

All Saints' Church in Wales Primary School



*Together **E**veryone **A**chieves **M**ore*

Educational Visits Policy

Written: January 2021

Reviewed: As required

Chair of Governors:

Headteacher: Eleri Williams

The United Nations Convention on the Rights of the Child (CRC) is at the heart of our school's planning, policies, practice and ethos. As a rights respecting school we not only teach about children's right but also model rights and respect in all relationships. This policy is linked to:

Article 3: Everyone who works with children should always do what's best for each child;

Article 28: You have the right to learn and go to school;

Article 29: Your education should help you use and develop your talents and abilities

All Saints' Church of Wales Primary School

Educational Visits Policy
Written January 2021
Review date January 2024

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Foreword

Educational visits have always played a vital role in the learning of the children at All Saints'; learning outdoors plays an important part in the acquisition of new skills. Safely managed educational visits with a clear purpose are an indispensable part of our broad and balanced curriculum. They are an opportunity to extend the learning of all pupils, including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfilment. Educational visits are to be encouraged. All Saints' recognises its duty of care and statutory responsibilities for the health, safety and welfare of pupils, staff, volunteers and providers in connection with educational visits for which it is accountable.

Summary of policy

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

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

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

Queries relating to this policy should be directed to Arianne Ansell-Jones, Educational Visits Coordinator (EVC).

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

A.M.
November 2020

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Foreword

The Schools and Lifelong Learning Service continues to welcome the all-Wales approach to the organisation of educational visits through the National Visits Guidance from The OEAP endorsed by The Welsh Government.

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 The New Curriculum in 2022 in Wales means that increasing numbers of children spend time outside the classroom, not only in constructive play and learning outside the classroom, but also witnessing with awe and wonder the natural world. Our procedures are designed to assist all those who are charged with delivery at this 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 especially since the impact Covid 19 has had on this generation.

Iolo Williams – Outdoor Learning Ambassador for Wales –

“It is more important than ever that children have the opportunity to learn outdoors. Covid 19 has shown how important nature and the environment are to our mental and physical health.”

Chief Officer Schools 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

Dave Golding
Strategic Lead Outdoor Learning
Valleys Innovation Centre
Navigation Park
Abercynon
CF45 4SN
Tel: 01443 665000
Mobile: 07880 044407
Email: dave.golding@cscjes.org.uk

Accidents, incidents and general advice relating to Health and Safety

Janet Lewis
Health & Safety Adviser
Room 413
County Hall
Atlantic Wharf
Cardiff CF10 4UW

e-mail: JaLewis@cardiff.gov.uk
Telephone: 029 2087 3967
Fax: 029 2087 2360

Visit approval/notification procedures

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

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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.

	Approval/notification required
<ul style="list-style-type: none"> • residential • visits abroad • demanding environments (see Table 2) • adventure activities (see table 3) 	Visit planned and approved using the EVOLVE system www.cardiffvisits.org at least 28 days before visit.
Overseas expedition 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 www.cardiffvisits.org before booking the visit. LA Approval is in two stages: <ul style="list-style-type: none"> ○ Initial approval before booking ○ Final approval at least 8 weeks before the visit
Duke of Edinburgh Award expedition	Visit planned and approved using the EVOLVE system www.cardiffvisits.org at least 28 days before visit plus information required by DofE development officer
All other visits	All other visits must be approved by the Head or EVC and a record of the visit kept as set out in 'Record keeping' section of this policy. Schools/establishments can determine their own planning and approval requirements but are strongly advised to use the EVOLVE system www.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.

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
Normal countryside	Areas; <ul style="list-style-type: none"> • 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 one or more of the following factors; <ul style="list-style-type: none"> • hazardous terrain (e.g. cliffs, very steep slopes etc.); • remoteness (i.e. more than 30 minutes walking time from the nearest normal vehicle access point from which the group could be 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: <ul style="list-style-type: none"> <input type="checkbox"/> the group will be close to the water and there is a significant risk of someone falling in; <input type="checkbox"/> the group will be entering the water. 	Visits here do 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).

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

1 Approval and notification system for all visits

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

Schools/establishments can determine their own planning and approval requirements but are strongly advised to use the EVOLVE system www.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/establishment 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 (Cardiff MET, Christ Church and the Maelfa), blanket consent is obtained as part of the process of entry to school at All Saints'.

For non-routine visits (not listed above) consent is obtained for each visit (or series of repeated visits). A number of templates can be found on the Shared drive and all letters are checked by the EVC or Headteacher before they are distributed.

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.

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) 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 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 **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 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.

7 **Record keeping**

The EVOLVE system acts as a record for any visit planned and approved on the system.

Schools/establishments therefore only need to retain the following details for any particular visit:

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

In addition, schools/establishments should archive in the school/ establishment records a copy of their:

- Educational visits policy – dated so that the version current at the time of any visit can be traced;
- standard risk management procedures dated as current at the time of the visit;
- records of staff competence and training (perhaps as part of the appraisal/performance management records).

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

8 **Monitoring**

Internal monitoring by the Head/EVC

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

Monitoring by the Head/EVC should include:

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

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

Monitoring by the LA

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

9 **Review**

Feedback from monitoring will be used to review procedures in order to ensure that they meet the standards expected for off site visit organisation and leadership and to identify further training

needs for visit leaders and/or EVCs.

Planning forms

Form 1:	Parent/carer consent form: routine visits
Form 2:	Summary of information about participants/group lists
Form 3:	Emergency action flowchart for visit leaders
Form 4:	Emergency action flowchart for base (emergency) contacts
Form 5:	Incident record form



All Saints' Church in Wales Primary School

Name of pupil: _____

Dear Parents / Carer,

During the school year various classes visit local areas, e.g. Cardiff MET / NIAC, Christ Church, Maelfa Hub, general local area, all within walking distance, as part of their school work. Whilst you will **always** be informed if your child goes off site, instead of having to ask for permission on each occasion, we would be grateful if you would please complete and return the attached form giving your consent to these activities.

These visits will only take place within the school day. All pupils are covered by the Local Authority's third party public liability insurance.

A separate consent form will always be issued where transport is used.

I give permission for my child (named above) to visit local places (within walking distance) during the school year.

Signed: _____ Date: _____

Parent/Carer

Form 2

****TO BE ATTACHED TO EVOLVE FORM***



Summary of information about participants (young people and adults)

Group 1 Leaders name:	Group 2 Adult:	Group 3 Adult:	Contact number(s) for adults	Children's relevant special needs/medical information
1.	1.	1.		
2.	2.	2.		
3.	3.	3.		
4.	4.	4.		
5.	5.	5.		
6.	6.	6.		
7.	7.	7.		
8.	8.	8.		
9.	9.	9.		
10.	10.	10.		

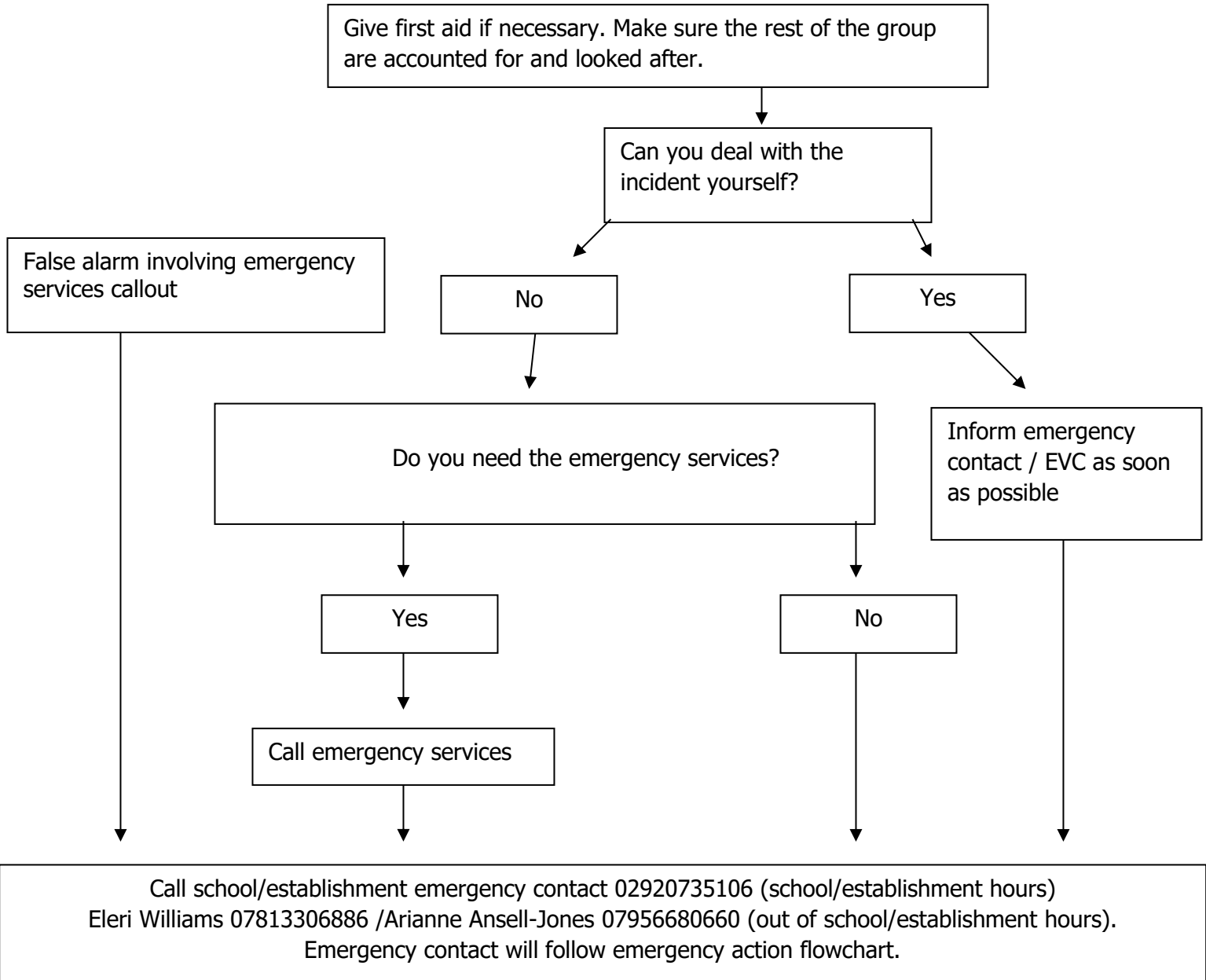
Form 3



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



Call school/establishment emergency contact 02920735106 (school/establishment hours)
Eleri Williams 07813306886 /Arianne Ansell-Jones 07956680660 (out of school/establishment hours).
Emergency contact will follow emergency action flowchart.

Form 4



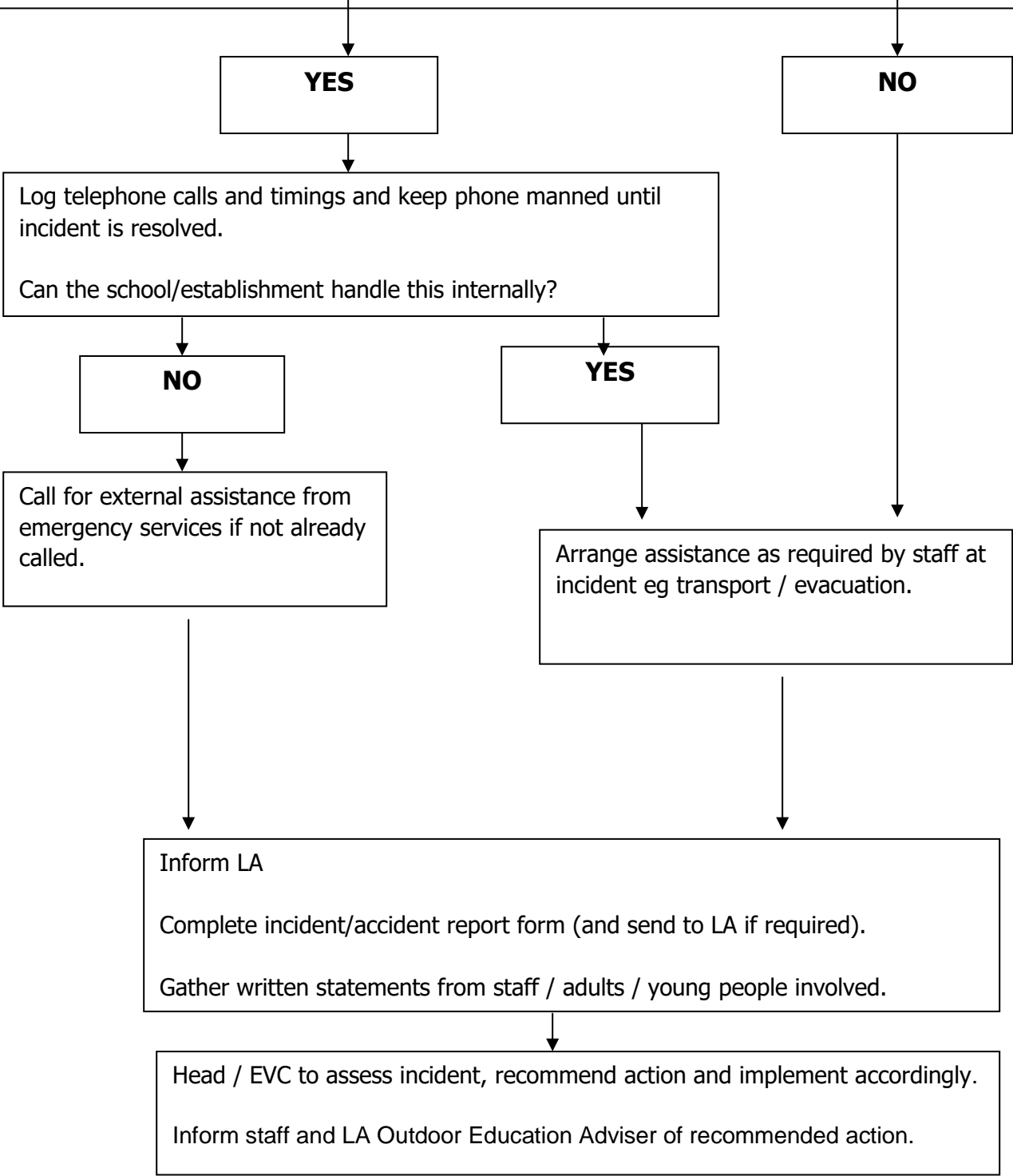
Emergency action flowchart for base (emergency) contacts

Record information on 'Incident Record Form'.

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

Is the incident serious? If unsure assume yes.

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



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 _____

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



RISK ASSESSMENT FOR EDUCATIONAL VISITS

School: All Saints' C/W Primary School		Venue / Activity: Date:
Significant hazards and harm which may occur:	Who might be harmed?	Safety Measures: <i>Measures that are in place and / or will be taken to reduce the risk to a tolerable level</i>
Class organisation:	Pupils	Children to be grouped (form 2) and a copy attached to Evolve Any children who show challenging behaviours to be in trip leader's group Adult to be assigned a group to lead Headcounts to be carried out by adult whenever there is a location change with their group and at regular intervals
Medical conditions:	Pupils	Ensure medical conditions are disclosed prior to visit Ensure consent is given for staff member to administer medicine if required Medicines to be carried by visit leader Ensure Epi pens, inhalers, medicines are carried by visit leader Ensure a member of staff attending the trip is trained to administer medicine if required. All staff to take fully charged mobile phone with them so that they can contact the school at any time. First aid kit to be carried at all times Emergency contact numbers to be carried by visit leader
Getting lost/separated from a group:	Pupils	Regular headcounts- getting on and off the coach/ any time you move location Small groups to be devised and a named adult (form 2) to accompany pupils throughout the trip Brief children to stay at the venue and never to leave the premises if lost or separated on an indoor trip Brief children to make their way to reception Brief children if on an outdoor trip and get lost or separated to shout for

<p>Toilets</p> <p>Trips, slips and falls</p>	<p>Pupils</p> <p>Pupils Staff</p>	<p>attention Ensure all pupils know the name of the visit leader/staff and school name Pupils to be briefed on looking out for their partners/groups Any incidents to be recorded using form 5</p> <p>Trip leader to supervise groups of children to the toilet not a parent helper Minimum of 2 children to be taken at any one time.</p> <p>Ensure appropriate footwear is worn and shoelaces tied Brief pupils/staff of possible areas where trips, slips and falls may occur Ensure First Aid kit is carried by visit leader Ensure any medical conditions of pupils are disclosed prior to visit Use handrails and point out uneven surfaces Any incidents to be recorded using form 5</p>
<p>Stranger danger</p>	<p>Pupils</p>	<p>Ensure children are made aware not to walk off with an unknown adult unless given specific instructions by a visit leader Regular head counts Supervised at all times, including appropriate supervision when toileting</p>
<p>Behaviour/discipline</p>	<p>Pupils</p>	<p>Rules to be revised with children before departing on trip Anybody who is not listening on the trip is to hold an adults hand Any children with behavioural needs to be in class leaders group</p>
<p>Accident/emergency</p>	<p>Pupils Staff</p>	<p>Headteacher/ Deputy Headteacher to be contacted in the event of an emergency – communicated to ALL supervisory staff Risk assessment needs to be communicated to all adults attending the trip Basic first aid available. Group leader and TAs to have access to mobile phone. (Follow form 3 and 4) Ensure a staff member in addition to visit leader understands emergency procedure</p>
<p>Staff: Driving children to a venue</p>	<p>Pupils Staff</p>	<p>Insure car appropriately Get signed permission from parents Ensure children get out of the car using the pavement side More than one adult where possible/ minimum of two children per adult</p>

<p>Transport to and from venues</p>	<p>Pupils Staff</p>	<p>Ensure recognised LA bus company is used. Travel arrangements are made through regularly used company – all seats fitted with safety belts. Bus to be parked always at kerb side or car park; count pupils on and off coach at each stop. Coach – children to board coach in an orderly fashion, with adult helping children board. Class teacher and TA to ensure that all pupils have seat belts on before journey commences. Children sitting at the back of the bus and the road side will disembark first – teacher to assist at the bottom of the coach steps. Children walk to meet their TA group leader when they disembark the bus until all party are ready to enter venue together. Teacher will check that all children have disembarked. Children to follow instructions given after disembarking, eg. go towards group leader</p> <p>Road safety talk to take place in class before embarking on trip Ensure staff are placed at front, middle and rear of children on the roadside</p>
<p>Crossing roads/walking along pavements:</p>	<p>Pupils</p>	<p>Brief children of conduct expected of them when walking/crossing roads] Pupils to walk in pairs/single file. Members of staff to choose safe place to cross roads (if not using recognised pedestrian crossing) 2 members of staff to stand in road with children walking between when crossing a road, another member of staff to lead across Staff to wear high visibility vests</p>
<p>Equipment: Scientific demonstrations at science venues</p>	<p>Pupils</p>	<p>Place children in groups (form 2) with a designated adult Adult to stand at the front of children to adhere to rules regarding proximity School/establishment staff to ensure children are following instructions of qualified staff</p>
<p>Weather conditions:</p>	<p>Pupils Staff</p>	<p>Check weather forecast prior to visit Brief pupils/parents of possible weather conditions prior to visit</p>

		<p>(suncream/hats- see suncream policy for hot weather, waterproofs)</p> <p>Ensure appropriate clothing/footwear is worn or taken with the children bearing in mind Summer/Winter conditions</p> <p>Check children are all suitably prepared before leaving for trip</p> <p>Ensure emergency shelter is taken if in a demanding environment</p>
<p>Beach and coastal visits: Washed into the sea caught by rising tide</p>	<p>Pupils Staff</p>	<p>Check tide times before embarking on trip</p> <p>Check weather forecast for day of visit</p> <p>Brief pupils and staff not to go near water's edge</p> <p>Additional supervision may be necessary (check ratio)</p>
<p>Farm visits: Machinery, vehicles, risk of allergy, contamination, bites, kicks, etc...</p>	<p>Pupils Staff</p>	<p>Brief pupils to stay away from machinery/vehicles and to follow supervision from farm staff</p> <p>Ensure parents have informed staff prior to visit of possible allergies</p> <p>Ensure farm rules are reinforced by staff</p> <p>Ensure medicines are carried by visit leader (if required)</p> <p>Brief children not to touch animals unless safe to do so</p> <p>Make sure First Aid kit is carried</p> <p>Food to be eaten in a hygienic area specially designated for eating</p> <p>Children to wash hands at regular intervals and before eating</p>
<p>Castle visits: High walls- falls Steep, dark stairs- falls</p>	<p>Pupils Staff</p>	<p>Visit leader knows venue and specific areas of risk in the castle (following recce)</p> <p>Brief other staff</p> <p>Supervise pupils appropriately</p>