

Ysgol Y Parch Thomas Ellis



Educational Visits Policy

Agreed by Staff: November 2012

Adopted by Governors: November 2012

Review Date: November 2015

Date: (Headteacher) (Chair of Governors)

“School and community working together to promote Christian Values ”

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Educational visits are activities arranged by or on behalf of the school which take place outside of the school's premises. Governors and teaching staff believe that visits can support and enrich the school curriculum by providing experiences that would otherwise not be available. Every off-site activity has to have an educational purpose, which enhances and enriches to the children's learning experiences.

At Ysgol Y Parch Thomas Ellis we aim to establish a clear and coherent structure for planning and evaluating our visits, and to ensure risks are minimized, to protect the health and safety of every child at all times. Within these constraints we try to ensure that our visits are available to every pupil and, where possible, those with a disability. As a rule, the visits occur during the school day.

The aims of our off-site visits are:

- ✓ to enhance our pupils' curricular and leisure opportunities;
- ✓ to provide a wider range of experiences for our pupils which cannot be provided solely on the school's premises;
- ✓ to promote children's independence as learners, and to enable them to grow and develop in new learning environments.

These visits begin with short trips in the local area during the Early Years, and progress to possible overnight visits towards the end of Key Stage 2.

There are corresponding activity programmes for most curriculum subjects (including school visits from experts).

- ✓ science - using school land, visits to Wylfa
- ✓ mathematics - using shape and number routes in the local environment;

- ✓ history - visits to castles, studying local housing patterns, local museums;
- ✓ geography - using the local area for fieldwork, village routes, studies of the Menai Strait
- ✓ art and design - visits to art galleries, using the local area;
- ✓ P.E. - various sporting competitions, extra-curricular activities, visits from specialist coaches;
- ✓ music - variety of specialist musical training, extra-curricular activities,
- ✓ R.E. - visits to local places of worship, e.g. St Cybi, Bangor Cathedral and the Church;
- ✓ PSE and citizenship - visits to the fire station, visits from local police officers and health visitors

Summary of policy

This school/establishment follows the LA procedures for educational visit planning, approval and monitoring by using the EVOLVE on line visit planning and approval system www.angleseyvisits.org for all visits run by school/establishment staff or volunteers.

Staff planning an educational visit must ensure that they plan their visit using the EVOLVE system www.angleseyvisits.org and follow the procedures set out in this policy.

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

Queries relating to this policy should be directed to Mr Stuart Pritchard, Educational Visits Coordinator (EVC).

Section A

Isle of Anglesey County Council

Planning and approval procedures

for Educational Visits

This document sets out the Isle of Anglesey County Council planning and approval procedures for Educational visits.

Anyone organising an off-site visit for young people from Isle of Anglesey County Council should also refer as necessary to the All Wales Guidance for Educational Visits published by the Welsh Assembly Government. The Guidance can be viewed in the 'Guidance and resources/guidance' section of Evolve www.angleseyvisits.org

Issue Date	2010
Author	M Land EVA
Approved	G Parri, Head of Service Education & Leisure

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Foreword

Ynys Môn's schools have a rich tradition of providing exciting educational visits for young people.

Young people benefit enormously from taking part in visits, and have experiences that they may not otherwise enjoy. Visits can enrich the curriculum, and develop learners' life skills.

Staff also benefit from visits – by planning visits with their colleagues, and by seeing the learners for whom they are responsible in a different light, when learners participate in educational visits.

This document sets out planning and approval procedures that aim to help staff involved in visits to plan and deliver high quality and safe external visits – be it a regular visitor at a local park or a three week trek in a remote rain forest.

I would like to take this opportunity to express my gratitude to all staff who engage in activities with children and young people for their dedication, commitment and professionalism. Their work ensures that young people across the County are given the opportunity to take part in such beneficial educational visits. These procedures are primarily aimed at supporting them in this valuable work.

Gwyn Parri

Head of Service (Education)

Summary of procedures

This document sets out the procedures by which Isle of Anglesey County Council and its educational establishments meet the standards set out in the *All Wales Guidance for Educational Visits* published by the Welsh Assembly Government.

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

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

Martin Land
Educational Visits Advisor
Nant BH Outdoor Education Centre
Llanrwst
Conwy
LL27 0JB
(01492) 643089
martin.land@conwy.gov.uk

Accidents, incidents and general advice relating to Health and Safety

Jane Marr
Secondary Education Officer
Education & Leisure Department
Isle of Anglesey County Council
Glanhwfa Road
Llangefni
Ynys Môn
LL77 7EY
(01248) 752936
JMXED@anglesey.gov.uk

Physical Education

Ieuan G Jones
Cynnal
Plas Llanwnda
Stryd y Castell

Caernarfon
LL55 1SH
(01286) 679578
ieuanj@cynnal.co.uk

Visit approval/notification procedures

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

Important note - LA approval is not required for: ● Outdoor Education Advisers’ Panel (OEAP) Outdoor Learning Card activities run in non-demanding environments by teachers / youth workers / other employees who have attended an OEAP Outdoor Learning Card training course.	
Visit type	Approval/notification required
● residential ● visits abroad ● demanding environments (see Table 2) ● adventure activities (see table 3)	Visit planned and approved using the EVOLVE system www.angleseyvisits.org at least 28 days before visit.
Overseas expedition organised through an independent provider (<i>i.e. expedition to a developing country involving trekking</i>)	Visit planned and approved using the EVOLVE system www.angleseyvisits.org before booking the visit. LA Approval is in two stages: ○ Initial approval before booking ○ Final approval at least 8 weeks before the visit

<i>or other adventure activities)</i>	
Duke of Edinburgh Award expedition	Visit planned and approved using the EVOLVE system www.angleseyvisits.org at least 28 days before visit plus information required by DofE development officer
All other visits	All other visits must be approved by the Head or EVC and a record of the visit kept as set out in 'Record keeping' section of this policy. Schools/establishments can determine their own planning and approval requirements but are strongly advised to use the EVOLVE system www.angleseyvisits.org This system guides the visit leader through the visit planning and approval system required by the Local Authority (in line with WAG 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).

	Level of approval required
close to vehicle access (i.e. less than 30 minutes walking time for any group member to the nearest which the group could be evacuated by vehicle) and environment does not have any of the features of a 'demanding environment' listed below.	Visits here do not require LA approval
there is significant risk to the group from one or more of the following factors; s terrain (e.g. cliffs, very steep slopes etc.); ss (i.e. more than 30 minutes walking time from the nearest normal vehicle access point from which the ld be evacuated); cape (i.e. places where the group could be trapped and/or where they would need specialist help to to severe weather (i.e. open to the weather and no easily accessible shelter within 30 minutes walking ny of the group); s without clear boundaries where the group might stray into hazardous or remote terrain in poor g 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

Table 3. Adventure activities

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

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

1 Approval and notification system for all visits

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

Schools/establishments can determine their own planning and approval requirements but are strongly advised to use the EVOLVE system: www.angleseyvisits.org

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

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

2 Blanket approval

Blanket approval may be given:

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

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

3 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.

When using a specialist venue or activity provider e.g. outdoor activity provider, farm visit or similar please apply the following guidance **before signing any booking form or contract:**

Ask the provider to complete the independent providers' questionnaire (which can be downloaded from the EVOLVE system's Guidance and Resources/Forms section www.angleseyvisits.org) and check that this has been satisfactorily completed by the provider **before you book**. This requires them to confirm that they have risk assessments in place for all activities/services that they provide and that these are available to view at the premises on request. **Please note that there is no need to obtain copies of the provider's risk assessments.** Seek specialist advice on any concerns arising from the provider's responses by contacting your LA Educational Visits 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 Educational Visits Adviser at the address listed on Form OE1. Form OE1 can be downloaded from the EVOLVE system's Guidance and Resources/Forms section www.angleseyvisits.org. Final LA approval for the expedition must be obtained at least 8 weeks before the expedition start date by completing and sending form OE2, along with attachments listed on Form OE2, to the Educational Visits 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 Educational Visits 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 Annex 3 of the *All Wales guidance for Educational Visits* www.wales.gov.uk/healthandsafety or b) have a written and signed statement of competence by an appropriate technical adviser verifying that the leader has the relevant technical and group management skills for the terrain/activity (see below for how to arrange technical adviser approval).
- Recent and relevant experience
- A current first aid certificate or qualification
- Support of the Head

[To arrange technical adviser approval the EVC must identify an appropriate technical adviser who is willing to make a signed statement of competence for the visit leader.

Technical adviser approval is normally given only if the following conditions are met:

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

Appropriate levels of technical adviser for different activities and levels of activity are given in Annex 3 of the *All Wales guidance for Educational Visits*. If the intended activity is not listed in Annex 3, the Educational Visits 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 Educational Visits 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.

Enid Williams
Principal Youth Officer
Education & Leisure Department
Glanhwfa Road
Llangefni
Isle of Anglesey
LL37 7EY
Tel: (01248) 752938
E-mail: EWXED@anglesey.gov.uk

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 *All Wales 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 visit leaders from time to time to ensure compliance with school/establishment policy.

Monitoring by the Head/EVC should include:

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

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

Monitoring by the LA

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

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

YSGOL Y PARCH. THOMAS ELLIS

REV. THOMAS ELLIS

SCHOOL

Ysgol Wirfoddol Yr Eglwys Yng Nghymru

Ffordd Maeshyfryd, / Maeshyfryd Road
CAERGYBI / HOLYHEAD, Ynys Môn, LL65 2AP

Prifathrawes/Headteacher : Mrs. Alison M. Jones. B.A.
01407 762387

E-bost/E-mail: HYPERLINK
"mailto:pennaeth@thomas" pennaeth.thomasellis@ynysmon.gov.uk.

Website: <http://ysgolthomasellis.createprimary.net>

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Re: Routine visits

Form 1

Whilst at school, your child may participate in routine visits off the school/establishment site. These visits might include the following, or similar, activities:

- ✓ Nature walks
- ✓ Looking at the local area
- ✓ Visits to our local church
- ✓ Visiting schools within the Holyhead area
- ✓ Music workshops
- ✓ Swimming lessons
- ✓ Sporting activities/fixtures (including those that take place outside the normal school day)

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

- ✓ *St Cybi's Church*
- ✓ *Penrhos Nature Reserve*
- ✓ *Local schools*
- ✓ *Holyhead Leisure Centre*
- ✓ *Holyhead town centre*
- ✓ *Ucheldre Centre*
- ✓ *The local fire station*
- ✓ *Other sporting fields/stadiums/halls*

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 may be transported by coach/car providing relevant insurance and documentation is in place.
- 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.
- In an emergency I agree to my son/daughter receiving medication and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

It is very important that you are in full agreement with the above statements. Should you have any concerns regarding the statements noted above, or wish to opt out of the school' policy, please express your concerns/wishes **in writing** for the attention of the *headteacher*.

YSGOL Y PARCH. THOMAS ELLIS

REV. THOMAS ELLIS

SCHOOL

Ysgol Wirfoddol Yr Eglwys Yng Nghymru

Ffordd Maeshyfyd, /Maeshyfyd Road
CAERGYBI / HOLYHEAD, Ynys Môn, LL65 2AP

Prifathrawes/Headteacher : Mrs. Alison M. Jones. B.A.
01407 762387

E-bost/E-mail: HYPERLINK
"mailto:pennaeth@thomas" pennaeth.thomasellis@ynysmon.gov.uk.

Website: <http://ysgolthomasellis.createprimary.net>

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Form 2

Re: Parent/carers consent Non-routine visits

School/establishment: _____

Visit/activity: _____

Venue: _____ Date(s): _____

Your child's name _____ Year _____

Medical and dietary

a) Does your child have any physical or behavioural condition that may affect him/her during the visit?

YES/NO

If YES, please give details: _____

b) Please give details of any allergies:

c) Please give details of any special dietary requirements of your child:

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

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

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

If YES, please give details: _____

h) When did your son/daughter last have a tetanus injection? _____

PTO

Water confidence/swimming ability

Please indicate your child's swimming ability:

Cannot swim •

Able to swim a little in a swimming pool •

Able to swim confidently in a swimming pool •

Able to swim confidently outdoors (e.g. lake, river or sea) •

Your contact details

Telephone: Home: _____ Work: _____ Mobile: _____

Home address _____

Alternative emergency contact

Name: _____ Telephone: _____

Address: _____

Family doctor

Name: _____ Telephone: _____

Address: _____

Declaration

- ☐ Having read the information about the visit, and having understood the level of supervision to be provided, I agree to my child taking part in the visit and activities described.
- ☐ I understand that all reasonable care will be taken of my child during the visit/activity and that he/she will be under an obligation to obey all directions and instructions given and observe all rules and regulations governing the visit/activity.
- ☐ I understand that my child may be transported by coach/car providing relevant insurance and documentation is in place.
- ☐ 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.
- ☐ I understand the extent and limitations of the insurance cover provided.

FULL NAME OF PARENT OR CARER (print please): _____

SIGNED: _____ **DATE:** _____

TO BE COMPLETED BY PARTICIPANT:

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

SIGNED: _____ **DATE:** _____

Form 3**Summary of information about participants (young people and adults)**

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



Form 4

Emergency action flowchart for visit leaders

Do not speak to the media – direct all enquiries to LA press officer (01248) 752130

Give first aid if necessary. Make sure the rest of the group are accounted for and looked after.

Can you deal with the incident yourself?

No

Yes

False alarm involving emergency services callout

Do you need the emergency services?

Yes

No

Inform emergency contact / EVC as soon as possible

Call emergency services

Call school/establishment emergency contact 01407 762387 (school/establishment hours)
07780 471027 / 07725 122453 (out of school/establishment hours).
Emergency contact will follow emergency action flowchart.

Form 5

Emergency action flowchart for base (emergency) contacts

Record information on 'Incident Record Form'.

Do not speak to the media – direct all enquiries to LA press officer (01248) 752130

Is the incident serious? If unsure assume yes.

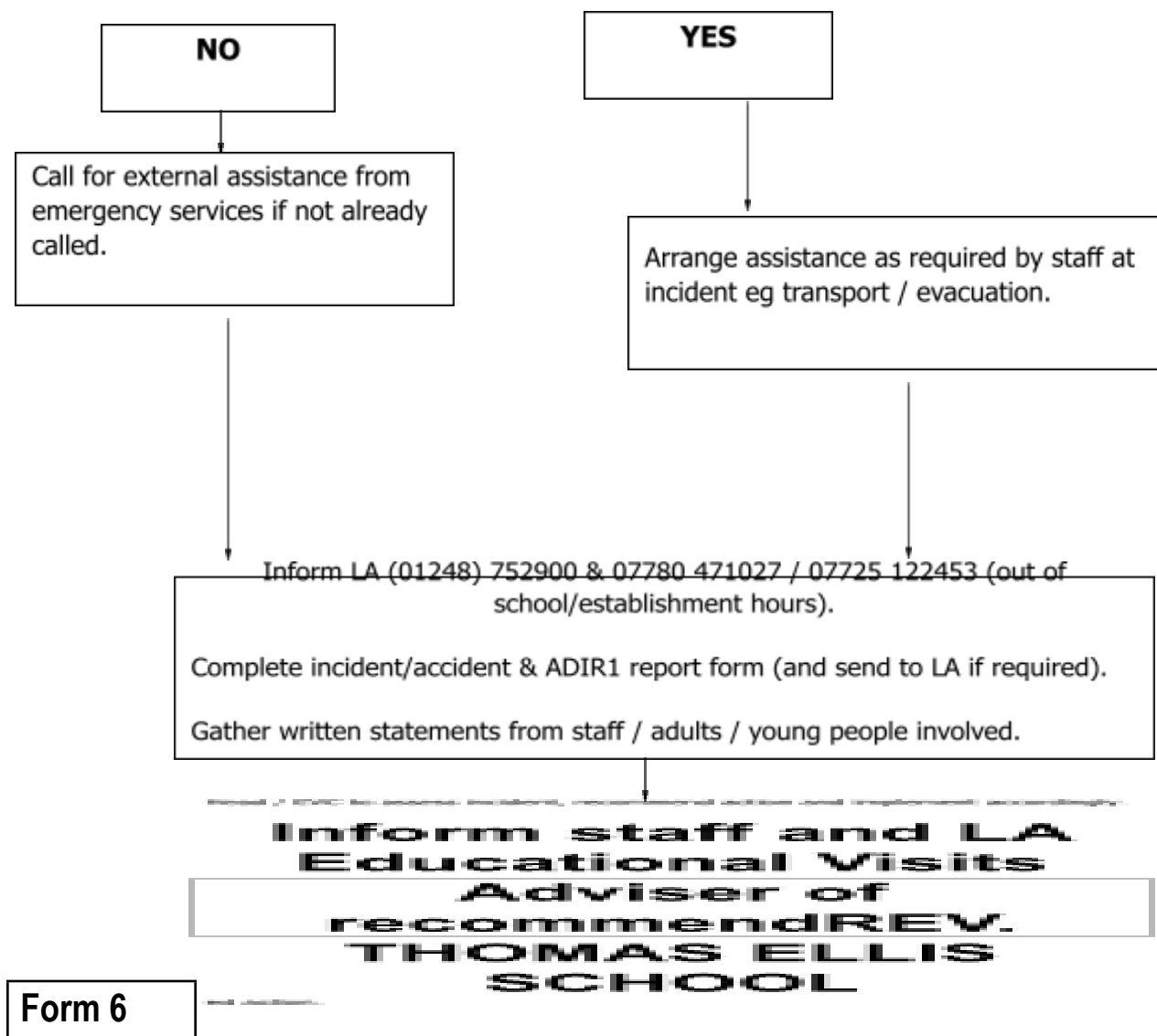
Serious = involving serious injury / illness, missing persons requiring assistance at the location, or evacuation

YES

NO

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

Can the school/establishment handle this internally?



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 at Ysgol Y Parch. Thomas Ellis

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

Risk management form: All off site visits 2012 -		
Significant hazards and harm which may occur	Who might be harmed?	Safety measures: <i>Measures that are in place and/or will be taken to reduce the risk to a tolerable level</i>
Crossing roads/walking along pavements	Pupils	Brief children of conduct expected of them when walking/crossing roads Ensure staff are placed at front, middle and rear of children. Pupils to walk in pairs or single file. Members of staff to choose safe place to cross roads (if not using recognized pedestrian crossing) 2 members of staff to stand in road with children walking between.
Weather conditions	Pupils/staff	Check weather forecast prior to visit Brief pupils/parents of possible weather conditions prior to visit Ensure appropriate clothing/footwear is worn or taken bearing in mind Summer and Winter conditions Ensure application of suncream (in line with Ysgol Y Parch Thomas Ellis' sun protection policy) 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 Pupils to remain seated for the entire duration of the journey
Stranger danger	Pupils	Ensure children are made aware not to walk off with an unknown adult unless given specific

		instruction by visit leader. Regular head counts Supervised at all times, including appropriate supervision when toileting
Beach/coastal visits - washed into sea caught by rising tide	Staff and pupils	Check tide times before embarking on trip Check weather forecast for day of visit Brief pupils and staff not to go near waters edge
Accident/emergency	pils	emergency procedure guidelines carried by visit leader Ensure suitable staff helper (in addition to visit leader) understands emergency procedure dren of what to do in an emergency and how to summon help
Getting lost/separated from group (outdoor venues)		headcounts pupils are to stay in small groups staff accompany pupils at all times pils to stay put if lost or separated and to shout for attention all pupils know name of visit leader, staff and school/establishment name
Getting lost/separated from group (indoor venues)		headcounts pupils are to stay in small groups staff accompany pupils at all times pils to stay at venue if lost or separated never to leave the premises dren to make their way to reception all pupils know name of visit leader, staff and school/establishment name
Medical Conditions		medical conditions are disclosed prior to visit consent is given for staff member to administer medicine if required medicines, epi pens, inhalers, etc are carried by visit leader Ensure at least one staff member/adult volunteer knows how to administer medicine if required.
Walking to and from St Cybi's Church, Holyhead		pils and helpers of proposed route pils of appropriate behaviour number of staff at front, middle and rear of pupils correct clothing and footwear is used
Stray dogs	nd staff	le pupils appropriately pupils do not touch or stroke dogs Visit leader to ensure pupils walk a ' wide birth ' whilst staying safe (on the pavement, etc)
Farm Visits Machinery, vehicles, risk of allergy, contamination,	Pupils and staff	Brief pupils to stay out of way of machinery/vehicles and to follow supervision by farm staff parents have informed staff prior to visit of possible allergies medicines are carried by visit leader (if required)

bites, kicks, etc		children not to touch animals unless safe to do so pupils/staff are made aware of farm rules, reinforced by farm staff all eating is done in hygienic locations children wash hands before eating First Aid kit is carried
Castle visits High walls – falls Steep, dark stairs - falls	Pupils and staff	Visit leader knows venue and specific areas of risk in the castle (following recce) Brief other staff Supervise pupils appropriately