

# Howardian Primary School

## Educational visits policy

### 2025-26



Howardian  
Primary School

#### **Policy Update and review dates**

This policy should be reviewed and updated annually

<b><u>Date</u></b>	<b><u>Activity</u></b>	<b><u>By Whom</u></b>
October 2023	EVC monitored - Policy reviewed and updated. (information on refinements sent out to staff)	DB, SLT
October 2024	EVC - Policy reviewed and updated as needed	DB
June 2025	EVC policy updated following EV update from the LA in preparation for September 2025	DB
January 2026	EVC - Policy reviewed and updated as needed	SG

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## **Foreword**

At Howardian Primary School we believe that educational visits are a vital part of the curriculum. They are not only an exciting and memorable tool for learning but also cement positive relationships between staff pupils and their peers. When we are able to give the children first-hand experience of a topic and extend their experiences in life we are enriching the whole child.

As a school, we recognise the vital role that teachers, support staff and volunteers play in providing children and young people with these life-enhancing experiences.

## **Summary of policy**

This school follows the LA procedures for educational visit planning, approval and monitoring by using the EVOLVE online visit planning and approval system [www.cardiffvisits.org](http://www.cardiffvisits.org) for all visits run by school staff or volunteers.

Staff planning an educational visit must ensure that they plan their visit using the EVOLVE system [www.cardiffvisits.org](http://www.cardiffvisits.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 David Brind, Educational Visits Coordinator (EVC), Sarah Griffiths Educational Visits Coordinator (EVC) or Sian Burt (Headteacher) in their absence.

# **Section A**

## **CITY AND COUNTY OF CARDIFF Schools & Lifelong Learning Service**

### **Planning and approval procedures for Educational Visits**

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

Anyone organising an off-site visit for young people from Cardiff County Council should also refer as necessary to the National Guidance for Educational Visits endorsed by the Welsh Government. The Guidance can be viewed in the 'Guidance and resources/guidance' section of Evolve [www.cardiffvisits.org](http://www.cardiffvisits.org)

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## **Foreword**

The Schools and Lifelong Learning Service welcomes the move to an all-Wales approach to the organisation of educational visits.

There is evidence that traditional "*school trips*" went into decline around the start of the last decade. The most recent research, however, indicates that they are as popular as ever and are an integral part of the curriculum in all our schools.

When, as adults, we look back on our formative years, the most vivid memory we have of our school days is often that of a residential experience spent in the company of friends. Such is the impact of the experience that it remains with us for the rest of our lives.

The introduction of our Foundation Phase in Wales means that increasing numbers of children spend time outside the classroom, not only in constructive play, but also witnessing with awe and wonder the natural world. Other key stages of the curriculum are also undergoing change, requiring young people to experience activities away from the school. Our new procedures are designed to assist all those who are charged with delivery at this exciting time.

As a Council we recognise the vital role that teachers, youth leaders and others play in providing children and young people with these life-enhancing experiences. For my part I would like to take this opportunity to thank all those who dedicate so much of their time to this valuable work.

Melanie Godfrey  
Director of Education and Lifelong Learning

## **Summary of procedures**

This document sets out the procedures by which Cardiff County Council and its educational establishments meet the standards set out in the *National Guidance for Educational Visits* endorsed by the Welsh 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**

<b><u>Outdoor Education Adviser</u></b> <b>Dave Golding</b>
Valleys Innovation Centre Navigation Park Mountain Ash RCT CF45 4SN
Ebost/Email: <a href="mailto:dave.m.golding@cscjes.org.uk">dave.m.golding@cscjes.org.uk</a> Ffôn/Tel: 01443 281406 / 07880 044407

### **Accidents, incidents and general advice relating to Health and Safety**

Paul James

Head of Health and Safety

County Hall, Atlantic Wharf, Cardiff Council - CF10 4UW

029 20872389

07985 676 163

[Paul.james@Cardiff.gov.uk](mailto:Paul.james@Cardiff.gov.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:

- Visits to, or run by, the LA's own Outdoor Education Centres (The Storey Arms OEC, Cardiff Sailing Centre, Cardiff White Water Centre, Learning Outdoors, Cardiff Outdoor Activity Team, The Harbour Authority and the Flatholme Project).
- 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.

	<b>Approval/notification required</b>
<ul style="list-style-type: none"> <li>• residential</li> <li>• visits abroad</li> <li>• demanding environments (see Table 2)</li> <li>• adventure activities (see table 3)</li> </ul>	Visit planned and approved using the EVOLVE system <a href="http://www.cardiffvisits.org">www.cardiffvisits.org</a> <b>at least 28 days before visit.</b>
<b>Overseas expedition</b> organised through an independent provider ( <i>i.e. expedition to a developing country involving trekking or other adventure activities</i> )	Visit planned and approved using the EVOLVE system <a href="http://www.cardiffvisits.org">www.cardiffvisits.org</a> <b>before booking the visit.</b> LA Approval is in two stages: <ul style="list-style-type: none"> <li>o Initial approval before booking</li> <li>o Final approval at least 8 weeks before the visit</li> </ul>
<b>Duke of Edinburgh Award expedition</b>	Visit planned and approved using the EVOLVE system <a href="http://www.cardiffvisits.org">www.cardiffvisits.org</a> <b>at least 28 days before visit</b> plus information required by DofE development officer
<b>All other visits</b>	<p><a href="http://www.cardiffvisits.org">www.cardiffvisits.org</a> Ideally visits should be planned at least 2 weeks days in advance and the evolve form completed no less than 1 week before the trip.</p> <p>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.</p> <p>Schools can determine their own planning and approval requirements but are strongly advised to use the EVOLVE system <a href="http://www.cardiffvisits.org">www.cardiffvisits.org</a></p> <p>This system guides the visit leader through the visit planning and approval system required by the Local Authority (in line with WG guidance).</p> <p>The EVOLVE system allows regular, repeated visits to be planned and approved.</p>

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

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

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

### Table 3. Adventure activities

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

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

High Ropes Courses	Sea Level Traversing	
Hill Walking	Segway	
Horse Riding	Shooting	
Hovercraft	Sit on Top Kayaking	
Ice Climbing	Sledging	

## 1 Approval and notification system for all visits

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

schools can determine their own planning and approval requirements but are strongly advised to use the EVOLVE system [www.cardiffvisits.org](http://www.cardiffvisits.org)

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

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

## 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 emergency contact including details of the venue, activity, group, transport, start/finish times and other relevant information for **each** visit.

## 3 Parent/carer consent

Informed parent/carer consent must be obtained for all visits. For routine visits, ([At Howardian we class these as all visits that take place during the school day](#)) blanket consent is obtained on an annual basis at the start of each school year ([Google form inputs will be stored into the Educational Visits folder on 'Drive' and are available to staff to access at any time.](#))

For non-routine visits ([At Howardian we class these as residentials, visits abroad, trips that take place on the weekend or in the school holidays or activities that take place in demanding environments \(see table 2\)](#)) **consent is needed for each visit of this type**. For these non-routine visits, parents/carers will complete the separate electronic consent.

Form 2 (Medical information and emergency medical consent) will be completed via Google forms on a bi-annual basis. This is our medical form that all staff can access via google drive. This includes medical information, dietary needs, emergency contact details and emergency consent. Parents/carers can make changes to the information at any time by emailing the school.

If parents/carers withhold their consent absolutely the young person must not be taken on the visit but the curricular aims of the visit should be delivered to the young person in some other way wherever possible.

If the parents/carers give a conditional consent the Head will need to consider whether the young person may be taken on the visit or not.

For sports teams, each team will have annual consent (Form 1 - Sports Team) - See Google drive for MASTER) which will cover them for all matches for that academic year. This includes consent, emergency contact details and basic medical information.

## 4 Using an independent provider – pre-booking checks

For **any** off-site visit, the visit leader should check that the location and activities offered are educationally suitable for the group and will meet the aims of the visit. Check that any provider offers good value for money by comparing with other similar providers. Remember that there is no substitute for firsthand, up to date information. This level of pre-booking check is sufficient for visitor attractions and public access venues such as zoos, historical/cultural sites, museums, sports stadia, theatres, cinemas, hotels, bowling alleys, ice rinks, theme parks, public access (lifeguarded) swimming pools or similar. This level of check is also sufficient for the Local Authority's own Outdoor Education Centres.

When using a specialist venue or activity provider e.g. outdoor activity provider (other than the LA's own Outdoor Education Centres), 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.cardiffvisits.org](http://www.cardiffvisits.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 Outdoor Education Adviser.

**Special arrangements for Overseas expeditions** (*i.e. expeditions to developing countries involving trekking or other adventure activities*)

Initial LA approval must be obtained before booking. Initial LA approval can be sought by completing and sending form OE1 (along with attachments listed on Form OE1) to the Outdoor Education Adviser at the address listed on Form OE1. Form OE1 can be downloaded from the EVOLVE system's Guidance and Resources/Forms section [www.cardiffvisits.org](http://www.cardiffvisits.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 Outdoor Education Adviser.

## 5 Local Authority (LA) leader approval

### Who needs LA leader approval?

LA or school employees or volunteers who wish to lead in any of the demanding environments or adventurous activities for which LA approval is required must first be confirmed as technically competent to lead by the Outdoor Education Adviser.

Prospective leaders must seek LA leader approval through their own Evolve log-in via the '**My details/awards**' section. In order to be granted approval the applicant must have all of the following:

- **Either** a) the relevant National Governing Body (NGB) leadership award for the terrain/activity (NGB leadership awards are set out in the *National Guidance for Educational Visits* [www.wales.gov.uk/healthandsafety](http://www.wales.gov.uk/healthandsafety) or b) have a written and signed statement of competence by an appropriate technical adviser verifying that the leader has the relevant technical and group management skills for the terrain/activity (see below for how to arrange technical adviser approval).
- Recent and relevant experience
- A current first aid certificate or qualification
- Support of the Head

[To arrange technical adviser approval the EVC must identify an appropriate technical adviser who is willing to make a signed statement of competence for the visit leader. Technical adviser approval is normally given only if the following conditions are met:

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

Appropriate levels of technical adviser for different activities and levels of activity are given in the *National Guidance for Educational Visits*. If the intended activity is not listed in Annex 3, the Outdoor Education Adviser may be able to advise on appropriate level of technical adviser.]

Depending on depth of experience and technical skill, leaders may be given approval to lead either:

- the activity/activities at specific, named venue(s) at any time for the duration of the approval period;

or:

- the activity/activities at all venues that are within the remit of their competence at any time for the duration of the approval period.

The Outdoor Education Adviser will notify the individual and their EVC of their LA leader approval decision and this will be recorded in the individual's '**My details**' section of the EVOLVE system. This can be viewed at any time by the individual, their EVC or Head.

## **6 Special arrangements for DofE Award groups**

Anyone planning a DofE Award expedition/ activity must first contact the LA DofE Development Officer before starting any planning for the activity to ensure that the Expedition meets the requirements of the DofE and Local Authority.

## **7 LA approval decisions for visits**

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

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

## 8 Record keeping

The EVOLVE system acts as a record for any visit planned and approved on the system. schools therefore only need to retain the following details for any particular visit:

- List of participants - [At Howardian we upload a class list to Evolve as part of the Evolve Form](#)
- Parental consent forms- [At Howardian these are kept on our annual consent forms via google forms and on Parents Pay for non routine visits. Residential trips will obtain consent when the medical form is sent out](#)
- Where an accident or incident has been reported the school 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 must ensure that the LA is notified according to LA procedures. The LA will keep accident/incident records until the young person reaches age 21 (or for 3 years in the case of an adult). Schools/ establishments therefore do not need to retain records of accidents/incidents reported to the LA unless they wish to do so for their own purposes. If a visit leader or school/ establishment receives notification of a claim they should not respond directly but should pass the details to the LA claims manager/insurance section.

In addition, schools 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.

## 9 Monitoring

### Internal monitoring by the Head/EVC

The Head/EVC must monitor visit leaders from time to time to ensure compliance with school 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.

### Monitoring by the LA

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

## 10 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:  | Medical information & emergency medical consent   |
| Form 3:  | Summary of information about participants - <a href="#">At Howardian we keep this in a spreadsheet in the Educational Visits folder</a> |
| Form 4 : | Emergency action flowchart for visit leaders  |
| Form 5:  | Emergency action flowchart for base (emergency) contacts  |
| Form 6:  | Incident record form  |

# Form 1

*THIS FORM IS AS AN EXAMPLE ONLY - At HOWARDIAN WE COLLATE THIS INFORMATION ON A GOOGLE FORM AND STORE THE INFORMATION IN THE EDUCATION FOLDER ON DRIVE*

## Parent/carer consent Routine visits

**School:** Howardian Primary School

**Your child's name:** \_\_\_\_\_

I hereby agree to my child participating in school trips during the academic year 2025-26.

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

- Walking from the school - e.g. Howardian Nature Reserve / local shops / walking in the local area etc
- School trips where we use transport (usually coaches) to get to that take place as part of the normal school day e.g. Panto trips, Techniquet, Cardiff Castle, St Fagans, sports day in the NIAC etc

I understand that:

- a letter, outlining full details about each trip, will be sent to me prior to my child taking part in a school trip.
- such visits will normally take place within the school normal hours, but that if 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 residentials, visits abroad, trips that take place on the weekend or in the school holidays or are high risk activities;
- all reasonable care will be taken of my child during the visit;
- to help keep your child safe, they 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 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 to refund any money;
- 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 premises or equipment or attributable to negligence by the Council or one of its employees. I understand that this insurance policy does not include personal accident or personal belongings cover for your child.
- I understand the extent and limitations of the insurance cover provided.

**Full name of parent/carer:** \_\_\_\_\_

**Signature of parent/carer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Tel:** \_\_\_\_\_

## Form 2

### Medical information & emergency medical consent

A version of this form will be completed bi-annually to cover all non-routine visits except residentials, where new information will be requested prior to the trip.

#### Declaration

This form will be sent out every 2 years and used as information during all educational visits throughout this time frame

If your child takes part in a residential, and the information you give us is more than 6 months old, a new form will be completed for the trip.

Please include information for all required questions (shown with a red Asterix). Please enter No or N/A (Not applicable) where needed as an answer must be inserted.

**IF ANY INFORMATION THAT YOU GIVE ON THIS FORM CHANGES PLEASE CONTACT THE SCHOOL AND WE WILL UPDATE OUR RECORDS**

School: \_\_\_\_\_

Visit/activity: \_\_\_\_\_

Venue: \_\_\_\_\_ Date(s): \_\_\_\_\_

Your child's name \_\_\_\_\_ Form/Class (if relevant) \_\_\_\_\_

#### Medical and dietary

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

YES/NO

If YES, please give details: \_\_\_\_\_

b) Please give details of any allergies:

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

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

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

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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: \_\_\_\_\_

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

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

**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

*THIS FORM IS AS AN EXAMPLE ONLY - At HOWARDIAN WE COLLATE THIS INFORMATION FROM FORM 2 VIA A GOOGLE FORM WHICH PUTS THE INFORMATION AUTOMATICALLY INTO AN EXCEL SPREADSHEET.*

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

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

**Form 4**

**Emergency action flowchart for visit leaders**

**Do not speak to the media – direct all enquiries to LA press officer: 029 2087 2964 /  
Mobile: 07989 996112**

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?

Inform emergency contact / EVC as soon as possible

Yes

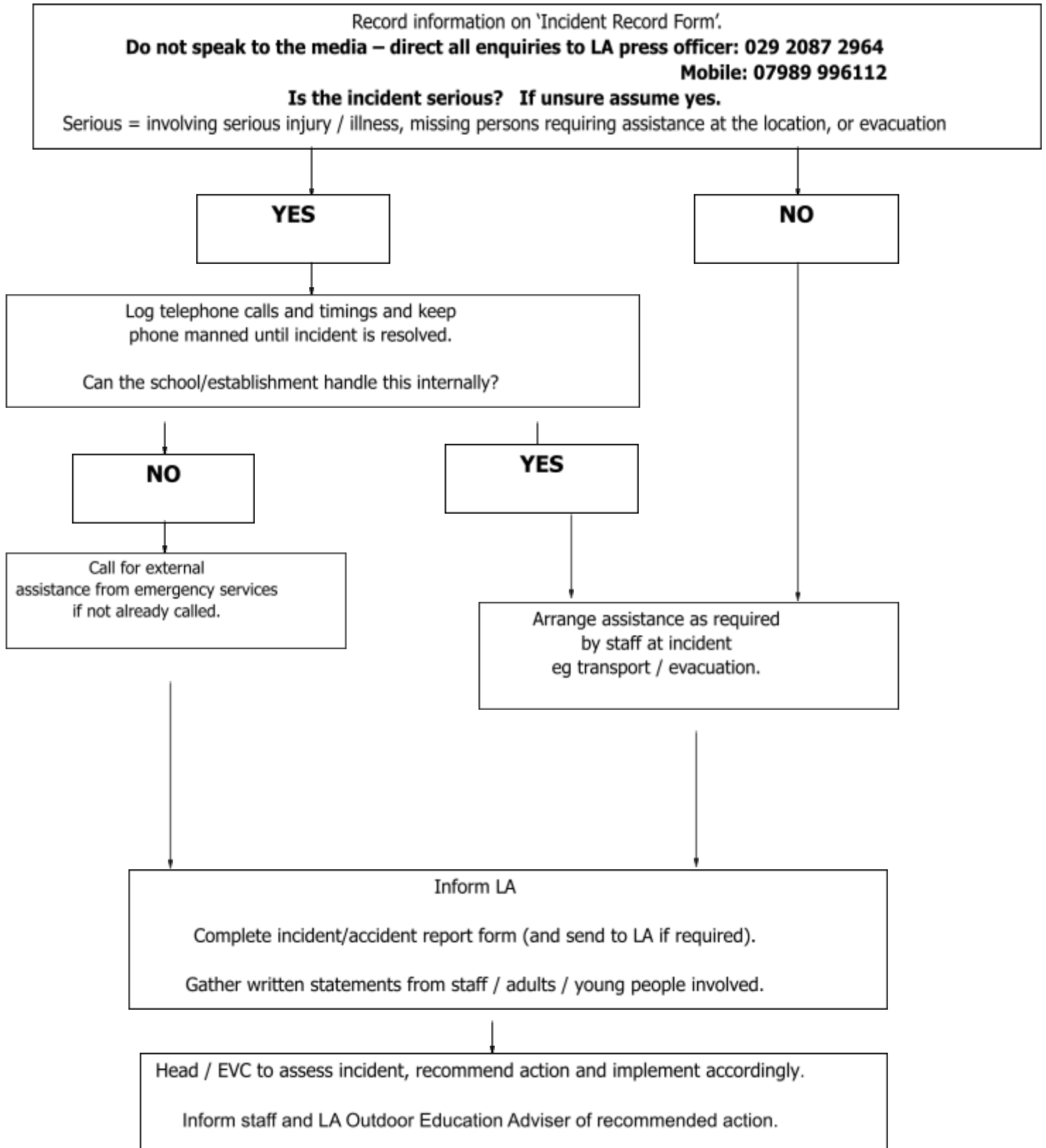
No

Call emergency services

Call school/establishment emergency contact 02920 499451 (School) or Head Teacher (Sian Burt - 07881 638161 (out of school/establishment hours)).  
Emergency contact will follow emergency action flowchart.

# Form 5

## Emergency action flowchart for base (emergency) contacts



# Form 6

## Incident record form

NB This form is to be used by an emergency contact during the period that they are handling an emergency call. The EVC should ensure that LA incident reporting procedures are followed as soon as possible after the incident.

### ABOUT THE INCIDENT

Name(s) of any individual(s) affected by the incident \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time and date of incident \_\_\_\_\_

Location of incident \_\_\_\_\_

Activity taking place (if applicable) \_\_\_\_\_

Name(s) of staff leading the activity (if applicable) \_\_\_\_\_

Contact number for visit leader \_\_\_\_\_

Name(s) of key witness(es) \_\_\_\_\_

Description of incident and action taken (continue on separate sheets if necessary) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Form completed by \_\_\_\_\_ Date \_\_\_\_\_

**ACTION TAKEN TO AVOID A REPEAT INCIDENT** (To be completed by Head or EVC following a review of the incident – continue on separate sheets if necessary).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed (Head or EVC) \_\_\_\_\_ Date \_\_\_\_\_

## Section B

# Standard risk management procedures

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

### Risk management form: All off site visits organised by staff from Howardian Primary School

Updated - June 2025

*See highlighted sections that should be involved in a brief safety talk before leaving school*

	<b>Significant hazards and harm which may occur</b>	<b>Who might be harmed?</b>	<b>Safety measures:</b> <i>Measures that are in place and/or will be taken to reduce the risk to a tolerable level</i>
1	Walking to a local venue / Crossing roads/walking along pavements / walking from the bus to a venue	Pupils/adults	<ul style="list-style-type: none"> <li>When children are walking to a local venue (i.e. not using a bus or other transport) they should wear hi vis jackets provided by school.</li> <li>Brief children about the conduct expected of them when walking/crossing roads</li> <li>Ensure staff are placed at front, middle and rear of children.</li> <li>Pupils to walk in pairs or single file, away from the edge of the pavement</li> <li>Members of staff to choose safe place to cross roads (if not using recognized pedestrian crossing)</li> <li>When children need to cross a road, 2 members of staff stand in the middle of the road to block traffic both ways before children start to cross</li> <li>All main roads should be crossed using pedestrian crossings or zebra crossing 2 members of staff stand in middle of road to block the traffic both ways before children start to cross</li> </ul>
2	Weather conditions	Pupils/adults	<ul style="list-style-type: none"> <li>Check weather forecast prior to visit</li> <li>Brief pupils/parents of possible weather conditions prior to visit</li> <li>Ensure appropriate clothing/footwear is worn or taken, bearing in mind summer and winter conditions</li> <li>Children to bring their own sun cream / sun hat if required</li> <li>Children to bring additional warm clothes and waterproof coat if required</li> </ul>
3	Trips, slips and falls	Pupils/adults	<ul style="list-style-type: none"> <li>Ensure appropriate footwear is worn and shoelaces tied</li> <li>Brief pupils/staff/parents of possible areas where trips, slips and falls may occur</li> </ul>
4	Transport to and from venues	Pupils	<ul style="list-style-type: none"> <li>Ensure recognised LA bus company is used</li> <li>Ensure seat belts are worn at all times and are checked by school staff before departure</li> <li>Ensure safe pickup and drop off points are negotiated with drivers</li> <li>In the event of a breakdown assess the safest place for children to stand whilst waiting for recovery (this can be either on the bus or in a safe area off the bus depending on the circumstances)</li> </ul>

5	Stranger danger	Pupils	<ul style="list-style-type: none"> <li>• Brief children on 'Stranger Danger' before the trip</li> <li>• Ensure children are made aware not to walk off with an unknown adult unless given specific instruction by the visit leader. (e.g. with an activity leader)</li> <li>• Ensure pupils are supervised at all times</li> </ul>
6	Accident/emergency	Pupils/adults	<ul style="list-style-type: none"> <li>• Follow emergency procedure guidelines set out by EV policy</li> <li>• Ensure suitable staff helper (in addition to visit leader) understands emergency procedure</li> <li>• Brief children of what to do in an emergency and how to summon help</li> <li>• Ensure First Aid kit is carried by a member of school staff</li> </ul>
7	Getting lost/separated from group (outdoor venues)	Pupils	<ul style="list-style-type: none"> <li>• Regular headcounts</li> <li>• Ensure staff accompany pupils at all times - set clear parameters for children if they are exploring an area on their own.</li> <li>• Brief pupils on what to do if target get lost or separated</li> <li>• Ensure all pupils know name of visit leader, staff and school name</li> <li>• Brief parents / helpers clearly on your expectations of them and ensure they read the trips briefing sheet before leaving</li> </ul>
8	Getting lost/separated from group (indoor venues)	Pupils	<ul style="list-style-type: none"> <li>• Regular headcounts</li> <li>• Ensure pupils are in small groups</li> <li>• Ensure staff accompany pupils at all times, set clear parameters for children if they are exploring on their own.</li> <li>• Brief pupils to stay at venue if lost or separated and never to leave the premises</li> <li>• Brief children to make their way to reception</li> <li>• Ensure all pupils know name of visit leader, staff and school name</li> </ul>
9	Medical Conditions	Pupils	<ul style="list-style-type: none"> <li>• Ensure medical conditions are disclosed prior to visit</li> <li>• Ensure consent is given for staff member to administer medicine if required</li> <li>• Ensure medicines, epi pens, inhalers etc are carried by designated member of school staff</li> <li>• Ensure at least one staff member/adult volunteer knows how to administer medicine if required.</li> </ul>
10	Danger of water - ponds, lakes, rivers etc	Pupils / Staff	<ul style="list-style-type: none"> <li>• Brief children on dangers of water and how to avoid trips or falls into water.</li> <li>• Brief children on appropriate action to take if they or a friend fall into water.</li> </ul>
11	Use of toilets in public buildings / concerns about any adult at a visit	Pupils / Staff	<ul style="list-style-type: none"> <li>• Pupils should be supervised by an Howardian staff member at all times when using public toilets in a venue open to the general public. This will ensure that a responsible adult with an up to date DBS with the children at all times.</li> <li>• Male staff members / volunteers should always use cubicles instead of using the urinals</li> <li>• Brief the children before the trip on the importance of sharing any concerns with member of staff during the trip (e.g. issue in the toilets / concerns about adults in the visit location etc)</li> </ul>

12	Taking children from multiple yr groups to events e.g. Christmas concerts / sporting events	Pupils	<ul style="list-style-type: none"> <li>• Ensure pupils and parents are clear on what they need to bring with them to ensure they stay warm, fed and hydrated.</li> <li>• Ensure clear communication with parents regarding drop off / pick up arrangements if appropriate</li> <li>• Use register to record handover to parents when this occurs away from the school site</li> <li>• Ensure registration includes medical needs as children from a variety of classes/yr groups could be involved. consider if 1:1 supervision is needed</li> </ul>
13	Children at risk from supervision from adult volunteers	Pupils	<ul style="list-style-type: none"> <li>• Ensure adult volunteers are clear on their roles and responsibilities during the trip</li> <li>• Ensure all adult volunteers have received a copy of the leaflet "<a href="#">Guidance for Adult Volunteers on School trips with Howardian Primary</a>" The office will have copies of this show parents when they arrive.</li> <li>• Brief adult volunteers about their role before the trip starts</li> <li>• Place adult volunteers with a member of school staff where possible</li> <li>• School staff to step in if necessary to ensure the safety of children on a trip</li> </ul>
14	Staff member in charge is taken ill	Pupils / Staff	<ul style="list-style-type: none"> <li>• If the member of staff in charge of the trip is taken ill during the trip then another member of staff takes over leading the trip. The new leader should contact the school immediately to discuss appropriate cover / actions</li> <li>• On the rare occasion that there are no other members of staff from school on a trip the visit leader will inform parent helpers that they should contact the school to inform and get instructions on how to move forward should the Howardian member of staff become ill.</li> </ul>

### Location Specific Risk Assessments

	<b>Farm Visits</b> Machinery, vehicles, risk of allergy, contamination, bites, kicks, etc	Pupils and staff	<ul style="list-style-type: none"> <li>• Brief pupils to stay out of way of machinery/vehicles and to follow supervision by farm staff</li> <li>• Ensure parents have informed staff prior to visit of possible allergies</li> <li>• Ensure medicines are carried by designated member of school staff (if required)</li> <li>• Brief children not to touch animals unless safe to do so</li> <li>• Ensure pupils/staff are made aware of farm rules, reinforced by farm staff</li> <li>• Ensure all eating is done in hygienic locations</li> <li>• Ensure children wash hands before eating or touching animals</li> </ul>
	<b>Castle visits</b> <i>Dangers from:</i> High walls – falls Steep, dark stairs - falls	Pupils and staff	<ul style="list-style-type: none"> <li>• Visit leader knows venue and specific areas of risk in the castle (following recce)</li> <li>• Visit leader to brief other staff on potential risks</li> <li>• Supervise pupils appropriately</li> </ul>

	<b>Howardian Nature Reserve</b> <i>Dangers from:</i> pond / litter / strangers	Pupils and staff	<ul style="list-style-type: none"> <li>• Brief children on dangers of water and how close they can get to the pond area</li> <li>• Brief children on dangers of litter (glass / contamination / batteries / needles etc)</li> <li>• Remind children of what to do if a stranger approaches them</li> <li>• Set children clear boundaries of where they can investigate themselves / in groups</li> </ul>
	<b>Beach/coastal visits -</b> <i>Dangers from:</i> - being washed into sea caught by rising tide - dangerous rocks / potholes	Staff and pupils	<ul style="list-style-type: none"> <li>• Check tide times before embarking on trip</li> <li>• Check weather forecast for day of visit</li> <li>• Brief pupils and staff not to go near waters edge</li> <li>• Brief children about areas they shouldn't go to on a beach</li> </ul>
	<b>Venue hire e.g Church / place of worship visit / theatre</b> <i>Dangers from:</i> -intruders / members of the public gaining access to the building while in use by our school	Pupils	<ul style="list-style-type: none"> <li>• Secure building where possible, ensuring access to fire escapes remains</li> <li>• Where it is not possible to secure building a staff member should be placed near doors that give access to the general public to the area</li> <li>• Visit leader/ teaching staff should be clear on fire evacuation procedures and briefly explain to pupils what they should do.</li> <li>• Staff to highlight any specific dangers of the venue to pupils as needed</li> </ul>
	<b>Sports grounds (other schools, rugby clubs etc)</b>	Pupils	<ul style="list-style-type: none"> <li>• Ensure children have appropriate clothing with them to stay warm and dry if weather conditions are bad</li> <li>• Ensure children have drinks with them and enough food, if it is a whole day event</li> <li>• Ensure children are clear of boundaries of where they can and can't go when you get to a venue</li> <li>• Make records of when children have been picked up (when children are picked up directly from the venue) to ensure all children have been handed over before leaving yourself</li> </ul>
	<b>Swimming Pool</b>	Pupils	<ul style="list-style-type: none"> <li>• Ensure children walk around the pool sensibly and slowly</li> <li>• Ensure children listen to the swimming instructors</li> <li>• Ensure children are supervised in changing rooms</li> <li>• Ensure pupils are made aware of swimming pool rules, reinforced by swimming pool staff</li> </ul>
	<b>Feeding animals in various locations</b>	Pupils and Adults	<ul style="list-style-type: none"> <li>• Ensure all pupils follow the instructions given by staff on how to feed the animals safely</li> <li>• Ensure all children wash their hands as soon as possible after feeding the animals.</li> <li>• Brief children on the importance of staying calm when feeding the animals (e.g. no shouting, screaming, sudden movements) to ensure they don't spook the animals</li> </ul>

	<b>Residential Trips - Storey Arms &amp; Llangrannog</b>	Pupils	<ul style="list-style-type: none"> <li>• Children are fully briefed about the trip including timings of the day, what to bring and expected code of conduct</li> <li>• <a href="#">Code of conduct</a> is shared with Parents and carers with a clear understanding that a child may need to be picked up from the residential if they break the rules</li> <li>• Free time - Pupils are given clear expectations and boundaries for what they can do in free time and where they can go. For clarity, this should include examples of unacceptable behaviours / actions. Staff monitor this at various points throughout the trip to ensure these expectations are being followed.</li> </ul>
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Additional notes: Standard risk management procedures are reviewed and updated annually. Old versions are available by viewing version history or previous copies of this policy