



# EDUCATIONAL VISITS POLICY

## Document Control

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DO ALL THE GOOD YOU CAN, BY ALL THE MEANS YOU CAN,  
IN ALL THE PLACES YOU CAN, IN ALL THE WAYS YOU CAN,  
TO ALL THE PEOPLE YOU CAN, IN ALL THE TIMES YOU CAN,  
AS LONG AS EVER YOU CAN, AT ALL THE TIMES YOU CAN.

## Educational Visits Policy

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### INTRODUCTION

Rydal Penrhos School recognizes that off-site visits constitute an essential part of its various curricula. The latter comprise the **academic curriculum**, which sits alongside the **co-curriculum** as the two branches of the planned curriculum; however, there is also a **hidden curriculum** which is unwritten and comprises the values, norms, beliefs, behaviours and attitudes that are passed on unspoken and implicitly in the course of day-to-day School life.

This policy applies to all pupils at Rydal Penrhos School, including Pre-School pupils within the Early Years Foundation Stage (EYFS). Educational visits involving Pre-School pupils are subject to the same overarching principles of planning, risk assessment, safeguarding and approval as those for older pupils, with additional age-appropriate controls and supervision requirements as set out within this policy.

The benefits of educational visits are manifold:

- social skills are developed by means of problem-solving, decision-making, teamwork and residential experiences;
- the pupils gain a heightened level of environmental awareness which contributes to particular objectives which are included in the science and geography curricula;
- the aesthetic and creative programmes of study are enhanced by project work based on off-site activities;
- cultural visits contribute to knowledge and appreciation of world history, events and heritage.

### DEFINITION

#### Staff:

For the purpose of this policy, the term “staff” can be taken to signify any adult with responsibility for the care and safety of the pupils on a visit, to include parents / carers, volunteers and contractors (such as coach drivers).

## **ROLES & RESPONSIBILITIES**

### **The Governing Body:**

The Governors ultimately hold responsibility for all School activities taking place either on the campus or on site, and for full compliance with any regulations and guidelines, this including the competence of the activity / group leader to supervise the activity. In practice, they delegate such responsibility to the Principal.

### **The Principal**

The Principal has a duty to ensure, insofar as is reasonably practicable, the health and safety and welfare of staff, as well as that of pupils and visitors, both on and off site, whilst on school activities.

### **The Educational Visits Co-Ordinator (EVC):**

#### **Rydal Penrhos EVC: Mr David Robson (Head of Science Faculty)**

This colleague plays a key role in the supervision of any educational visit. Given the nature of the task, he or she must be an experienced member of staff with a background in education who is in a position to bring influence to bear on the School's Senior Leadership Team (SLT). He or she will have a weekly allocation of non-contact time which is designed to create the opportunity to organise the induction, training and monitoring of colleagues involved in the planning and supervision of visits; he or she will also be expected to attend regular training courses to refresh or expand his or her skills.

The EVC's role, with the appropriate administrative support, is as follows:

- to liaise with the SLT so as to ensure that any visit corresponds with the School's objectives;
- to support the Governors and the Principal in granting approval to any visit;
- to assess and subsequently assign colleagues with the appropriate competences and supervisory skills to lead any visit;
- to organise the selection, induction, monitoring and further training of leaders at the School. This will include opportunities for the latter to develop competence in dynamic risk management by assisting more experienced colleagues as they run a range of educational visits. Training in First Aid and Leadership is commonly included in this context;
- to carry out the occasional monitoring of Activity / Group Leader so as to identify any further training needs that they may have;
- to collaborate with the HR Department to ensure that the appropriate DBS checks are in place;
- to build up a library of guidance and information to support those planning visits, with particular reference to those heading abroad;
- to work alongside the Activity / Group Leader to provide parents / carers with the necessary information about the visit, and to obtain the consent of parents / carers for their child to participate in the visit;
- to ensure that emergency arrangements and emergency contacts are available for each visit;
- to check that a full and appropriate risk assessment has been prepared prior to each visit;
- to keep records of visits, so as to provide records of what has worked well and what has been less successful, as well as any incident or accident reports;
- to review systems and to monitor practice.

### **The Activity / Group Leader:**

This person co-ordinates the full gamut of arrangements which support the safe and effective running of any particular visit or off-site activity. He or she will follow an induction course organized by the EVC, followed by on-the-job training which initially involves working alongside an experience Activity / Group Leader. His or her subsequent performance in this role will be monitored by the EVC, who will arrange any further training which may be required.

For visits involving Pre-School pupils, the Activity / Group Leader will normally be the Pre-School Manager or a suitably experienced EYFS practitioner, and will ensure that planning, staffing ratios and risk controls reflect the age, stage of development and individual needs of the children.

**Staff:**

As with all health and safety matters, the School is required to assess risk, to introduce measures to control risks, and to advise employees as to the measures taken. The staff must take reasonable care of their own and each other's health and safety; they must co-operate with the School, carry out activities in accordance with training and instructions, and inform the School about any serious risks.

In accordance with the terms and conditions of their contract, staff are required to observe a duty of care with regard to the pupils in relation to the following:

- health and safety matters. Trips abroad require a special focus in this context;
- the maintenance of good order and discipline amongst the pupils;
- ensuring that child protection and safeguarding procedures are followed, both when the pupils are on the School premises and when they are engaged in authorised activities elsewhere.

Staff have a common law duty to act with care as befits a team of trained and experienced professionals, for are in loco parentis, and the care that they are expected to provide in the event of an incident is both professional and to the standard of that given by a parent.

Staff accompanying Pre-School pupils must be familiar with EYFS safeguarding requirements, the Lost Child Procedure, and the specific medical, behavioural and developmental needs of the children in their care.

**LEVELS OF SUPERVISION**

It is vital to plan for a suitable ratio of competent adult supervisors to young people as appropriate to the nature of the visit. The factors which must be taken into consideration include the following:

- the sex, age and ability of the group. If a visit for both boys and girls involves an overnight stay, there should be at least one male and one female staff member present. Nevertheless, staffing should be considered on a case-by-case basis so as to bear in mind any LGBTQ matters;
- the competence and nature of the members of the group;
- whether the group contains young people with special educational or medical needs, and how many of them there might be;
- the nature of the activities;
- the experience of those adults accompanying in off-site supervision, and their competence, both in general terms and in relation to any specific activities;
- the duration of the journey and the mode(s) of transport;
- the nature of any accommodation;
- the requirements of the organisation or location to be visited;
- the provision of First Aid cover.

It is the responsibility of the Activity / Group Leader to determine the ratio for any given visit, with the guidance of the EVC. The following factors should be borne in mind:

- that large parties create special supervisory problems of their own, and are best sub-divided;
- that small parties with minimum staffing are vulnerable to staff illness or accident. These eventualities should be considered at an early stage, especially for extended trips or visits abroad;
- that an allowance should be made for a possible reduction in the effectiveness of any member of staff who is accompanied by a close relation. This may be particularly relevant in an emergency situation.

Whenever a leader operates alone, the group should be briefed as to the actions to take, should Activity / Group Leader be incapacitated. If the group would be at serious risk if the leader were incapacitated, an assistant leader should be present to look after the group and to raise the alarm.

While it is not viable to set down definitive ratios for a particular age group or activity, the Outdoor Education Advisers' Panel provides the following starting points for consideration:

<b>Year Groups</b>	<b>Staff</b>	<b>Pupils</b>
<b>1 to 3</b>	1	6
<b>4 to 6</b>	1	between 10 and 15
<b>7 to 13</b>	1	between 15 and 20

Educational visits involving Pre-School pupils require enhanced supervision. Staffing ratios will be determined by the Activity / Group Leader in consultation with the Educational Visits Co-ordinator (EVC) and will reflect EYFS guidance, the nature of the visit, and individual pupil needs. As a minimum, staffing levels will meet or exceed statutory EYFS ratios, and may be increased where the environment or activity demands it.

Further guidance is available from the Royal Society for the Prevention of Accidents at this web address:

<http://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/school-visits-guide.pdf>

## **LEGAL CONTEXT**

The Outdoor Education Advisers' Panel (OEAP) provides advice in this area.

Under the Health and Safety at Work etc. Act (1974), employers (namely the Governors at Rydal Penrhos) are responsible for the health, safety and welfare at work of their employees. Employers are also under a duty to ensure, as far as is reasonably practicable, the health and safety of anyone else who may be affected by their activities; this includes participants in educational visits.

The Management of Health and Safety at Work Regulations (1992, updated 1999), made under the 1974 Act, require employers to:

- assess the risks of activities;
- ensure that measures to control those risks are adequate.

This includes informing employees about safety measures, along with reasonable measures to ensure that these are followed and implemented. The 'reasonable' requirement will generally be satisfied by monitoring arrangements 'in the field' until the employer is satisfied that there is a reasonable understanding of what needs to be done, and to be reasonably satisfied that it is being done. It is not necessary to monitor the performance of every employee on every activity, but by a process of targeted and random monitoring (and revision of practices as appropriate), the employer can be satisfied that there is general understanding and compliance with the employer's wishes.

Also under the Health and Safety legislation, employees must:

- take reasonable care of their own and others' health and safety;
- co-operate with their employers over safety matters;
- carry out activities in accordance with training and instructions;
- inform the employer of any serious risks.

These duties apply to all activities, including educational visits; teachers and other staff in charge of young people also have a common law duty of care to act as any reasonably prudent parent would in the same circumstances.

## THE PLANNING & ORGANISATION OF A VISIT

The following expectations and procedures must be considered from the outset when planning and organising a visit:

- the aims and objectives of the visit must be defined before any planning takes place. These must consider the relevance and educational value of the trip to its target market, and must pay due attention to the pupils' age, ability, competence and previous experience, as well as the resources (both human and material) available;
- with reference to the foregoing, internal approval for the trip must be sought;
- the educational objectives of the visit must be inclusive and must be made clear in the pre-visit documentation to all concerned;
- the initial planning of the trip may require an inspection at an early stage so as to provide sufficient opportunity for any information gleaned to be acted upon. Any such pre-visit would ensure that the Activity / Group Leader was familiar with the location to be visited, and that any issues raised could be addressed in good time;
- so as to reduce levels of risk to acceptable levels, appropriate arrangements should be put in place to identify significant hazards. The residual level of risk to be managed should be made clear to parents / carers, to the Principal, and to anyone else involved;
- should any independent providers be involved in the visit, their accreditation should be checked;
- it should be considered whether the proposed mode of transport is the most appropriate;
- with guidance from the Finance Department, the insurance cover should be checked to ascertain whether it is adequate and relevant;
- the staff / pupil ratio should be checked in relation to the visit's environment, the nature of the proposed activities and the needs of the group;
- with regard to supervision, expectations should be established as to the suitability, number and competence of all staff accompanying or instructing the group;
- reference should be made to the HR Department to ensure that the staff all have current DBS checks;
- all staff should only be given responsibilities which fall within the scope of their competences, and they must be fully briefed as to their individual roles;
- clear arrangements must be made to carry out dynamic risk management whilst the visit is in progress. Should the risk to the health and safety of the pupils become unacceptable, then the option of stopping the visit should always be borne in mind, and a fall-back option should be in place for such an eventuality;
- a fall-back option should also be prepared to cover contingencies such as staff illness, the need to alter transport arrangements at the last minute, or the sudden unavailability of a planned activity;
- should a major emergency arise, clear procedures should set up by way of response, particularly with regard to communications with parents / carers;
- adequate and proportionate safeguarding measures should be in place throughout the visit;
- arrangements must be available for any pupils with medical requirements and those with special educational needs;
- adequate First Aid provision must be set up in terms of staff qualifications and equipment;
- the staff must be aware of the educational aims and objectives of the trip, and they must understand the detailed planning and organisation of the visit. Should it not be possible to follow the intended plans, they should be aware of the fall-back alternatives, as well as any emergency procedures to follow in the event of an emergency situation;
- responsibility should be assigned to a designated member of staff who will record any accidents or incidents;
- the pupils should be fully briefed as to the aims and objectives of the trip. They must know what could harm them, and must also understand what safety measures could keep them and their peers safe. They must equally appreciate the expectations as to standards of behaviour and the code of conduct;
- the appropriate level of communication with parents / carers must take place with regard to the purpose and nature of the visit, and written consent must have been obtained, along with details of any medical issues which could have an impact upon proceedings;
- practices and procedures to deal with the health and safety of the pupils on visits must include measures to obtain parent / carer consent, to investigate parent / carer complaints, and to discuss and review procedures including incident and emergency management systems.

When planning visits involving Pre-School pupils, the following additional controls will apply:

- Written parental consent will be obtained for every visit;

- A named First Aider with a current Paediatric First Aid qualification will accompany the group;
- A fully stocked First Aid kit, together with any required medication or specialist equipment, will be carried at all times;
- A completed visit register, including parent / carer and emergency contact details, will be taken on the visit;
- Regular headcounts will be undertaken and recorded at key points throughout the visit;
- Children will be easily identifiable, normally through uniform or agreed alternative measures;
- A charged mobile phone will be carried by the Group Leader for emergency contact;
- Pre-visits and risk assessments will explicitly consider the suitability of the venue for the age, stage and development of the children.
- For visits involving Pre-School pupils, transport arrangements will give particular attention to age-appropriate seating, supervision and safeguarding. Children will always be accompanied by registered members of staff, will never be left unattended in a vehicle, and appropriate child seats or booster seats will be used where required.
- In the event of a child becoming lost or separated from the group on a visit involving Pre-School pupils, the School's Lost Child Policy and Procedures will be followed without delay. All incidents and accidents will be recorded in writing, and where required, reported to Care Inspectorate Wales in line with regulatory expectations.

**APPENDIX 1: PROPOSED CALENDAR EVENT FORM**

<b>Date of Request:</b>	
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<b>Name:</b>		<b>Department:</b>	
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<b>Proposed Trip / Activity / Event:</b>

<b>Date for Calendar:</b>		<b>Start Time:</b>		<b>Duration:</b>
<b>Year Group:</b>		<b>End Time:</b>		
<b>Number of Pupils:</b>		<b>Location:</b>		

<b>Links to the Curriculum &amp; Benefits to Pupils:</b>

<b>Number of Staff:</b>		<b>Possible Alternative Dates:</b>
<b>Funding:</b>		

<b>Category:</b>									
Academic Dates		Admissions		Alumni		Assemblies & Services		CCF	
D of Edinburgh		Drama		Events		Examinations		Exchanges	
FORPS		General		House Competitions		INSET		Music	
Open Days		Parent Meetings		Prep School		Pupil Meetings		Senior School	
Sport		Talks		Term Dates		Trips		UCAS	
Whole School									

**To: Principal** for approval

<b>Add</b>	
<b>Approved</b>	
<b>Publish</b>	

<b>Date:</b>	
<b>Signature:</b>	

## APPENDIX 2: TRIPS & VISITS FORM

### VISITS PROCEDURE

Safeguarding for young people and staff whilst on a School trip or visit is of paramount importance. It is essential to put in place robust and rigorous Risk Assessments which minimise the potential of accidents and misadventure; this protects the School, the Principal, the Activity / Group Leader, the staff and the pupils.

For the categories as referred in the section below, please see the table as laid out on page 8.

### BRIEF OVERVIEW

#### Category 1 & 2 Trips

- For category 1 & 2 trips, forms should be submitted to the EVC a minimum of 2 weeks prior to the date of the proposed trip, so that it may be checked for viability and for clashes against diary entries.
- The Generic Risk Assessment for category trips 1 & 2 should be completed by the Activity / Group Leader, together with a RPS Detailed Planning Form

#### Category 3 Trips

- For category 3 trips, paperwork should be submitted to the EVC at least 4 weeks prior to the date of the proposed trip, so that it may be checked for viability and for clashes against diary entries.
- The Generic Risk Assessment for category 3 trips should be completed by the Activity / Group Leader, together with a RPS Detailed Planning Form and will be subsequently verified by the EVC and / or by another member of SLT.

#### Category 4 Trips

- For category 4 trips, paperwork should be submitted to the EVC at least 6 weeks prior to the date of the proposed trip, so that it may be checked for viability and for clashes against diary entries.
- The Generic Risk Assessment for category 4 trips should be completed by the Activity / Group Leader, together with a RPS Detailed Planning Form and will be subsequently verified by the EVC and / or by another member of SLT, and a member of the Governing Board.

#### Short-notice trips

- Short notice trips and visits which have to take place according to external requirements will be considered on an individual basis. Staff should make an urgent appointment to discuss any such opportunity with a member of the SLT.
- A programme of professional development will be put in place for all trip organisers, and this will be mandatory for category 3 & 4 trip organisers; further information is available from the EVC.
- Any form which may be required is available on the T-Drive.
- Should any concern or issue arise, colleagues should not hesitate to consult a member of SLT or the EVC at the earliest opportunity, so as to avoid any snags in the timeline which could result in the refusal of a request.

Trips, visits and contextualised learning are crucial to a broad and engaging curriculum; they also provide social opportunities for students and can be vital to their emotional development. However, they must adhere to strict guidelines to ensure safety for all participants and minimise risk; as a School and as individuals, it is essential that liabilities be managed to the highest possible standards.

**Categories detailed below**

Category of Visits	Types of Activities
<b>Group 1 – Generic Risk Assessment Form RPS</b>	<b>Day visits in local areas</b> <ul style="list-style-type: none"> <li>• timetabled visits e.g. swimming pools, local parks</li> <li>• visits to local establishments</li> <li>• e.g. combined work and sports</li> <li>• local surveys</li> </ul>
<b>Group 2 - Generic Risk Assessment Form RPS</b>	<b>Day visits in North Wales from the establishment</b> <ul style="list-style-type: none"> <li>• journeys distinguished by an added difficulty an emergency would make e.g. visits to theatres / concerts and to museums</li> </ul>
<b>Group 3 - Generic Risk Assessment Form RPS &amp; RPS Detailed Planning Form</b>	<b>All visits / journeys involving potentially hazardous / adventurous activities &amp; Outside North Wales</b> <ul style="list-style-type: none"> <li>• visits for field studies involving water or within close proximity to open water</li> <li>• visits involving adventurous activity e.g. canoeing, climbing, skiing</li> <li>• visits to theme / adventure parks e.g. Gulliver’s World, Alton Towers</li> <li>• visits to farms, zoo or safari parks</li> </ul>
<b>Group 4 - Generic Risk Assessment Form RPS &amp; RPS Detailed Planning Form</b>	<b>Residential visits within and outside the UK</b> <ul style="list-style-type: none"> <li>• visits to residential centres e.g. YHA</li> <li>• visits abroad: historical study / language / sports activities</li> <li>• visits entirely organised by the establishment e.g. using youth hostel / hotel as a base for activities</li> <li>• visits involving exchanges</li> </ul>



Name of Member of Staff responsible for organising the trip:
Names of Staff accompanying trip:
Accommodation arrangements including name, address and telephone numbers of accommodation:
Details of any hazardous or physically demanding activities:
Contact name and telephone number of Member of Staff 'on call' at School: <i>(Please tick as appropriate)</i>
List of names and telephone numbers of Members of Staff accompanying the trip, including mobile telephone numbers:
Names of pupils participating: <i>(Please attach separate sheet if necessary)</i>
Please confirm that medical details have been obtained for all the pupils taking part in the trip or activity:  Please confirm that a First Aid Kit has been requested from Reception  If the trip or activity is outside the normal School working day, please confirm that you have a list of emergency contact numbers for all those participating in the trip or activity:

**For residential and trips abroad only:**

Have all passport and visa requirements been completed?

If appropriate, has the relevant Embassy been contacted?

Have the necessary flights/coaches been booked? Which airline/coach firm is being used? Please give full details, including telephone numbers:

<b>Please answer the following considerations for your trip:</b>	<b>Please Tick</b>
Has a list been published in the Staff Common Room of all those going on the trip?	
Has the Catering Department been informed that pupils will be missing from meals?	
Have packed meals been ordered? (The Catering Department requires 48 hours' notice.)	
Do not forget to complete a Recharge Form.	

**Parental Declaration (Optional)**

I give permission for my daughter/son \_\_\_\_\_ (*insert name*) to take part in the above activity as described, including all organised activities

I undertake to inform the visit organiser as soon as possible of any relevant change in medical circumstances occurring before the journey.

I hereby authorised any accompanying member of staff of the school to give consent to such medical treatment as is considered necessary for my child by a qualified medical practitioner during the visit.

I understand the extent and limitations of the insurance cover provided.

**Contact Information**

Name:

Address:

Home Telephone No.

Work Telephone No.

Mobile Telephone No.

**Emergency contact address if different from that above**

Name:

Address:

Tel No.

Mob No.

Name of Family Doctor

Telephone Nos.

Address:

Signed Parent/Guardian

**APPENDIX 3: DETAILED PLANNING APPROVAL FORM**

**Establishment / Service Name:-**

**Visit Itinerary**

<b>Places to be visited:</b>

<b>Date of Departure:-</b>	<b>Time of Departure:-</b>
<b>Date of Return:-</b>	<b>Time of Return:-</b>

**Group Information**

<b><u>YOUNG PERSONS</u></b>	
<b>Age Range</b>	
<b>Number of Young Persons</b>	
<b>Number of Girls</b>	
<b>Number of Boys</b>	

<b><u>ADULT STAFF SUPERVISION</u></b>			
<b>Number of Staff</b>		<b>Number of Other Adults</b>	
<b>Number of Male Staff</b>		<b>Number of Other Male Adults</b>	
<b>Number of Female Staff</b>		<b>Number of Other Female Adults</b>	

<b><u>Names, relevant experience, qualifications, specific responsibilities of staff with the group</u></b>
<b>Group Leader:-</b>

**Names, relevant experience, qualifications, specific responsibilities of other adults within the group**

--

**Names of pupils with special educational or medical needs**

--

**Travel Insurance Arrangements**

**for all members of group, including voluntary helpers  
(attach a copy of quote cover provided)**

<b>Insurance Cover</b>	
<b>Policy Number</b>	

**Transport Arrangements**

**Mode of Transport to be used on each leg of the visit**

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<b>Organising Agent Company Name:</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	

## Residential Accommodation

For each accommodation to be used during the visit

Accommodation Name:			
Address:			
Telephone Number:			
Dates Resident (from-to)			
Has the school used this provider previously?	YES	NO	

<b>Details of the programme of activities (include associated planning, organisation and staffing)</b>

<b>Existing knowledge or experience of places to be visited and whether an exploratory visit is intended</b>

**Two Emergency contacts at school / within the service:**

Name:	
Home Telephone Number:	
Mobile Number:	

Name:	
Home Telephone Number:	
Mobile Number:	

- Attached are copies of the risk assessments for the planned visit.
- I will obtain adequate travel insurance to cover all members of the Group.
- I will obtain parental consent and medical forms indicating that all parents have received the letter and given their approval for their child to participate.

**Group Leader**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approval**

**The Planning and Risk Management for this Visit has been Approved in accordance with the School/Service's Educational Visits Policy and Guidance.**

**Print Name:** \_\_\_\_\_

**EVC:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SLT:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(Please ensure this form is submitted two weeks before a day visit and four weeks before any residential trip).**

APPENDIX 4: GENERIC RISK ASSESSMENT FORM

GENERIC RISK ASSESSMENT – RYDAL PENRHOS SCHOOL

Title of Trip/Visit: \_\_\_\_\_

Date of Visit: \_\_\_\_\_

1. All Educational Visits

Hazard	Persons at Risk	Control Measures	Comments Action	Tick if in Place
Special needs of specific pupils – medical, behavioural, educational	Pupils Staff	<ol style="list-style-type: none"> <li>Obtain Information from parents</li> <li>Take advice from ALN Co-ordinator if appropriate</li> <li>Make necessary arrangements for individual pupils including individual risk assessment and additional staffing as necessary</li> </ol>	Use recommended parental consent form	
Indirect/remote supervision (includes field work, souvenir shopping, theme parks, historic sites etc.)	Pupils	<ol style="list-style-type: none"> <li>Check location as suitable for this mode of supervision</li> <li>Ensure pupils sufficiently briefed and competent (any individual pupils for whom indirect supervision not suitable must be directly supervised)</li> </ol>	Included in information to parents	
Leader’s own children	Pupils Other children Staff	(If staff (teachers or volunteers) families join group, pupil supervision most not be compromised) <ol style="list-style-type: none"> <li>Staff children are similar age to group and supervised with pupils or separate supervision arranged.</li> </ol>	Consider before staffing agreed	

**When all of the above conditions are in place the activity is considered low risk. If not in place, then a further assessment must be carried out to determine the level of risk.**

*This is a generic risk assessment for school use which identifies the common hazards and risk associated with this type of activity. Before undertaking the activity, Group Leaders must also make an assessment of any special risks which are specific to their particular visit, venue or pupils.*

Assessment carried out by:	Signed:	Date:
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## GENERIC RISK ASSESSMENT – RYDAL PENRHOS SCHOOL

### 1. All Educational Visits

Hazard	Persons at Risk	Control Measures	Comments Action	Tick if in Place
Exposure to weather – cold, heat, strong wind, over exposure to sun, ice, snow	Pupils Staff	<ol style="list-style-type: none"> <li>1. Consider possible weather conditions and plan appropriate programme, clothing and equipment</li> <li>2. Plan for pupils who may not bring suitable clothing – check before departure and/or bring spares</li> <li>3. Daily weather forecast obtained and plans adjusted accordingly</li> </ol>	Provide clear information re suitable clothing and equipment to pupils and parents	
Pupil lost or separated from group, inadequate supervision	Pupils	<ol style="list-style-type: none"> <li>4. Ensure supervising staff are competent and understand their roles</li> <li>5. Supervisory ratios are in line with LEA policy</li> <li>6. Plan and use suitable group control measures (e.g. buddy system, large groups split into small groups each with named leader, coloured caps etc.)</li> <li>7. Discuss itinerary and arrangements with pupils</li> <li>8. Briefing to all on what to do if separate at arrival/departure points and when separating / reforming groups</li> </ol>	Plan supervision before visit and brief staff	
Illness or injury	Pupils Staff	<ol style="list-style-type: none"> <li>1. At least one leader with each group first aid trained</li> <li>2. Leaders know how to call the emergency services</li> <li>3. Pupils and parents receive a reminder to bring individual medication which is securely kept</li> <li>4. First aid and travel sickness equipment carried</li> <li>5. Mobile phones carried if available</li> <li>6. Emergency contacts arranged with School / Principal and parents / carers</li> </ol>	Check first aid certificates are current Check medication brought by pupils	

Assessment carried out by:

Signed:

Date:

## GENERIC RISK ASSESSMENT – RYDAL PENRHOS SCHOOL

### 2. Local Visit on Foot

Hazard	Persons at Risk	Control Measures	Comments Action	Tick if in Place
Traffic	Pupils Staff	<ol style="list-style-type: none"> <li>1. Avoid busy roads if possible</li> <li>2. Supervision on pavements, roads and especially crossing of any fast roads at pre planned points</li> <li>3. Pupils briefed re hazards and behaviour required</li> <li>4. Group to walk on pavements</li> </ol>	Planning of visit and pre-inspection of route	
Slips trips and falls	Pupils Staff	<ol style="list-style-type: none"> <li>1. Pre-inspection of route</li> <li>2. Consideration of wet and icy conditions</li> <li>3. Appropriate footwear worn</li> </ol>		
Abuse by public	Pupils Staff	<ol style="list-style-type: none"> <li>1. Pupils to remain in small groups at all times</li> <li>2. Competent supervision</li> </ol>		
Pupil lost or separated from group	Pupils	<ol style="list-style-type: none"> <li>1. Pupils to remain in small groups at all times</li> <li>2. Supervision planned especially at key points</li> <li>3. Frequent head counts</li> <li>4. Emergency procedures for emergency e.g. lost pupil</li> </ol>		

**When all of the above conditions are in place, the activity is considered low risk. If not in place, then a further assessment must be carried out to determine the level of risk.**

Assessment carried out by:	Signed:	Date:
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## GENERIC RISK ASSESSMENT – RYDAL PENRHOS SCHOOL

### 3. Educational visit involving transport – Coach Travel

Hazard	Persons at Risk	Control Measures	Comments Action	Tick if in Place
Traffic Accident	Pupils Staff	<ol style="list-style-type: none"> <li>1. Ensure coach used meets LA recommendations – hire from accredited coach company</li> <li>2. Coach to have seat belts fitted (1 per child) and staff to ensure that they are used</li> <li>3. Appropriate level of supervision</li> <li>4. Suitable embarkation points used (e.g. coach park, onto wide pavement)</li> <li>5. Close supervision and head counts during any breaks in journey and getting on and off coach</li> </ol>		
Service station and other breaks in journey <ul style="list-style-type: none"> <li>○ Traffic</li> <li>○ Being left behind or separated from group</li> <li>○ Abuse by public</li> <li>○ Slips trips and falls</li> <li>○ Travel Sickness</li> </ul>	Pupils	<ol style="list-style-type: none"> <li>1. Brief pupils re purpose and timings of stops</li> <li>2. Pupils advised how and where to contact staff</li> <li>3. Pupils instructed to remain in groups of twos or threes (buddy system – each responsible for a named other)</li> <li>4. Reminders regarding moving traffic</li> <li>5. Careful headcounts before departure</li> <li>6. Pupils' medical information available and parental / carer consent for administration of medication</li> </ol>	Plan supervision before visit and brief staff and pupils	

**When all of the above conditions are in place, the activity is considered low risk. If not in place, then a further assessment must be carried out to determine the level of risk.**

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## GENERIC RISK ASSESSMENT – RYDAL PENRHOS SCHOOL

### 4. Educational visit involving transport – Public Transport

Hazard	Persons at Risk	Control Measures	Comments Action	Tick if in Place
<b>Buses, trams, trains, underground</b> <ul style="list-style-type: none"> <li>○ Vehicle involved in traffic accident</li> <li>○ Busy roads and traffic</li> <li>○ Being left behind or separate from group</li> <li>○ Slips trips and falls</li> <li>○ Travel sickness</li> </ul>	Pupils Staff	<ol style="list-style-type: none"> <li>1. Journey is planned and assessed – key risk points identified</li> <li>2. Careful supervision particularly in crowded areas and entry, exit and change points</li> <li>3. Frequent head counts</li> <li>4. Large groups divided into smaller groups each with leader(s)</li> <li>5. Pupils know their group and leader</li> <li>6. Emergency plan in place</li> <li>7. Pupils briefed where they are going and what to do if separate form group</li> <li>8. Reminders re moving traffic</li> <li>9. Pupils’ medical information available and parental consent for administration of medication</li> </ol>	Planning	
<b>Ferry crossing</b> <ul style="list-style-type: none"> <li>○ As above plus drowning</li> </ul>	Pupils Staff	<ol style="list-style-type: none"> <li>1. Close supervision on vehicle deck</li> <li>2. ‘Rules’ established and pupils briefed especially re open deck area (not permitted if dark or if sea rough)</li> <li>3. Remain in twos or threes (buddy system - each responsible for named other)</li> <li>4. Meeting point agreed throughout crossing and on docking (numbered stairway to coach deck)</li> <li>5. Careful head count before disembarkation</li> <li>6. Planned procedure for missing pupils e.g. member of staff to leave as foot passenger.</li> </ol>	Arrange procedures with staff and pupils	

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## GENERIC RISK ASSESSMENT – RYDAL PENRHOS SCHOOL

### 4. Educational visit involving transport – Public Transport

Hazard	Persons at Risk	Control Measures	Comments Action	Tick if in Place
<b>Air Travel</b> ○ As above plus airport terminal	Pupils Staff	1. Pre booking of seats to ensure group seated together		

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## GENERIC RISK ASSESSMENT – RYDAL PENRHOS SCHOOL

### 5. Educational visit involving transport – Minibus or Private Vehicles

Hazard	Persons at Risk	Control Measures	Comments Action	Tick if in Place
<b>Minibus</b> Traffic accident Travel sickness	Pupils Staff	1. Ensure minibus driver has appropriate licence 2. Driver to be minimum age 21 with full driving licence held for at least 3 years – see Transport Manager (RSM) for other size vehicle regulations 3. Driver makes appropriate checks before setting off 4. Driver ensures seatbelts are used 5. Trailer usage - see Transport Manager (RSM) 6. Luggage on roof securely fastened and does not exceed 100kg 7. Appropriate level of supervision 8. Suitable embarkation points used (e.g. coach park, onto wide pavement) 9. Close supervision and head counts during any breaks in journey and when getting on and off minibus		
<b>Private Vehicles</b> Traffic accident Child abuse Travel Sickness	Pupils Staff	1. Driver confirms car is insured to carry pupils and has current MOT 2. Seatbelts worn at all times 3. Permission obtained from parents / carers 4. DBS checks if appropriate		

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## GENERIC RISK ASSESSMENT – RYDAL PENRHOS SCHOOL

### 6. Residential Visit Accommodation

Hazard	Persons at Risk	Control Measures	Comments Action	Tick if in Place
Fire	Pupils Staff	<ol style="list-style-type: none"> <li>1. Check accommodation meets national standards i.e. meets the fire officer's recommendations or has a fire certificate</li> <li>2. Visit site – visual inspection of fire escapes, fire alarms, equipment , meeting point and procedures</li> </ol>	Pre-visit check and/or check of information or assurance form reputable tour operator Check on arrival. Take up any issues, such as locked fire doors, with manager. Inform group re fire procedures on arrival	
Child protection	Pupils Staff	<ol style="list-style-type: none"> <li>1. School has exclusive use of sleeping accommodation</li> <li>2. Staff accommodation adjacent and same floor as that of pupils</li> <li>3. External doors and windows secure against intrusion</li> <li>4. If pupil room have keys, staff have access to a master key</li> <li>5. Pupils can easily contact staff throughout the night</li> <li>6. Pupils are checked into rooms at 'lights out'</li> </ol>	Pre visit check and/or check of information/assurance from reputable tour operator	
Domestic hazards	Pupils Staff	<ol style="list-style-type: none"> <li>1. Accommodation has tourist board rating or other external validation of standards</li> <li>2. Visual inspection of balconies, stairways, electrical fittings, hazards in grounds or immediate surroundings</li> <li>3. On arrival, staff and pupils to report any faulty items found in rooms</li> </ol>	Pre visit check and/or check of information/assurance from reputable tour operator	

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## GENERIC RISK ASSESSMENT – RYDAL PENRHOS SCHOOL

### 6. Residential Visit Accommodation

Hazard	Persons at Risk	Control Measures	Comments Action	Tick if in Place
Hygiene	Pupils Staff	<ol style="list-style-type: none"> <li>1. Tourist board rating / environmental health endorsement or similar</li> <li>2. Visual inspection of washing facilities, lighting, heating, ventilation, catering</li> </ol>	Pre visit check and/or check of information/assurance from reputable tour operator	
Nigh time tendencies	Pupils	<ol style="list-style-type: none"> <li>1. Information gained from parents / carers regarding pupils' illnesses, sleepwalking etc.</li> <li>2. Suitable supervision arranged to meet needs of pupils</li> </ol>	Use School's parental / carer consent form	
Special Needs	Pupils Staff	<ol style="list-style-type: none"> <li>1. Accommodation meets any special needs of anyone in the group</li> </ol>	Pre-visit check as necessary	

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## GENERIC RISK ASSESSMENT – RYDAL PENRHOS SCHOOL

### 7. Exchange Visits with a School Abroad

Hazard	Persons at Risk	Control Measures	Comments Action	Tick if in Place
Inappropriate programme arranged by foreign school – high risk activities or insufficient supervision	Pupils Staff	<ol style="list-style-type: none"> <li>1. Good understanding between both schools on standards required</li> <li>2. Agree detailed programme from host school prior to departure</li> <li>3. If programme involves swimming, adventure activities etc., check programme with SLT</li> <li>4. Ensure supervision arrangements comply with those of school</li> </ol>	Early face-to-face planning with host school is essential	
High risk activities during home stays	Pupils	<ol style="list-style-type: none"> <li>1. Good understanding between schools regarding standards required</li> <li>2. Pupils well-matched with hosts</li> <li>3. Parents / carers and host family encouraged to make contact</li> <li>4. Foreign school inform host families regarding their 'duty of care' to under-age guests</li> <li>5. Briefings to pupils and parents / carers regarding pupils' responsibility to take sensible decisions</li> <li>6. Agree rules regarding higher-risk activities including evening free time, alcohol, relationships, swimming, cycling etc.</li> <li>7. Pupils have telephone contact number (mobile number) for accompanying teachers at all times</li> </ol>	Check information host schools provides to their parents. Information to pupils and parents/carers – latter informed and agree to participation in higher-risk activities such as cycling, riding, mountaineering etc. if these are arranged by host family. Remind parents / carers that children are not in direct supervision of teachers	
Child abuse	Pupils	<ol style="list-style-type: none"> <li>1. Host school has adequate vetting procedure for host families (ask if DBS check or equivalent is available)</li> <li>2. Pupils have telephone contact with accompanying teachers at all times</li> </ol>	Check adequate procedures followed; make level of checks clear to parents / carers	

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## GENERIC RISK ASSESSMENT – RYDAL PENRHOS SCHOOL

### 7. Exchange Visits with a School Abroad

Hazard	Persons at Risk	Control Measures	Comments Action	Tick if in Place
Road traffic accident	Pupils Staff	<ol style="list-style-type: none"><li>1. Train everyone re right hand traffic</li><li>2. Explain host country's traffic systems, pedestrian crossings etc.</li></ol>	Plan training	

When all of the above conditions are in place, the activity is considered low risk. If not in place, then a further assessment must be carried out to determine the level of risk.

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**(Please ensure that this form is submitted two weeks before a day visit and four weeks before any residential trip).**

Assessment carried out by:	Signed:	Date:
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