



**Unique Care
Gofal Unigryw**



Educational Visits Policy

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Head Teacher: Austin Bowers

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Purpose

Ysgol Y Rhos recognises the importance of off-site educational visits and activities to:

- Broaden the curriculum and support learning about specific topics.
- Increase knowledge and understanding through first-hand experience.
- Promote, enhance and give pupils the chance to develop skills learnt at school.
- Increase the pupils' interests and development of possible hobbies.
- Provide an introduction to new activities.
- Provide appropriate community settings to further develop personal skills, independence skills and social skills.
- Access Leisure Centres and other venues in order to further develop their physical skills and knowledge of resources in their local area.
- Identify areas for future learning and/or qualifications.

Introduction

Well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school.

Providing a variety of 'real-life' opportunities for our pupils enables them to achieve a fuller understanding of the world around them, through direct experience. For some of our pupils it is a challenge to go out in society and sometimes their opportunities are limited when out of school, due to their individual needs. Through off-site visits we are often able to provide these pupils with supervised and carefully planned experiences that enhance their skills and social skills.

Educational visits can also provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work; alternatively, teachers may decide to use an educational visit at any time during a project to enhance the curriculum.

Pupils benefit enormously from taking part in off-site visits – it gives them the opportunity to experience activities they may not otherwise have, helps them to develop important life skills, enhances the curriculum and can provide life-long happy memories. As part of our therapeutic approach, educational visits are key to providing opportunities for pupils to develop childhood resilience factors, specifically taking part in sporting activities as well as having opportunities to develop meaningful friendships through shared experiences with their peers.

Involvement and Application

The involvement of experienced school staff is vital to all educational visits. Staff also benefit from off-site educational visits – increased variety and interest in their work, along with the professional development inherent in organising and leading visits whilst seeing pupils in a different context.

This policy applies to all activities, adventurous and non-adventurous, taking place off-site. It should be used as guidance for the planning of all such activities, be they routine parts of the curriculum or stand-alone trips. All staff involved in trips the planning of trips need to use the policy as guidance.

Guidance and Responsibility

Under the Health and Safety at Work Act 1974, employers are responsible for the health, safety and welfare at work of their employees and anyone else who may be affected by their activities. This includes participants in educational visits. Employers are required to assess the risk of activities; ensure that measures to control those risks are adequate; and to tell employees about safety measures and take reasonable steps to ensure that these are implemented.

Ysgol Y Rhos has a duty of care towards pupils, staff and members of the public and must do everything reasonably practicable to ensure their safety whilst participating in off-site activities. This policy outlines the requirements to ensure the planning, organization and supervision of activities, before any such visit takes place.

Any booking for Outdoor and Adventurous activities must be made with providers who hold the Adventure Activities Licence to deliver activities.

This policy has been revised using OEAP National Guidance, specific references are indicated in the coloured brackets. It should be used in conjunction with First Aid and Health and Safety policies. For guidance on the use of vehicles please refer to the staff handbook.

Administration procedure

1. The organiser has initial discussions with the Head Teacher and if possible, the teaching team to consider the feasibility prospective dates, curriculum issues, appropriateness, costing etc.
2. If required, the organiser seeks advice and support on issues such as risk assessment, supervision requirements, information for the homes, administration arrangements.
3. All plans are checked to identify any errors or adjustments due to changing needs.
4. The organiser does not have to be the trip leader, in certain circumstances a different trip leader may be necessary. In such circumstances, the full activity pack and associated paperwork should be shared with the trip leader in sufficient time.
5. The organiser assembles an activity pack which includes a list of pupils, itinerary, and details of the venue and risk assessments, ready for the Headteacher to check.
6. The organiser fills in the pupil register on the day of the visit.
7. The organiser or trip leader briefs both pupils and staff before pupils leave the school building, or in the event of the pupils coming directly straight from the homes, at the venue.
8. The organiser ensures they give copies of all the relevant paperwork to staff before the visit.
9. The organiser completes the evaluation form on return.

Staffing

Ysgol y Rhos does have an Educational Visits Co-ordinator, Austin Bowers, who is appropriately trained. EVC Training will be reviewed as required, currently on a three-year basis. All staff may arrange trips as appropriate.

Decisions about the number of leaders required, and staffing ratios, should be informed by risk assessment and should take into account the mix of competence

needed to fill various roles and the SAGE variables (Staffing, Activity, Group and Environment) – see OEAP National Guidance document 1b “Foundations”. [OEAP National Guidance 3.4K](#)

The designated group leader is responsible for making sure that all the arrangements are properly made, the trip is conducted safely, pupils behave themselves in a reasonable manner and the trip is productive. The organiser must seek the Head Teacher’s written approval for the off-site visit; complete the necessary forms and risk assessments and prepare thoroughly for the off-site visit. The group leader must also ensure that any base staff have all contact details for staff on the visit.

All staff must fully understand their roles and responsibilities; be fully aware of the pupils’ individual strengths and difficulties before the off-site visit takes place; and ensure that they have received enough information on the visit. They should be suitably competent to be able to manage and lead any pupils under their supervision. Guidance as to the suitability of staff to lead or assist on trips can be found in document [3.2d of OEAP National Guidance](#).

Pre-booking checks

There is no substitute for first-hand, 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, bowling alleys, ice rinks, theme parks, public access (lifeguarded) swimming pools, leisure centre gyms or similar.

When using a specialist venue or activity provider e.g. outdoor activity provider, farm visit or similar, check that they have risk assessments in place for all activities/services and that these are available to view at the premises on request.

The suitability of venues should be considered using section [4.4g of OEAP National Guidance](#).

Risk Assessments

For activities that form part of the pupil’s timetable e.g. Library visits, Shopping, Community task, Swimming, generic risk assessments may be formed. Trip leaders for such trips such check and revise as necessary, making amendments to cater for changes that may occur that may have an impact on the trip such as opening times, parking and any roadworks that may affect timings to and from the venue.

For targeted visits, the organiser is to fill in a risk assessment form, identifying each hazard and measures required. In some cases, it may be suitable for the organiser to attach an external provider or venue’s risk assessment, such as for an Outdoor Education provider hosting a trip. However, for other trips, trip organisers should consider [OEAP National Guidance document 6a](#), specifically:

Risk assessments that are written for the provider’s own purposes will mean little to others - unless they are qualified to understand, assess and, if necessary, challenge them.

On the day of the visit, complete the Pupil Register which identifies which member of staff is responsible for each pupil. Document 6a of OEAP National Guidance again provides details that will help a trip organiser decide on levels of responsibility and staffing for each activity.

Mobile Phone Protocol

All staff participating on a trip need to ensure that they can be contacted, and contact each other during the trip, either by the use of school or personal mobile phones, the numbers of which need to be detailed with the point of contact in school before leaving site. Staff should refrain from the use of mobile phones for personal reasons (such as checking social media, calling friends) during trips and ensure the use complies with Safeguarding best practice and terms detailed in the staff handbook.

Staff may use personal mobile phones to take photographs or video of the children, as a last resort if no school device is available. If they need to do so, to capture evidence of children's progress, the pictures must be deleted within twenty-four hours.

Pupils

Pupils should not take any unnecessary risks and must follow all instructions, including those given by those at the venue of visit. Staff support will be given to individual pupils, to achieve this. Pupils should dress and behave responsibly, be sensitive to local codes and customs (where applicable) and look out for anything that may harm/threaten themselves or others, informing the group leader. Staff will need to closely support individual pupils in order to achieve this.

Where possible and applicable, Ysgol Y Rhos pupils should be helped to understand:

- The aims and objectives of the visit/activity
- The background information about the place to be visited
- What could harm them and safety measures to keep themselves and others safe
- The standard of behaviour which is expected from them
- Appropriate and inappropriate personal and social conducts
- Who is responsible for the group (including instances where the group leader has delegated responsibility to another member of staff or an independent provider)?
- The need to follow instructions of teachers, support staff, leaders and instructors
- What to do if approached by anyone from outside the group – Stranger Danger
- Rendezvous procedures
- What to do if separated from the group
- Emergency procedures

A briefing session will take place before the pupils leave the school building.

Clothing

In many instances a trip may require the learner to wear specific clothing. In such cases the clothing required should be communicated to homes/care staff in good time. It is important that all staff concerned are able to explain to pupils why such clothing is required. Staff also need to wear clothing that is suitable for the trip/conditions/activity, modelling good behaviour to the pupils.

Record Keeping

All necessary planning forms are listed and included at the end of this policy.

References

Welsh Assembly Government Guidance: *'Educational Visits – A safety guide for learning outside the classroom'*. (2008)

Please see the above Guidance (Annex 5) for a detailed list of National Governing Bodies and Representative Organisations e.g. Welsh Canoeing Association.

Please see the above Guidance (Annex 6) for a full list of Useful Contacts.

Please see the above Guidance (Annex 7) for a full list of Other Guidance – Planning Visits' references, Preparing Pupils' references, Planning Transport references, Types of Visits references, Visits Abroad references, Emergency Procedures references and an Address List for listed Government Publications.

For all Outdoor Educators Advisers Panel guidelines referred to, please use link below.
oeapng.info

Appendix 1

Form A



**Ysgol Y Rhos
Parent/Carer Consent
Routine Visits: September 2024-July 2025**

Your child's name: _____

I hereby agree to my child participating in routine visits off the school site. These visits might include the following, or similar activities: **Swimming, shopping, sports and physical activities, walks, curriculum support visits, eating out, college courses, work experience e.g. Farm Fit, Outside Lives, Safe and Sound, Equine Care**

These visits will normally take place at the following, or similar, locations: **Leisure Centres and sporting venues (e.g. Mold, Brymbo, Acrefair), shops and supermarkets (e.g. Tesco, Morrisons, Lidl, Aldi, Asda, Sainsbury's) and facilities such as country parks, lakes, countryside, cafes and restaurants, businesses, libraries, cinemas and theatres.**

Travel to these locations may be by foot, school minibus, staff cars (with Business Insurance) or public transport.

I understand that:

- Such visits will normally take place within the school 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 consent 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 discipline procedures during the visit.
- I must inform the school of any medical or behavioural condition or physical disabilities that may affect them during the visit.
- All pupils are covered by Unique Care's insurance

Parent / Carer name: _____

Signature of parent/carers: _____

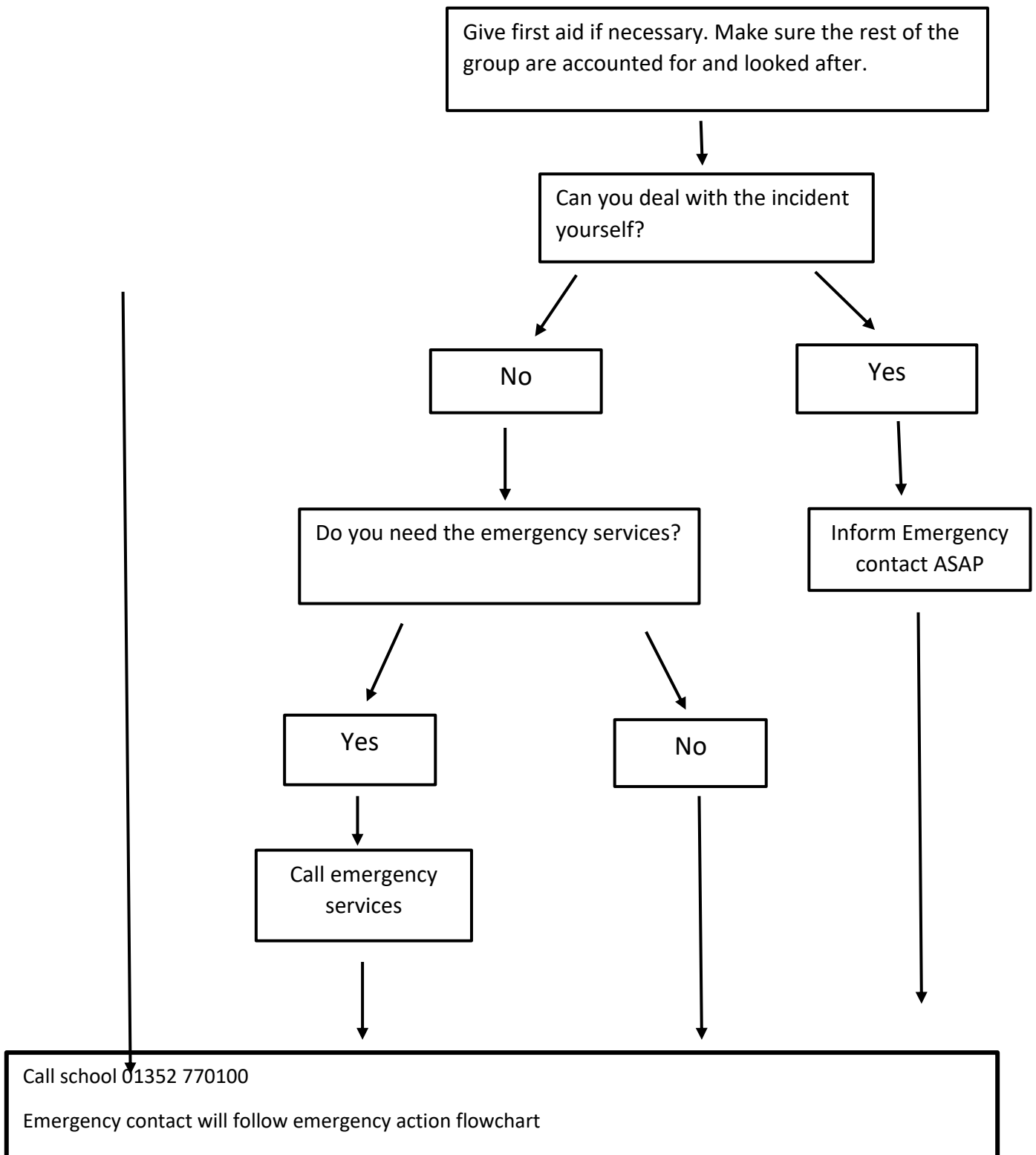
Date: _____ **Telephone:** _____

Address: _____

Alternative emergency telephone: _____



**Ysgol Y Rhos
Emergency Action Flowchart for Visit Leaders**



**False alarm involving
emergency services callout**

Appendix 3

Form C



**Ysgol Y Rhos
Off-site Incident Record Form**

This form is to be used by an emergency contact during the period that they are handling an emergency call. The Lead Teacher should ensure that Head Office 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(s) _____

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 Teacher following a review of the incident)

Signed (Head Teacher) _____ Date _____



**Ysgol Y Rhos
Educational Visit Planning Form**

Any visit including Adventurous Activities or to a Demanding Environment or a Residential trip must be submitted to Head Teacher for Head Office approval 28 days before the trip

Pupils	Ages	Visit Group Leader	Contact number for visit	Date/Times
Venue		Residential		
		Adventurous/Demanding environment Independent Provider		
		Adventurous/Demanding environment school staff		
Cost per head:		None of the above		
Independ Provider Risk Assessment available?				Yes No
Information letter to parents?				Yes No
All parental consents obtained and returned?				Yes No
Have you read our Standard Risk Management Form?				Yes No
Are risks/safety measures you and your staff are responsible for managing covered by our Standard Risk Management Procedures?				Yes No
If not, please identify additional risks/safety measures that you and your staff will be responsible for:				
Transport & Registration:				
Driver:				
Have you informed staff of their responsibilities for Risk Management?				Yes No
Adventurous Activities involved:			Main/secondary purpose of visit (Curriculum Area):	
Staff List:			Educational aims/learning objectives:	



**Ysgol Y Rhos
Educational Visit Evaluation Form**

Pupils:			
Visit Group Leader:			
Staff:			
Venue:		Date(s):	
Purpose(s) of Visit:			
Providers/commercial organisations used:			

Please comment on any relevant areas

Preparation and planning	In hindsight are there any aspects of this you would do differently?
Aims and Objectives	Any comments about the aims e.g. did the visit allow you to meet them, were they sufficiently focused or too narrow?
Staffing	Any comments about staff ratios and levels of competence required?
Travel/Transport	Suitability of arrangements, problems encountered
Venue	Suitability/appropriateness. Issues encountered or things you might change next time
Supervision	Any thoughts on the way supervision was provided – anything you may do differently next time?

First Aid	Suitability of arrangements, first aid administered
Incidents or near accidents	Record here anything you feel was a potential problem for other groups which you would be aware of, if to run the same visit again
Pupil engagement	Did all pupils engage in the activity? Observations on pupils' participation.

Quality of Contractors

How would you rate the contractor? Please tick:	Very good, will use again	
	Good but minor issues need addressing	
	Would only use again if significant issues were resolved	
	Will never use again	
Positive Comments:		
Negative Comments:		

Any additional comments?

Completed by:		Date	
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**Ysgol Y Rhos
Off-site Checklist**

Item	Please Circle	Comments
Medication	Yes/No	
Mobile phone	Yes/No	
Seatbelt cutter	Yes/No	
Change for parking	Yes/No	
Disabled badge	Yes/No	
Petty Cash, as necessary	Yes/No	
Fuel Card	Yes/No	

Signed: _____

Date _____

Appendix 9

Form I



School Trip Risk Assessment Form

Venue		Trip Leader	
Assessor		Date of Trip	
Checked By		Assessment Date	
Visited		Checked Date	

Significant Hazards What could cause harm	Who Might be Harmed e.g. Staff, pupils	Likelihood of Harm Remote, v unlikely, Unlikely, Possible, v likely	Control Measures How will the risk be minimised?	Residual Risk After controls are implemented

Policy Reviewed By	Signature	Date
Name:		
Position:		
Comments:		
Next Review Date:		
Policy Reviewed By	Signature	Date
Name:		
Position:		
Comments:		
Next Review Date:		
Policy Reviewed By	Signature	Date
Name:		
Position:		
Comments:		
Next Review Date:		