



ARCHBISHOP  
MCGRATH CATHOLIC  
HIGH SCHOOL

# EDUCATIONAL VISITS

## POLICY

### OUR VISION

#### **‘Christ at the Centre’**

Our core purpose is to ensure that all pupils reach or exceed their potential by using their God-given talents to develop as healthy, ambitious, capable, life-long learners ready to live as valued members of our local community, Wales and the world.

We aim for all our pupils to leave our school as:  
**Empowered, Virtuous and Employable individuals.**



Formulated by:	Mr B Davies
Approved by:	Full Governing Body 12.11.2025
Review:	Every 2 years or subject to changes in legislation
Next Review:	November 2027

Date	Revisions made
November 2025	Front cover updated

## Essential reading for EVCs/ Heads

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

- 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 enrolls, 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 Lead Outdoor Learning  
Valleys Innovation Centre  
Navigation Park  
Abercynon  
CF45 4SN  
Tel 01443 281406  
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**Archbishop McGrath Catholic High school**  
**Educational visits policy**

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## **Foreword**

Archbishop McGrath Catholic High School aims to:

- \* Assist all those who work in the school – staff and pupils – to flourish and to become a people fully human and fully alive.
- \* Proclaim the Good News of Jesus Christ that the whole of creation, including every person in it, is a gift of God and loved by God.
- \* Nurture faith in Jesus Christ, through every aspect of the school's curricular and extra-curricular programmes and activities.

Educational activities out of school and visits to places of interest play a major role in fulfilling the aims of Archbishop McGrath Catholic High School. Through such visits, students gain a deeper and broader knowledge and understanding of our culture and of the world.

I am very grateful to the staff of our school for their commitment, dedication and professionalism in continuing to provide these kinds of opportunities for our students. These policies and procedures, developed by Bridgend County Borough Council and adopted and approved by the governing body, are used by staff to ensure the safety and well-being of students who take part in off-site educational visits and activities.

## **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 [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.

## **Bridgend County Borough Council**

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

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

Anyone organising an off-site visit for young people from Bridgend County Borough 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 <http://bridgendvisits.org.uk>

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## **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.

Lindsey Iorweth Harvey (Mr)

**Cyfarwyddwr Corfforaethol – Addysg a Chymorth i Deuluoedd**  
Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

Ffôn: (01656) 642616

E-bost: [lindsay.harvey@bridgend.gov.uk](mailto:lindsay.harvey@bridgend.gov.uk)

Gwefan: [www.bridgend.gov.uk](http://www.bridgend.gov.uk)

### **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**

Dave Golding  
Strategic Lead Outdoor Learning  
Valleys Innovation Centre  
Navigation Park  
Abercynon  
CF45 4SN  
Tel 01443 665000  
Mob 07880 044407  
Email: [dave.m.golding@cscjes.org.uk](mailto:dave.m.golding@cscjes.org.uk)

### **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

Table 2: Definition of demanding environments

Table 3: Adventure activities

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. Local Authority (LA) leader approval
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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

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.

**Table 2. Definition of demanding environments.**

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

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

**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).

4X4 Driving	Improvised Rafting	Snorkel and Aqua Lung Activities
Abseiling	Jacobs Ladder	Snowsports
Archery	Jet Ski	Speedboats and Ribs
Artificial wall climbing	Kayaking	Stand Up Paddle Boarding
Assault Course	Kite Surfing	Surfing
Athletics & Other Sports	Leap of Faith	Survival Skills
Bell-Boating	Low Ropes Courses	Swimming - Pool, Sea, Natural Waters
Bushcraft	Mine Exploration	Team Building
Camping	Mountain Biking	Towed Water Sports/Water Skiing
Canoeing	Mountain Boarding	Via Ferrata
Caving	Mountaineering	Wave Skiing
Caving – Artificial	Orienteering	Weaselling
Clay Pigeon Shooting	Paintballing	Whitewater Rafting
Coasteering	Parachuting	Whitewater Tubing
Crate Stacking	Paragliding	Wild Camping
Cycling	Pony Trekking	Windsurfing
Dog Sledging	Pot-Holing	Yachting (Coastal and Off-shore)
Dragon Boating	Powered Safety/Rescue Craft	Zip Wires
Field Studies	Quad Biking	Zorbing
Forest Schools	Rock Climbing	
Geography Field Trips	Rock Hopping	
Ghyll Scrambling	Rowing	All Duke of Edinburgh's Award
Go-Karting	Sail Boarding	Expeditions including Training
Gorge Walking	Sailing	Practice and Qualifying Activities
Hang Gliding	Sand Yachting	
High Ropes Courses	Sea Level Traversing	
Hill Walking	Segway	
Horse Riding	Shooting	
Hovercraft	Sit on Top Kayaking	
Ice Climbing	Sledging	

## **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 [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).

### **1 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.

### **2 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.

### **3 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 CSC Local Authority's own Outdoor Education Centres at Dare Valley OAC. and Storey Arms.

When using a specialist venue or activity provider e.g. outdoor activity provider (other than the CSC's own Outdoor Education Centres at Dare Valley OAC., Storey Arms), 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.

#### 4 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.

## 5 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

## 6 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.

## 7 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.

## 8 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.

## 9 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:

*Sporting Events, Visits to other schools, inter school competitions*

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

*Other local schools/ sporting venues*

**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:



- 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:** \_\_\_\_\_

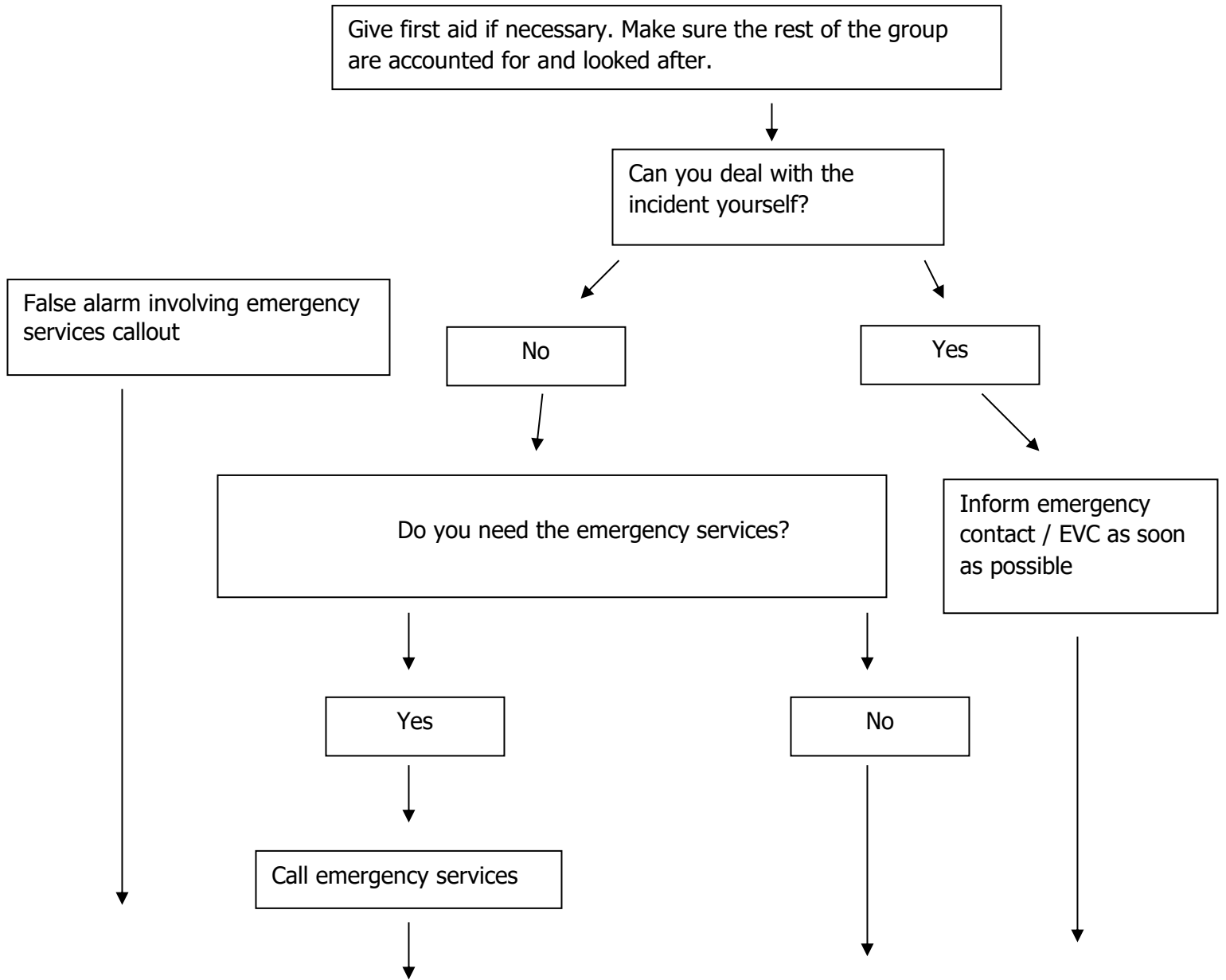
**Summary of information about participants (young people and adults)**

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:  
 Corporate Director- Children’s Directorate 01656 643643**



Call school/establishment emergency contact **school/establishment number** (school/establishment hours) 07903 433883 Mr B Davies (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.



**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.

<b>Risk management form: All off site visits</b>		
<b>December 2023</b>		
<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>
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	<p>Check tide times before embarking on trip</p> <p>Check weather forecast for day of visit</p> <p>Brief pupils and staff not to go near waters edge</p>
Accident/emergency	Staff pupils	<p>Follow emergency procedure guidelines carried by visit leader</p> <p>Ensure suitable staff helper (in addition to visit leader) understands emergency procedure</p> <p>Brief children of what to do in an emergency and how to summon help</p>
Getting lost/separated from group (outdoor venues)	Staff	<p>Regular headcounts</p> <p>Ensure pupils are to stay in small groups</p> <p>Ensure staff accompany pupils at all times</p> <p>Brief pupils to stay put if lost or separated and to shout for attention</p> <p>Ensure all pupils know name of visit leader, staff and school/establishment name</p>
Getting lost/separated from group (indoor venues)	Staff	<p>Regular headcounts</p> <p>Ensure pupils are to stay in small groups</p> <p>Ensure staff accompany pupils at all times</p> <p>Brief pupils to stay at venue if lost or separated never to leave the premises</p> <p>Brief children to make their way to reception</p> <p>Ensure all pupils know name of visit leader, staff and school/establishment name</p>
Medical Conditions	Pupils	<p>Ensure medical conditions are disclosed prior to visit</p> <p>Ensure consent is given for staff member to administer medicine if required</p>

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

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