have a written and signed statement of competence by an appropriate technical adviser verifying that the leader has the relevant technical and group management skills for the terrain/activity (see below for how to arrange technical adviser approval).
- Recent and relevant experience
- A current first aid certificate or qualification
- Support of the Head/EVC

[Contact the Head of Access, Engagement & Performance who will arrange an appropriate technical adviser to sign a 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.

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 Head of Access, Engagement & Performance will notify the individual and their EVC of their LA leader approval decision and this will be recorded in the individual's '**My profile**' section of EVOLVE. This can be viewed at any time by the individual, their Head or EVC.

6. Arrangements for Duke of Edinburgh's Award training and ventures

Anyone planning DoE training or ventures must first contact the Head of Access, Engagement & Performance before planning the activity to ensure that the training / venture meets the requirements of the DoE and the LA.

7. Exchange Visits

The EVOLVE system has been set up to automatically refer all exchange visits where learners stay in the homes of hosts to the LA for approval following the Head/EVC approval. Such visits require early and careful planning to manage the fact learners are typically not directly supervised by the visit leaders whilst they are with host families. The arrangements can take time to put in place, and anyone planning such a visit should refer to section 7f – 'Exchanges and Home stays' - of the '*OEAP National Guidance*' for guidance.

8. LA approval decisions for visits

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

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

9. Record keeping

EVOLVE 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 and staff
- Parental Consent Forms. *These can be destroyed 3 months after the visit if no accidents/incidents have been reported.*
- Any Incident logs, witness statements and any other documentation relating to an accident/incident.
- 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 accidents/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 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.

10. Monitoring

Internal monitoring by the Head/EVC

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

Monitoring 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.

11. 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/carers consent form: routine off-site visits |
| Form 2: | Parent/carers consent form: non-routine visits |
| Form 3: | Summary of information about participants |
| Form 4 : | Emergency action procedures for visit leaders |
| Form 5: | Emergency action flowchart for emergency contacts |
| Form 6: | Incident log |

Parent/Carer Consent Routine Off-Site Visits

School/establishment:

Your child's name:

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

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

I understand that:

- such visits will usually 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;
- the school will send me details of each visit before it takes place;
- 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;
- In an emergency, I agree to my child receiving first aid or urgent medical treatment;
- I must inform the school/establishment of any changes to medical conditions;
- The LA provides a 'personal accident and travel insurance' policy for all pupils whilst participating in organised visits.

Medical Information

Details of any medical condition that my child suffers from and any medication my child should take during a visit

.....

Full name of parent/carer:.....**Signature:**.....

Address:.....

Contact telephone numbers (X2):.....

Date:.....

Parent/Carer Consent Non-routine visits

(to be distributed with an information 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 medical, physical or behavioural condition that may affect him/her during the visit? YES/NO

If YES, please give details (including medication taken and times):

- b) Please give details of any allergies (including allergy to medication):

- c) Please list any types of non-prescription medication or lotions your child may not be given:

- d) Please give details of any special dietary requirements for your child:

- e) Please detail any recent illness or accident suffered by your child that staff should be aware of

- f) To the best of your knowledge, has your child been in contact with any contagious or infectious disease or suffered from anything in the last four weeks that may be contagious or infectious? YES/NO

If yes, please give brief details: _____

- g) When did your child last have a tetanus injection? _____

- h) 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 (eg in a 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/dependent 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.
- ☐ The LA provides a 'personal accident and travel insurance' policy for all pupils whilst participating in organised visits.

Full name of parent/carer (PLEASE PRINT):

Signed: _____ Date: _____

TO BE COMPLETED BY PARTICIPANT:

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

Signed: _____ Date: _____

[illegible]

(Visit leaders – please input your own emergency numbers, print, laminate and take this card with you on all visits)



EMERGENCY ACTION PROCEDURES



1. First Response:

- * Ensure that all young people and staff are safe from further danger and are cared for.
- * Ensure that all necessary steps are taken to provide medical care and rescue of all who are injured or missing.
- * In a medical emergency abroad, you must phone the insurers (AIG) who will give advice & assistance on

+44 (0)1273 552922

2. Next steps:

- * Contact your Emergency Contact person as soon as possible, giving full details of what has happened, to whom, where, when, any witness details and what has happened since. Try to give them a telephone number where you can be contacted.

3. Warnings and Advice:

- * Do not speak to the media, other than to refer them to the Head of Communications on 07932 338581.
- * Do not allow young people or staff to phone home until contact has been made with the relevant professionals.
- * Never admit liability of any sort.
- * Do not allow anyone to see young people or staff without an independent witness being present.
- * No one, unless they are in a relevant official capacity has the right to see anyone who does not wish to see them. If someone tries to force confrontation, do not respond but call the police.
- * Be as compassionate as possible with everyone involved.
- * As soon as possible, make a written record of all that

USEFUL PHONE NUMBERS

Emergency Services: 999 or 112 (112 for all EU countries, any mobile network)

Torfaen CBC numbers:

Head of Forward Planning (Mark Horton)	07933 008422
Head of Access, Engagement & Performance (John Tushingham)	07980 682736
Health & Safety Advisor (Greg Price)	07794 573205
Torfaen CBC/Emergency Response Team (24H)	01495 762200
Head of Communications (Neil Jones)	07932 338581
Torfaen CBC Insurance Team	01495 766103
Social Services Emergency Duty Team (24H)	0800 3284432
Torfaen vehicle breakdown (on call)	07980 682115
AIG (TCBC insurers – 24H)	+44 (0)1273 55292

Your school/centre contact numbers here:

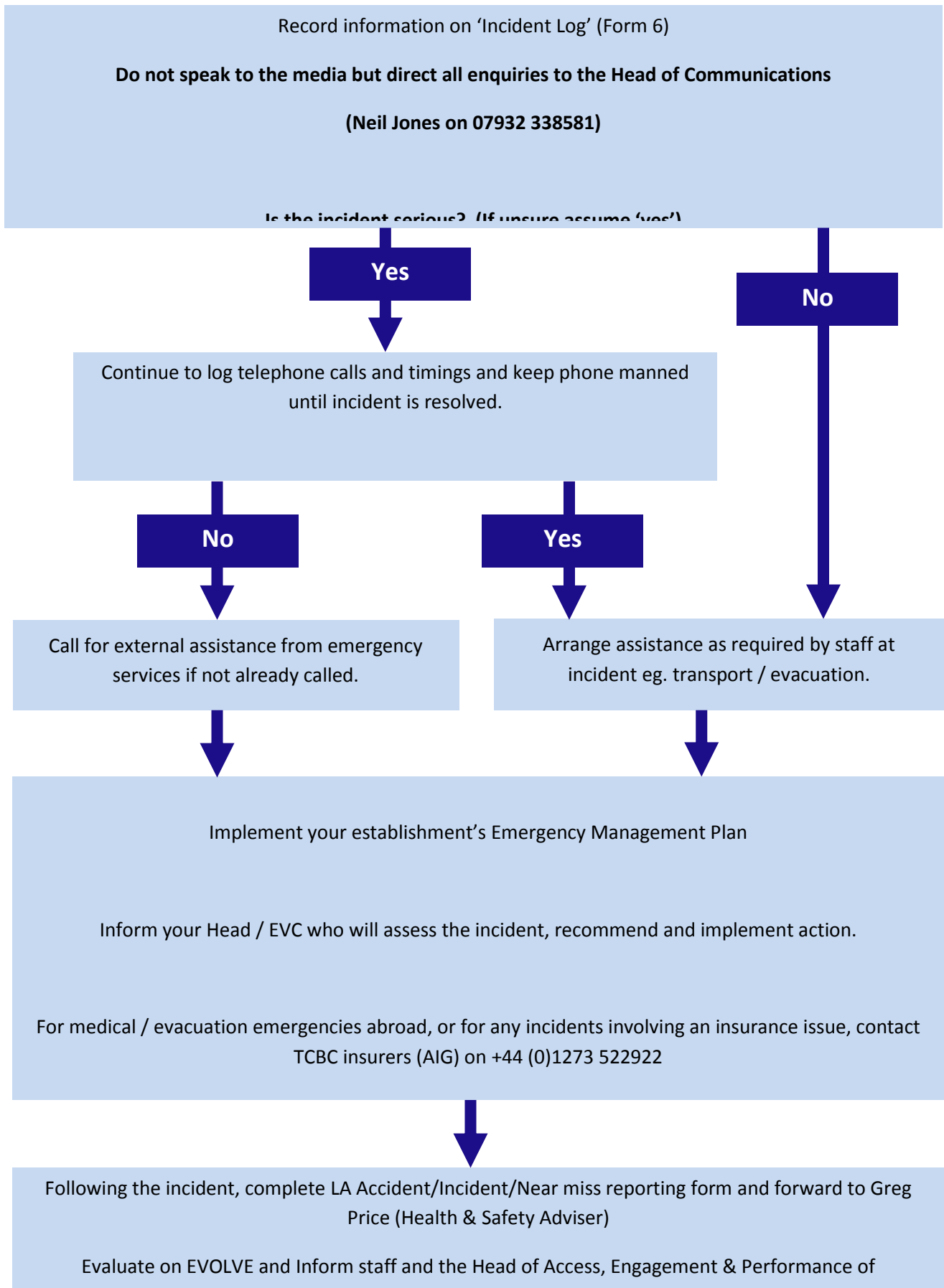
01495 795800

Emergency Contact:

01495 762200 (TCBC Switchboard) OR
Dial 0 internally

Updated August 2017

Emergency action flowchart for Emergency Contacts



Incident Log

(This form is to be used by an emergency contact person 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 of caller:_____ Their contact number: _____

Description of what has happened and action taken:_____

Name(s) of individuals affected:_____

Name of visit leader:_____ Their contact number:_____

Other staff involved (including instructors):_____

Time & Date of incident:_____

Location of incident:_____

Activity taking place:_____

Name and contact details of key witnesses:_____

Log of messages between you and other relevant parties:

Time	Message to	Message from	Contact number	Actions

Completed by:_____

Date:_____

EXAMPLE ONLY – THIS FORM MUST BE CHANGED TO REFLECT THE WAY YOUR VISIT LEADERS MANAGE THEIR OFF-SITE VISITS

Standard risk management procedures for *(input name of school)*

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: Generic - All off site visits

Date: (MUST BE CURRENT AND UPDATED AT LEAST ANNUALLY)

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>
General accidents and emergencies	Staff/pupils	At least one member of staff is first aid trained and carries a first aid kit and mobile phone Follow emergency procedures card carried by visit leader Staff helper (in addition to visit leader) understands emergency procedures Brief pupils on what to do in an emergency and how to summon help Visit leader is aware of medical conditions of group and is able to make contact with parent/carer in an emergency
Medical Conditions	Pupils	Medical conditions are disclosed prior to visit Medicines, epi pens, inhalers, etc are carried by visit leader Consent is given for staff member to administer medicine if required At least one staff member/adult volunteer knows how to administer medicine
Road traffic accident whilst travelling	Pupils/staff	Coach – coach company assurances received Establishment minibus – driver holds MIDAS qualification and minibus checked over prior to driving in line with LA hire/use of vehicles policy Seatbelts are worn at all times, checked by visit leader before the commencement of a journey and regularly throughout the journey Pupils briefed on appropriate behaviour whilst travelling Luggage is appropriately stowed – not on laps and aisles & exits kept clear First aid kit is carried on bus/coach
Injury whilst walking on or crossing roads	Pupils	Brief pupils on conduct expected of them when walking/crossing roads Staff placed at front, middle and rear of pupils 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 pupils walking between

Child protection issues	Pupils	Pupils made aware not to walk off with an unknown adult unless given specific instruction by visit leader Regular head counts Pupils supervised at all times, including appropriate supervision when toileting
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 pupils Take spare clothes for pupils not suitably prepared
Trips, slips and falls	Pupils/staff	Ensure appropriate footwear is worn and shoelaces tied Instruction given for specific hazards i.e. rocky, steep, slippery terrain
Getting lost/separated from group	Pupils	Regular headcounts Pupils stay in small groups (minimum 4) Staff accompany pupils at all times Brief pupils to stay put if lost or separated and to shout for attention If in indoor venue, pupils briefed not to leave premises and make their way to reception or meeting point Ensure all pupils know name of visit leader, staff and school/establishment name

Additional notes: standard risk management procedures are reviewed and updated annually. Old versions are retained.

Other examples for more specialist activities:

Farm Visits Machinery, vehicles, risk of allergy, contamination, bites, kicks, etc	Pupils/staff	Brief pupils to stay out of way of machinery/vehicles and to follow instructions of farm staff Ensure parents have informed staff prior to visit of possible allergies Brief pupils not to touch animals unless safe to do so Pupils/staff made aware of farm rules, reinforced by farm staff Eating is done in hygienic locations Pupils and staff to wash hands before eating
Castle visits High walls – falls Steep, dark stairs - falls	Pupils/staff	Visit leader knows venue and specific areas of risk in the castle (following recce) Staff and pupils briefed on hazardous areas Supervise pupils appropriately and give specific instruction relating to stairs, high walls etc
Beach/coastal visits Washed into sea/caught by rising tide	Staff/pupils	Check tide times before embarking on visit Organised beach activities – pupils given areas of restriction Brief pupils and staff not to go near waters edge or cliff edges

Frequently Asked Questions

Who do I go to for queries about a visit?

If you are planning a visit (visit leader), contact your school/establishment's EVC or Head. If you are an EVC or Head, please contact the Head of Access, Engagement & Performance.

I've missed the 28 day deadline for submitting my visit to the LA – can the visit still go ahead?

We ask for visits to be submitted to the LA for notification or approval at least 28 days in advance so that there is enough time to view all the documentation and make any adjustments or give advice well in advance. If the visit details are received by the LA within 28 days of the visit, particularly for visits requiring LA approval, visit details will only be viewed and approved or responded to if capacity allows and therefore the visit may be compromised. **THE VISIT MUST NOT GO AHEAD UNLESS YOU HAVE RECEIVED THE CORRECT LEVEL OF APPROVAL.**

My visit involves adventurous activities but is during the school day - who approves it?

Anything that involves adventurous activities and/or demanding environments off the school site, regardless of whether it is during the school day or not needs to be approved by the LA.

Do visits need governor as well as Head/EVC approval?

Governors are not normally expected to approve visits, unless the school/establishment requires it, however the governing body should support the Head/EVC in matters relating to educational visits and should be informed of certain types of visit (to be ascertained by the school/establishment).

I haven't got access to the internet – can I use a paper based system?

There are model forms that can be adapted and used in each establishment if necessary, however the preferred method is the use of EVOLVE.

What training is available?

Training is available on request for EVCs and Visit Leaders, which includes the use of EVOLVE. You will receive EVOLVE log-in details via your EVC (for Visit Leaders) or via the Head of Access, Engagement & Performance.

As a Visit Leader what paperwork should I take on a visit?

As a minimum you should take your risk assessment, the VL emergency procedures card and the corporate accident form. For all non-routine visits or instances where you do not have quick access to medical and emergency contact information, you should also take a completed Form 3 for your staff and pupils.