

Garnteg Primary School
Educational Visits Policy
September 2026
Version: 4

Foreword

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 outside 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, visits to museums, cultural and historical venues, and to 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 policy sets out the planning and approval procedures, to guide staff in the planning and delivery of high quality and safe off-site visits. By adopting these nationally agreed procedures, staff will be following best practice and therefore be reducing the level of risk to our children and young people. In doing so, they 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. This policy is aimed at supporting them in this valuable work.

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Version Control

Date	Description of Change
September 2026	Frequently Asked Questions Updated Parent/Carer Consent Routine Off-Site Visits- list of locations updated

Glossary of terms

WG	Welsh Government
LA	Local Authority
EVOLVE	The web-based system used for planning and approving visits.
Visit Leader	The person organising the visit.
Educational Visits Co-ordinator (EVC)	The person designated by the Head who is in charge of visits in an establishment and the main point of contact for Visit Leaders.
Head	Head teacher or most senior manager of establishment.
OEAP	Outdoor Education Advisers' Panel
DofE	Duke of Edinburgh's Award
NGB	National Governing Body

Contact Details

For general advice about: • visits procedures	Kath Worwood, Forward Planning Principal Officer kath.worwood@torfaen.gov.uk 01495 766989 or Steve Tong, Head of Access & Engagement steve.tong@torfaen.gov.uk 07980 728744
For general advice about: • health and safety • accidents or incidents	John Langley Senior Corporate Health & Safety Adviser john.langley@torfaen.gov.uk 07971 815595

1. Introduction

This document sets out Torfaen's planning and approval procedures for educational visits.

Following the guidance will help to ensure that the Local Authority and its educational establishments meet the standards set out in the 'Outdoor Educational Adviser's Panel (OEAP) National Guidance' document which is 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, where necessary, refer to more detailed advice contained in the ***'OEAP National Guidance'*** which can be viewed in the 'Resources' section of EVOLVE or at www.oeapng.info.

2. Visit Classification and Approval Type Required

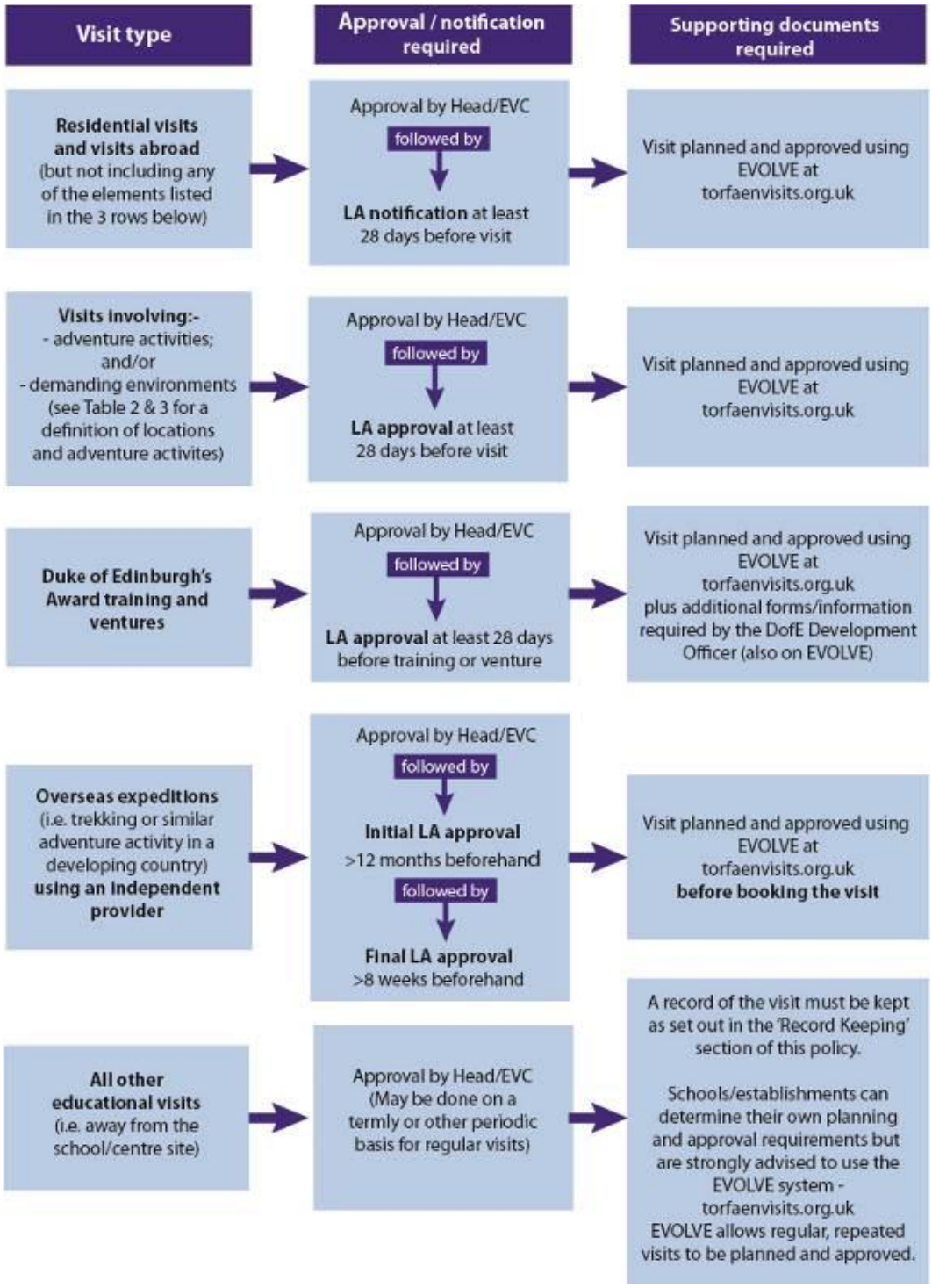
When planning a visit, Visit Leaders should consider what sort of visit it is, which will determine:

- what planning and preparation is necessary for the visit to proceed
- what level of approval is needed
- if applicable, what notification or approval period must be given to the Local Authority.

Important Note: Visits that require LA notification or approval must be submitted 28 days before the visit start date. Failure by the Visit Leader to plan in sufficient time for visit notification or approval by the Local Authority may result in the visit not being able to go ahead.

The following Table 1 sets out the different types of visits and what approval or notification is required and with what notice period.

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



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 9).

Table 1 makes reference to ‘Demanding Environments and ‘Adventurous Activities’. These are defined in Table 2 and Table 3.

Table 2 - Definition of 'Demanding Environments'

The Visit Leader should consider the risks 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.

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 Gwent Outdoor Centres (Hilston Park or Gilwern) or by the LA Sports Development Team)

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

Table 3 – Definition of 'Adventurous Activities'

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

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 /All-Terrain Vehicles	Wave skiing / Wake boarding
Orienteering	Jet skiing / personal water craft
Mountain biking	Speed boat / Jet boat rides
Any activity (**including camping, fieldwork and non-adventure activities**) taking place in demanding environments as defined in Table 2 above.	

Important note: This list is not exhaustive and any visit leader who is unsure of whether or not an activity should be classified as an adventure activity should seek the advice of their EVC.

3. 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 (see section 11) of this policy.

Schools/establishments may 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 (LA) and allows regular, repeated visits to be planned and approved.

Any visits that require approval by the LA, as defined in Table 1, must be processed using EVOLVE.

Blanket approval may be given as follows:

- by Heads/EVCs for routine off-site visits
- by the LA for those staff who have gained LA leader approval (see section 7 below)

As with any visit, for those 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.

In approving the visit on Evolve, the EVC and Head are declaring that:

EVC Declaration:
A pre-visit or a previous successful visit has been carried and that the visit has been planned in accordance with the correct procedures.

Head Declaration:
The planning and risk management for this visit has been checked and approved according to the current Educational Visits Policy and OEAP 'National Guidance' for Educational Visits; and that the Visit Leader and nominated staff are competent to supervise the visit.

4. Parent / Carer Consent

Informed parent/carer consent (permission given in the knowledge of full factual information received) must be obtained for **all** off-site visits.

For routine visits, i.e. those a school lists 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/carer withholds their consent the young person **must not** be taken on the visit. However, 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.

5. Using an Independent Provider

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 provisions at Hilston Park and Gilwern, or the Sports Development Service, and the climbing wall at Garnteg Primary School.

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

- The Visit Leader should complete Part 1 of the 'Provider Statement'. The specialist venue or activity provider should complete Part 2 of the 'Provider Statement'. See the appendices for a copy of the Provider Statement. It can also be downloaded from EVOLVE at torfaenvisits.org.uk, under the Resources section.
- Check that this has been satisfactorily completed by the provider **before you book**. Note: some providers have Learning Outside the Classroom accreditation. (See www.lotcqualitybadge.org.uk.)
- Obtain confirmation that they have risk assessments in place for **all activities / services** that they provide.
- 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.**
- Seek specialist advice on any concerns arising from the provider's responses by contacting the LA (see Contact Details).

6. Overseas Expeditions

Overseas expeditions, i.e. expeditions to developing countries involving trekking or other adventure activities, require special approval as follows:

- Initial LA approval must be obtained before booking and at least 12 months in advance of the visit. Send the LA details of the expedition and a completed provider statement.
- Final LA approval for the expedition must be obtained at least 8 weeks before the expedition start date by submitting a completed EVOLVE form.

7. Local Authority 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.

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 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

In order to be given LA Leader Approval, contact the LA 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 LA 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.

8. Arrangements for Duke of Edinburgh's Award Training and Ventures

Anyone planning DofE training or ventures must first contact the LA before planning the activity to ensure that the training / venture meets the requirements of the DofE and the LA.

9. 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 the '*OEAP National Guidance'* under section 7f - 'Exchanges and Home Stays'.

10. 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.

Important Note: Visits that require LA notification or approval must be submitted 28 days before the visit start date. Failure by the Visit Leader to plan in sufficient time for visit notification or approval by the Local Authority may result in the visit not being able to go ahead.

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.

11. Using Evolve to Plan and Approve a Visit

There is a visit planning checklist (Form 7) in the appendices which is a useful guide which Visit Leaders should read.

Detailed guidance on how to use the Evolve system to plan and approve a visit is available on the Evolve system in the 'Help  Centre', under the relevant section, e.g.

Evolve Staff Starter Guide or Evolve EVC & Head Starter Guide.

However, the following is a list of useful information and documents the Visit Leader should have to hand in order to enter a visit properly from the start:

- Provider / Venue
    - If using an external provider which has been previously used or logged in Evolve, start to enter the name and select from the drop down menu. This will automatically then enter their details on the form and pull across any LOTC information if applicable.
- Form 3 Staff and Pupils Participant Information.
    - These can be on the same or separate documents, but ensure the numbers are current compared to what you enter on the visit form.
    - There is a template the LA has prepared which you may use. If using your own version, ensure the information listed in the template is provided as a minimum.
    - Check this contains the correct list of pupils and staff/volunteers going and amend it as necessary and re-upload it if it changes.
    - Should the names and number of staff change once submitted or approved, edit the visit header accordingly and amend the Staff Form 3 details.
    - Should the number of pupils change once submitted or approved, the system will not let you change the 'Intended Attendees' in the visit header. However, this can now be changed at the bottom of the form in a new section called 'Confirmed Attendees', once submitted or approved.
    - Ensure staffing ratios, which may include volunteers is sufficient for the ages of pupils involved and the type of visit and risk assessment. (see additional guidance in Evolve/Resources Tab/Torfaen Documents/Staff to Young Person Ratios).
- Risk Assessment
    - You should upload the 'School Visit Risk Assessment' for the visit. This may be a generic one which you can use for multiple visits if appropriate, or you may need to make it specific to the visit; discuss this with your EVC.
    - There is a template the LA has prepared which you may adapt and those risk listed should be covered as a minimum.
    - You do not need to upload the external provider's activity risk assessments for the LA to review, but you may obtain and upload these for your own records if you wish.
- Letter to Parents
    - This should be the letter confirming the trip is going ahead for their child, including all departure/arrival times from/to school/venue and not the initial letter requesting expression of interest or payment etc.
- Programme / Itinerary
    - What the LA requires is the planned departure/arrival times of the intended method(s) of transport, to and from the school/venue(s).
    - The LA does not need to see the detailed activity schedule, but you may want to load this for your own records.
- Provider Statement

    - The first part is to be completed by the Visit Leader, before sending off to the provider.
    - The second part is to be completed by the provider.
    - You will not be allowed to submit the visit for approval without uploading this unless they are an LOTC approved provider.
- Other
    - The LA does not require schools to upload individual parental consent forms or individual pupil's medical declarations. However, the school may wish to upload them for record keeping purposes.

12. Accidents/Incidents or Emergencies during a visit

Accidents/Incidents

Careful planning before a visit goes ahead, along with correct supervision and risk management during a visit, should reduce the risk of accidents/incidents occurring during a visit.

However, should an accident/incident occur, the Visit Leader should take appropriate action to ensure the safety of the individual(s) concerned and that any medical treatment required is obtained/provided. The Visit Leader should follow the school's/establishment's accident/incident procedures and update the nominated emergency contact person as appropriate.

Emergencies

Should an emergency occur during a visit, the Visit Leader must follow the guidance on the 'Emergency Action Procedures Card' - Form 4 in the appendices. A copy of this card should be carried by the Visit Leader at all times, along with Staff and Pupils Participant Information - Form 3.

An emergency is defined as:

- An accident leading to a fatality, serious or multiple fractures, amputation or other serious injury.
- Circumstances in which a young person or member of staff might be at serious risk of harm or illness; or any situation in which the media are, or might be involved.

The emergency contact person should follow the 'Emergency Action Flowchart for Emergency Contacts' – Form 5 and enter details of the incident onto the 'Incident Log' – Form 6, 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.

13. Record keeping

EVOLVE acts as a record for any visit planned and approved on the system. Schools / establishments 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 via the Senior Health & Safety Adviser and according to LA procedures using the correct accident/incident form. 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.

14. Monitoring and Review

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

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.

Appendices - Visit Planning Forms and Templates

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TORFAEN COUNTY BOROUGH | BWRDEISTREF SIROL TORFAEN

FORM 1

Parent/Carer Consent
Routine Off-Site Visits

School/establishment: Garnteg Primary School

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:

Curriculum projects, walks of local area, sporting activities, transitional projects with cluster schools, award ceremonies.

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

Abersychan School, Bethal Chapel, Big Pit, Blaenavon Workingman's Hall, Blaenavon Heritage Centre, Bleanavon Ironworks, Blenheim Bomber site, Cardiff Bay, Cardiff Castle, Caerleon Roman Site, Caerphilly Castle, Cwmbran Congress Theatre, Cwmbran TA Centre, Cwmbran Boating Lake, Cwmbran Stadium, Greenmeadow Community Farm, Garndiffaith Welfare Park, Greenmeadow Golf and Tennis Club, Garndiffaith Millennium Hall, Garndiffaith Co-Op, Garndiffaith Police Station, Goytre Wharf, local area walk, Llancaiach Fawr, Treharris,Llandegfodd Reservoir, Llanyravon Manor, Local area, Panteg Nursing Home, Pisgah Chapel, Porthcawl, Pontypool Park, Pontypool Active Living Centre,Pontypool Park, Pughs Garden Centre Cwmbran, St Fagans, Torfaen Primary and Secondary Schools, Techiquest Cardiff, Torfaen Civic Centre,University of South Wales, Usk College, Welsh Assembly Government Cardiff, Wentwood Woodlands, Wetlands area Newport, Llanerch Colliery site.

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:……....

TORFAEN COUNTY BOROUGH | BWRDEISTREF SIROL TORFAEN

FORM 2

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/ward 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:** .....

TORFAEN COUNTY BOROUGH / BWRDEISTREF SIROL TORFAEN

FORM 3

Summary of Information about Participants (young people **and** staff/other accompanying adults)

Surname	Forename	Date of birth	Address	Next of kin	Contact numbers (minimum of 2)	Relevant additional learning/support needs, medical or dietary information

EMERGENCY ACTION PROCEDURES CARD

TORFAEN COUNTY BOROUGH / BWRDEISTREF SIROL TORFAEN

FORM 4

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

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 (Zurich) who will give advice & assistance on +44 (0)1489 868 888.

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.
- If you cannot make contact with your Emergency Contact call Forward Planning Principal Officer on 07870 172529, Head of Access & Engagement on 07980 728744 or 07982 772041, or Senior Corporate Health & Safety Adviser on 07794 573205.
- If abroad, notify the British Embassy or Consulate.
- If child abuse is suspected, contact Social Services Emergency Duty Team on 0800 3284432.
- In the event of a fatality, notify the Police.
- Retain all evidence involved in an unaltered condition.

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 happens - stick to the ***facts.***

4. An emergency is defined as:

- An accident leading to a fatality, serious or multiple fractures, amputation or other serious injury.
- Circumstances in which a young person or member of staff might be at serious risk of harm or illness; or any situation in which the media are, or might be involved.

USEFUL PHONE NUMBERS

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

Torfaen CBC numbers:

Forward Planning Principal Officer (Kath Worwood)	07870 172529
Head of Access & Engagement (Steve Tong)	07980 728744 or 07982 772041
Head of Resources & Planning (John Tushingham)	07980 682736
Senior Corporate Health & Safety Advisor (John Langley)	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
Zurich (TCBC insurers – 24H)	+44 (0)1489 868 888

Local hospitals (A&E and 24H):

Newport (Royal Gwent)	01633 234234
Grange University Hospital	01633 493100
Cardiff (University Hospital Wales)	02920 747747
Swansea (Morriston)	01792 702222
Merthyr Tydfil (Prince Charles)	01685 721721
Abergavenny (Nevill Hall)	01873 732732
Llantrisant (Royal Glamorgan)	01443 443443

Other useful numbers:

Brecon Mountain Rescue	dial 999
DofE Head Office (24H)	01753 727400

Police (non-emergency – UK wide): **101**

Enter your school/centre contact numbers here:

Emergency Contact: 01495 742934 / 07951226674(SR) /07398904576 (CJ)

Head/EVC: Mrs S Roche (Headteacher)/Mrs C Jones (EVC)

Emergency Action Flowchart for Emergency Contacts

Record information on 'Incident Log' (Form 6)

Do not speak to the media but direct all enquiries to the Head of Communications, Engagement and Civil Contingencies (Neil Jones on 07932 338581)

Is the incident serious? (If unsure assume 'yes')

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

Yes

Continue to log telephone calls and timings and keep phone manned until incident is resolved.

Can the school/establishment handle the incident internally?

No

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

Yes

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

No

Implement your establishment's Emergency Management Plan

Inform your Head / EVC who will assess the incident, recommend and implement action.

For medical / evacuation emergencies abroad, or for any incidents involving an insurance issue, contact TCBC insurers (Zurich) on +44 (0)1489 868 888.

For incidents on a DofE venture, contact the Head of Access & Engagement on 07980 728744

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

Following the incident, complete LA Accident/Incident/Near miss reporting form and forward to John Langley (Senior Health & Safety Adviser)

Evaluate on EVOLVE and Inform staff and the Head of Access & Engagement of recommended action.

TORFAEN COUNTY BOROUGH | BWRDEISTREF SIROL TORFAEN

FORM 6

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:_____

TORFAEN COUNTY BOROUGH | BWRDEISTREF SIROL TORFAEN

FORM 7

Visit planning checklist

This checklist is intended for use as an aide-memoir for the main elements of visit organisation as set out in the Educational Visits Policy. Schools/centres/EVC's/visit leaders are encouraged to modify this list to suit their needs.

Purpose of visit

- ❑ what are the aims of the visit?

Where and when do you intend to go?

- ❑ are venue, activities and time of year appropriate to aims and age/ability of group?
- ❑ have you planned alternative activities (plan B) in case you need to abandon your planned programme for any reason?
- ❑ if you are planning to use a specialist activity provider e.g. outdoor activities (residential or non-residential), farm visit or similar, have you obtained a completed providers form from them before you book?

Have you gained approval from your EVC/Head/Governors (and LA if required) prior to making any financial commitment?

Risk management

- ❑ have you carried out an exploratory visit?
- ❑ what are the main hazards (including for any plan B)?
- ❑ are the main hazards covered by the LA/school/centre risk assessment for this type of activity/visit?
- ❑ if yes, have you discussed these with other leaders and young people?
- ❑ if there are additional hazards and safety measures above and beyond the risk assessment, have you completed a specific risk assessment that details these additional risks and safety measures?
- ❑ Have you shared this with other leaders and young people and filed a copy?

Residential visits and visits abroad

- ❑ Have you notified the LA at least 28 days before the visit?

Have you gained LA approval at least 28 days before the visit as required for:

- ❑ Visits involving adventure activities?
- ❑ Visits to demanding environments?

Staffing

- ❑ Are adequate staffing numbers available, taking into account any special needs?
- ❑ Have you checked the advice on typical young person: staff ratios? (In Evolve, see Resources Section/Torfaen Documents in Resources/Guidance, Policies & Documents/Torfaen Documents)
- ❑ Are staff competent for their roles on the visit?

- ❑ If establishment staff are planning to lead activities which require LA approval, have they obtained LA leader approval?
- ❑ Are Voluntary helpers being used? Are they appropriate? Are they insured, by being entered on the school/centre list of voluntary helpers? Are they aware of their responsibilities?
- ❑ Is a police check necessary for your helpers under the Child Protection Act?
- ❑ Does the visit involve young people working without the direct supervision of staff at any time?

Finance
- ❑ Is a charge or voluntary contribution involved? If so, have you made sure that this conforms to the Education Reform Act charging regulations?
- ❑ Are you using a commercial operator or company? Is there financial security e.g. ABTA/ATOL?
- ❑ If relevant, does the visit conform to Package Travel regulations?

Insurance
- ❑ Is personal insurance cover for young people/staff provided?
- ❑ Have you checked any cover automatically provided by, say, a tour company?
- ❑ Are parents aware of the insurance position?

Parent/carer information and consent
- ❑ Have you provided parents/carers with full information regarding the visit and all planned activities (including plan B activities)?
- ❑ Have you met with parents/carers?
- ❑ Have they given appropriate written consent?
- ❑ Have you filed copies of the consent forms?
- ❑ Are they aware of the consequences of any misbehaviour by their child?

Special Needs
- ❑ Have you taken account of any special needs of young people/staff?
- ❑ Have you made all staff (including independent providers) aware of relevant special needs?

Programme
- ❑ Does your programme include alternatives (plan B) in case the original programme needs to be abandoned for any reason?
- ❑ Have you planned 'Down-time' arrangements?
- ❑ Have you arranged adequate supervision at all times? Duty rota for staff?
- ❑ Have you agreed standards of behaviour and conduct?

Clothing and Equipment
- ❑ Are clothing and equipment appropriate to the activities and location?
- ❑ Has young peoples' essential clothing been checked?

Medical arrangements

- ❑ Do you have a record of relevant medical information of all the young people and staff?
- ❑ Have you made appropriate medical arrangements, including first aid?
- ❑ Are there any special potential health hazards associated with the site?
- ❑ Are all staff involved aware of the above?

Accommodation

- ❑ Suitability? Pre-visit check?
- ❑ Fire precautions and certification? Fire drill?
- ❑ Young people security?

Transport

- ❑ Driver suitability?
- ❑ Drivers' hours?
- ❑ LA minibus regulations?
- ❑ Insurance?
- ❑ Adequate stops, eating and care arrangements en route?

Visits Overseas

- ❑ Passports?
- ❑ Visas?
- ❑ Health/medical arrangements in place?
- ❑ Minibus Regulations (Tachographs)?
- ❑ Exchange visits: child protection procedures?
- ❑ Cultural issues?

Emergency procedures, contacts and communication

- ❑ Have you planned what to do in the event of an emergency during the visit?
- ❑ Have you established appropriate emergency contacts (24 hrs) with your base establishment and parents/carers? County press/media officer?
- ❑ Have you set up effective communication procedures with the group?
- ❑ Are you aware of establishment/LA emergency procedures?

Mobile phones

- ❑ Have you agreed a mobile phone use policy with parents and young people?

Post-visit review arrangements

- ❑ Review risk assessment and update if necessary – involve EVC.

- ❑ Review other arrangements and evaluate whether the visit met the intended aims
- ❑ Outstanding invoices paid
- ❑ Borrowed equipment returned
- ❑ Displays
- ❑ Parents'/carers' evening
- ❑ Report to Governors
- ❑ Thank you letters
- ❑ Article with photographs to the local media

School Visit Risk Assessment (Garnteg Primary 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:** **Time:** **Year & Class:** **Venue:**		
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*
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. (This must be a recognised 1st Aid certificate with practical face to face training in addition to any online module learning.) Follow Emergency Procedures Card carried by the 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 if necessary. 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. Staff who are pregnant must avoid sheep during lambing season.
Castle visits High walls – falls. Steep, dark stairs – falls.	Pupils/staff	Visit leader knows venue and specific areas of risk in the castle. 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 water's edge or cliff edges.

Additional items for Swimming Risk Assessment

Changing areas	Pupils	Boys and girls will change in separate designated rooms. Staff will inspect rooms before pupils enter and will wait outside doors to make sure no members of the public enter the changing rooms whilst our pupils are getting changed.
Swimming pool	Pupils	Pupils will be supervised at all times by school staff, Torfaen swimming instructors and lifeguard at the side of the pool. Any accidents will be recorded at Leisure Centre and using Garnteg proforma and uploaded to Evolve.

PROVIDER STATEMENT

This form is NOT required for providers that hold a valid Learning Outside the Classroom Quality Badge. Details of the badge and a list of holders can be found at www.lotcqualitybadge.org.uk

Organisers requiring advice on the interpretation of information given by Providers on this form should contact their establishment's EVC.

PART 1: To be completed by the Visit Organiser

Name & address of Establishment (school/service)	
Email (or fax)	
Type of Visit/Activity:	
Name of Visit Organiser	
Name of Provider	
Date(s) of visit	

PART 2: To be completed by the Provider

Please give careful consideration to the following statements and respond with YES, NO or N/A, or give the specific information required. If you have been sent this form but hold a valid Learning Outside the Classroom (LOtC) Quality Badge, you need only complete Section A and the Confirmation.

SECTION A
to be completed for all types of visit

1.	**Learning Outside the Classroom Quality Badge**	
1.1	Do you hold a valid Learning Outside the Classroom Quality Badge?	
1.2	If Yes, what is its expiry date?	
2.	**Insurance**	
2.1	Do you hold public liability insurance, which will be current during the proposed visit, and which covers all directly provided and sub-contracted activity?	
2.2	If Yes, what is its indemnity limit?	£ M

SECTION B
to be completed for all types of visit

3.	**Health, Safety and Emergency Policies**	
3.1	Do you comply with relevant health and safety regulations, including the Health and Safety at Work etc. Act 1974 and associated Regulations, and have a written health and safety policy and recorded risk assessments, which are available for inspection?	
3.2	Do you have accident & emergency procedures in place, with records available for inspection?	

4. Vehicles		
4.1	Are all vehicles to be used roadworthy, and do they meet the requirements of regulations in the country in which they will be used and EU regulations on passenger seats and seat restraints?	
5. Staffing		
5.1	Do you have a robust recruitment and engagement process to ensure that staff are suitable to work with young people, including enhanced DBS check and barred list check for any staff engaged in regulated activity?	
5.2	Are there regular opportunities for liaison between your staff and establishment staff?	
5.3	Is there sufficient flexibility to make radical changes to the programme if necessary, and will the reasons for any such changes be made known to establishment staff?	
6. Accommodation		
6.1	Does UK accommodation comply with current fire regulation requirements (Regulatory Reform, (Fire Safety) Order 2005)?	
6.2	Have you inspected all overseas accommodation to be used to confirm that it meets legal requirements of the country concerned and that it has fire safety and security arrangements equivalent to those required in the UK, and are records of these inspections available?	
6.3	Are there security arrangements in place to prevent unauthorised persons entering the accommodation?	
6.4	Are separate male and female sleeping accommodation and washing facilities provided?	
6.5	Is staff accommodation sufficiently close to young people's accommodation for adequate supervision?	
7. Sub-contracting		
7.1	Will you sub-contract any services (e.g. activity instruction, transport, accommodation)?	
7.2	Where any element of provision is subcontracted, do you ensure that each sub-contractor meets the relevant specifications outlined in the other sections of this form, and are records of checks of sub-contractors available for inspection?	

SECTION C
to be completed if the visit includes activities or field studies

8. Adventure Activities Licensing Authority (AALA) Licence to be completed if any activities are within the scope of the licensing regulations		
8.1	AALA Reference number Date of expiry	
8.2	Does the Licence held cover all planned activities, which are in the scope of AALA licensing?	
9. Activity Management to be completed about all activities		
9.1	Do you have a policy for staff recruitment, training and assessment, which ensures that all staff with a responsibility for participants are competent to undertake their duties?	
9.2	Do you maintain a written code of practice for activities, which is consistent with relevant National Governing Body guidelines and, if abroad, the relevant regulations of the country concerned?	
9.3	Do you confirm staff competence by appropriate National Governing Body qualifications for the activities to be undertaken, or have staff had their competence confirmed by an appropriately qualified and experienced technical adviser?	
9.4	Where there is no National Governing Body for an activity, are operating procedures, staff training & assessment requirements explained in a code of practice?	
9.5	Will participants at all times have access to a person with a current first aid qualification, and are staff practised & competent in accident & emergency procedures?	
9.6	Is there a clear definition of responsibilities between your staff and visiting staff about supervision and welfare of participants?	
9.7	Is all equipment used in activities suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks as necessary?	

SECTION D
to be completed by Tour Operators

10. Tour Operators		
10.1	If you are a Tour Operator, do you comply with the Package Holidays and Package Tours Regulations 1992 and The Foreign Package Holidays (Tour Operators and Travel Agents) Order 2001, including bonding to safeguard customers' monies? Please provide ATOL, ABTA or other bonding body names and numbers below.	
Details of any bonding (ATOL, ABTA, etc)		

SECTION E – EXPEDITIONS
to be completed for overseas expeditions

11. Expeditions		
11.1	Do you agree to provide sufficient written information and assurances specific to the expedition, as required by the establishment and its employing body?	

SECTION F – ACCREDITATION

12. Details of any accreditations held by the Provider

CONFIRMATION

I confirm that the details given above are correct, and that our organisation will give prior notification of any significant changes that might adversely affect the safety and wellbeing of user groups.

Signed: _____

Date: _____

Name: _____

Position in organisation: _____

Name of Provider: _____

Address of Provider: _____

Tel: _____ Fax: _____ Email: _____

Website: _____

Thank you for completing this form. Please return it to the Organiser at the establishment named above.

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 Forward Planning Principal Officer.

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).

What training is available?

You will receive EVOLVE log-in details from your EVC (for Visit Leaders) or from the LA (for EVCs and Heads).

On the EVOLVE system there is a help section where you can find help for Visit Leaders, EVCs and Heads.

This is accessed via the following symbol: 

The LA has written training presentation which is available to view on Evolve/Resources Tab/Torfaen Documents.

If you need any other general advice on the role of the EVCs and Visit Leader, please contact the LA.

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

As a minimum you should take:

- Risk Assessment, the Emergency Action 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.

We're planning to have an onsite (at school) camping sleepover. Do we categorise this on Evolve as a residential trip.

Yes, any overnight stay, regardless of where it is, should go on Evolve.

We sometimes hold sleepovers in the school. Do we need to put it on Evolve and are we covered on insurance for this?

Yes, you need to add it as a visit on Evolve. You need to submit a risk assessment to the LA to hold on file. A generic one covering any such sleepovers you may have each year will be fine. Just update it every year. This will be shared with Insurance on your behalf.

The individual sleepover does not need LA authorisation, unless it is combined with an adventurous activity.

How do I find out if a provider is LOTC registered?

Goto: www.lotcqualitybadge.org.uk and type their name in the search bar or you can use the map function. If they are registered, it will pull up their details.

Our nursery class is going on a trip to Barry Island towards the end of this month. The school has arranged a coach to transport staff, the children and their parents there. The parents are solely responsible for their children when in Barry. Do we have to complete an Evolve form?

Yes, an Evolve form would need to be completed as you will need to list all parents as volunteers and you are responsible for transporting them safely.

However, the form won't need LA sign off as it's not adventurous.

We're going on a trip that will involve animal contact. Is there anything we need to consider before we go?

Advice is provided by the Outdoor Educational Adviser's Panel (OEAP) here: https://oeapng.info/search-results/?download_search=7.1g