Llanfair Primary School
Educational visits policy
2026-2027

Contents

Section A LA procedures for educational visits

Foreword by Statutory Head of Education Services

Summary of policy

Summary of approval procedures

Visit approval / notification procedures

Planning forms

Section B Standard risk management procedures

Foreword

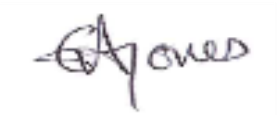
The Vale of Glamorgan Council's educational establishments have a rich and valued tradition of providing exiting and enjoyable educational visits for young people.

Young people benefit enormously from taking part in visits. Whilst contributing to the school curriculum, participation gives them the opportunity to undertake activities they may not otherwise experience and helps them to develop important life skills.

This document sets out planning and approval procedures that aim to help staff involved in visits to plan and deliver high quality and safe external visits – be it a regular visit to a park or a three week trek in a remote rain forest. By following these procedures, staff will be supported by the Local Authority in the unlikely event of an accident.

I would like to take this opportunity to express my gratitude to all staff who contribute to external visits with children and young people for their dedication, commitment and professionalism. Their work ensures that young people across the Vale of Glamorgan are given the opportunity to take part in high quality educational visits. These procedures are primarily aimed at supporting you in this valuable work.

Signed



Elizabeth Jones
DIRECTOR OF LEARNING AND SKILLS

Summary of policy

Llanfair Primary School follows the LA procedures for educational visit planning, approval and monitoring by using the EVOLVE online visit planning and approval system www.valeofglamorganvisits.org.uk for all visits run by school/establishment staff or volunteers.

Staff planning an educational visit must ensure that they plan their visit using the EVOLVE system valeofglamorganvisits.org.uk 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 Hayley Mayes, Educational Visits Coordinator (EVC)

Summary of procedures

This document sets out the procedures by which the Vale of Glamorgan 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

Outdoor Education Adviser
Dave Golding
Valleys Innovation Centre
Navigation Park
Mountain Ash
RCT
CF45 4SN
Ebost/Email:dave.m.golding@cscjes.org.uk
Ffôn/Tel: 01443 281406 / 07880 044407

Accidents, incidents and general advice relating to Health and Safety

Health & Safety Officer
Health & Safety Department
Civic Offices
Holton Road
Barry
CF62 8BF
01446-709862
e-mail: corphealthandsafetyone@valeofglamorgan.gov.uk

Visit approval/notification procedures.

Table 1 Visit approval/notification required for different types of visit.
Table 2: Definition of demanding environments
Table 3: Adventure activities

1. Internal approval
2. Blanket approval
3. Local Authority (LA) leader approval. Arranging LA approval/notification: visits other than Duke of Edinburgh's award expedition groups
4. LA approval decisions
5. Record keeping
6. Monitoring
7. Review

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

Important note - LA approval or notification is **not** required for:

- Visits to, or run by, the LA's shared Outdoor Education Centre at Storey Arms.
- Outdoor Education Advisers' Panel (OEAP) Outdoor Learning Card activities run in non-demanding environments by teachers / youth workers / other employees who have attended an OEAP Outdoor Learning Card training course.

Visit type	Approval/notification required
• residential • visits abroad • demanding environments (see Table 2) • adventure activities (see table 3)	Visit planned and approved using the EVOLVE system valeofglamorganvisits.org.uk **at least 28 days before visit.**
All other visits	All other visits must be approved by the Head or EVC and a record of the visit kept as set out in 'Record keeping' section of this policy. Schools/establishments can determine their own planning and approval requirements but are strongly advised to use the EVOLVE system valeofglamorganvisits.org.uk This system guides the visit leader through the visit planning and approval system required by the Local Authority (in line with National and WG guidance). The EVOLVE system allows regular, repeated visits to be planned and approved.

Table 2. Definition of demanding environments.

This table explains the classification of locations detailed in Table 1.

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
Normal countryside	Areas; • which are close to vehicle access (i.e. less than 30 minutes walking time for any group member to the nearest road from which the group could be evacuated by vehicle) **and** • where the environment does not have any of the features of a 'demanding environment' listed below.	Visits here **do not** require LA approval

Demanding environments	Areas where there is significant risk to the group from **<u>one or more</u>** of the following factors;
	• hazardous terrain (e.g. cliffs, very steep slopes etc.);
	• remoteness (i.e. more than 30 minutes walking time from the nearest point from which the group could be easily evacuated);
	• difficult escape (i.e. places where the group could be trapped and/or where they would need specialist help to escape);
	• exposure to severe weather (i.e. open to the weather and no easily accessible shelter within 30 minutes walking time for any of the group);
	• open areas without clear boundaries where the group might stray into hazardous or remote terrain in poor visibility;
	• fast flowing water, deep water, or water with strong currents (including tidal flow) **where**:
	  the group will be close to the water **and** there is a significant risk of someone falling in;
	  the group will be entering the water**.**
		Visits here **do** require LA approval.

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).

Any activity (**including camping, fieldwork and non-adventure activities**) taking place in demanding environments as defined in Table 2 above.

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 Head and a record of the visit kept as set out in 'Record keeping' section of this policy.

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

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

Parent/carer consent

Informed parent/carer consent must be obtained for all visits. For routine visits (those listed on form 1), blanket consent is obtained on an annual basis.

For non-routine visits (not listed on form 1) consent is obtained for each visit (or series of repeated visits) using form 2.

If 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.

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 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, 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 shared Outdoor Education Centre at Storey Arms.

When using a specialist venue or activity provider e.g. outdoor activity provider (other than the LA's shared Outdoor Education Centre at Storey Arms.), 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 valeofglamorganvisits.org.uk) 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.

3 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* *http://oeapinfo.com/* **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 G*uidance for Educational Visits*. If the intended activity is not listed in the guidance, 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.

4 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.

5 Record keeping

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

- List of participants
- Parental consent forms (these can be destroyed 3 months after the visit if no accidents or incidents have been reported)
- Where an accident or incident has been reported the school/establishment should retain the parental consent form for the pupil(s)/young person(s) involved.
- If there has been an accident/incident on a visit, schools/establishments must ensure that the LA is notified according to LA procedures. The LA will keep accident/incident records until the young person reaches age 21 (or for 3 years in the case of an adult). Schools/ establishments therefore do not need to retain records of accident/incidents reported to the LA unless they wish to do so for their own purposes. If a visit leader or school/ establishment receives notification of a claim they should not respond directly but should pass the details to the LA claims manager/insurance section.

In addition, schools/establishments should archive in the school/ establishment records a copy of their:
- Educational visits policy – dated so that the version current at the time of any visit can be traced;
- standard risk management procedures dated as current at the time of the visit;
- records of staff competence and training (perhaps as part of the appraisal/performance management records).

This information should be kept for 5 years after which it may be destroyed.

6 Monitoring

Internal monitoring by the Head/EVC
The Head/EVC must monitor, from time to time, for compliance with LA guidance by visit leaders within the school/centre.

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/centre.

Monitoring by the LA
The LA will monitor schools/centres on a 5 year cycle for compliance with LA guidance by all educational

establishments. The LA will contact EVCs to notify them of an upcoming monitoring visit.

7 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.