

YSGOL BOTWNNOG
Polisi Ymweliadau Addysgol
Gofynion yr Awdurdod Lleol ar gyfer gweithdrefnau
cynllunio a chymeradwyo Ymweliadau Addysgol

Dyddiad cyhoeddi: Medi 2023

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Rolau a Chyfrifoldebau o ran rheoli Ymweliadau Addysgol a Dysgu Yn Yr Awyr Agored yn effeithiol

- Rhaid i staff fod yn glir ynghylch pam eu bod yn gwneud gweithgareddau (e.e. canlyniadau dysgu clir, rheoli risg, gwerthuso), a gallu dangos effaith
- Mae ysgolion yn sicrhau cymhwysedd Cydlynwyr Ymweliadau Addysgol (CYA) ac arweinwyr ymweliadau ac yn gallu dangos tystiolaeth o'u cymhwysedd (gweithdrefnau cymeradwyo clir, cynefino a hyfforddiant (gan gynnwys yr hyfforddiant gofynnol ar gyfer monitro Cydlynwyr Ymweliadau Addysgol, cofnodion ymweld ac ati);
- Rhaid i bolisiau fod yn glir ac yn gadarn ac mae angen i'r holl staff fod yn gyfarwydd â nhw (Polisi Ymweliadau Addysgol, polisi ein cyflogwr, Canllawiau Cenedlaethol);
- Rydym yn cael ein mesur yn erbyn polisiau ein cyflogwr - yn enwedig os aiff rhywbeth o'i le (HSE, achos cyfreithiol).

Mae'n ddyletswydd ar yr Awdurdod Lleol i ddarparu gwybodaeth, cyngor a hyfforddiant priodol, a bydd yn monitro effeithiolrwydd rheolaeth a darpariaeth ysgolion / Sefydliadau o Ymweliadau Addysgol.

Gallwch gael mynediad at bob dogfen berthnasol trwy fewngofnodi gyda'ch cyfeiriad e-bost Hwb i ddolen SharePoint <https://hwbwave15.sharepoint.com/sites/665/nwoes> neu drwy ddilyn y ddolen o'r ddogfen yn Adnoddau ar Evolve to Sharepoint

Rhaid i unrhyw un sy'n trefnu ymweliad oddi ar y safle gyfeirio at a dilyn y canllawiau perthnasol (yn ymwneud â natur yr ymweliad a gynllunnir) fel y nodir yng Nghanllawiau Cenedlaethol ar Ymweliadau Addysgol Panel Ymgynghorwyr Addysg Awyr Agored (OEAP) <https://oeapng.info>

Planning and Approving School Visits



Arweinydd yr Ymweliad

1. Yr unigolyn dynodedig sy'n gyfrifol am yr ymweliad ac a fydd yn gyfrifol am ddiogelwch ac ymddygiad y rhai sy'n cymryd rhan a'r tîm arwain ymweliad.

2. Bydd arweinwyr yr ymweliad yn cael cymeradwyaeth y Pennaeth/CYA ar gyfer yr ymweliad yn unol â pholisi'r ysgol/sefydliad.
3. Byddant yn cael cymeradwyaeth arweinydd yr ALL os ydynt yn arwain unrhyw ymweliad anturus / amgylchedd anodd ble mae angen cymeradwyaeth yr ALL (gweler tudalen 18 -adran ar Gymeradwyaeth ALL).

Isod mae gofynion allweddol i chi ar gyfer eich rôl a'ch cyfrifoldeb fel Arweinydd yr Ymweliad. Am fwy o wybodaeth ewch i [Arweinwyr Ymweliadau | \(oeapng.info\)](http://oeapng.info)

Gofynion Allweddol Arweinwyr Ymweliadau

- Rhaid iddynt fod yn gymwys i arwain, yn hyderus ac yn atebol
- Rhaid i arweinydd yr ymweliad allu arwain i'r lefel sydd ei angen gan yr ymweliad, ac yn meddu ar brofiad perthnasol digonol ac adnabyddiaeth o'r gweithgareddau, y grŵp, a'r amgylcheddau y byddant yn gweithredu ynddynt.
- Cynllunio a pharatoi'r ymweliad, gan gynnwys briffio aelodau'r grŵp a rhieni/gofalwyr;
- Sicrhau bod y gymhareb o staff i bobl ifanc yn briodol ar gyfer yr amgylchedd/gweithgareddau ac anghenion y grŵp;
- Adnabod peryglon arwyddocaol a chamau diogelwch i leihau'r risg i lefel goddefol, a hysbysu rhieni, y CYA a'r Pennaeth ac eraill ynghylch lefel y risg gweddilliol sydd angen ei reoli;
- Bod â digon o wybodaeth am y bobl ifanc i asesu eu haddasrwydd ar gyfer yr ymweliad neu fod yn fodlon fod eu haddasrwydd wedi ei asesu a'i gadarnhau;
- Sicrhau bod yr holl arweinwyr eraill yn gyfarwydd â'r gweithdrefnau hyn;
- Gwneud paratodau priodol a digonol ar gyfer argyfyngau ar y cyd â'r CYA
- Cynnal rheolaeth risg ddeinamig yn ystod yr ymweliad ac ystyried stopio'r ymweliad os yw'r risg i iechyd neu ddiogelwch y bobl ifanc yn annerbyniol a chael gweithdrefnau/cynlluniau eraill mewn lle os digwydd hynny.

Cydlynnydd Ymweliadau Addysgol

Elfen allweddol o'r gweithdrefnau hyn yw bod gan bob ysgol/sefydliad **Gydlynnydd Ymweliadau Addysgol (CYA) cymwys sydd wedi cwblhau cwrs hyfforddiant CYA y sir ac a ddylai ddilyn cyrsiau gloywi ar-lein unwaith bob 3 blynedd o leiaf**. Oherwydd natur y swyddogaeth rhaid i'r CYA fod yn aelod profiadol o staff:

1. sy'n rhan o, neu'n gallu dylanwadu ar yr uwch dîm rheoli;
2. gyda digon o awdurdod i lunio barn ynghylch gallu aelod arall o staff i arwain ymweliad o'r safle a chymeradwyo neu wrthod ymweliad a gynlluniwyd gan unrhyw aelod o staff;
3. Y CYA yw'r cyswllt arferol ar gyfer cynnal deialog ag Ymgynghorydd Addysg Awyr Agored/Ymweliadau Addysgol yr ALL.

Isod mae gofynion allweddol i chi ar gyfer eich rôl a'ch cyfrifoldeb. Rydym wedi cadw'r rhain i isafswm. Am fwy o wybodaeth ewch i [Cydlynnydd Ymweliadau Addysgol | \(oeapng.info\)](http://oeapng.info)

Gofynion Allweddol y CYA:

- Sicrhau bod pob ymweliad wedi'i gynllunio ac wedi'i gymeradwyo yn unol â'r polisi hwn;
- Cefnogi'r Pennaeth a'r Llywodraethwyr gyda phenderfyniadau cymeradwyaeth;
- Sicrhau bod arweinwyr cymwys i arwain neu oruchwylio ymweliad;
- Monitro arweinwyr ymweliadau yn achlysurol i ganfod anghenion hyfforddiant pellach;
- Sicrhau bod gwybodaeth clir i rieni/gofalwyr a chael y caniatâd angenrheidiol;
- Sicrhau bod trefniadau argyfwng a chysylltiadau yn eu lle ar gyfer pob ymweliad;
- Cadw cofnodion o ymweliadau unigol yn cynnwys llwyddiannau, ac unrhyw adroddiadau ynghylch damweiniau/digwyddiadau.

Y Pennaeth

1. Bydd y Penaethiaid / Rheolwyr yn sicrhau bod polisi a gweithdrefnau Ymweliadau yr Ysgol / Addysgol yn cael eu diweddarau a'u rhannu â staff, a'i fod yn cydymffurfio â, ac yn dilyn, gofynion ac argymhellion yr ALI.
2. Sicrhau bod trefniadau mewn lle i amcanion addysgol pob ymweliad fod yn gynhwysol.
3. Bydd angen iddynt sicrhau fod trefniadau yn eu lle i hysbysu'r corff llywodraethol ynghylch rhai ymweliadau a sicrhau fod trefniadau a chanlyniadau'r ymweliad yn cael eu gwerthuso i gefnogi ymweliadau'r dyfodol ac anghenion hyfforddiant staff;
4. Ymweliad cymeradwyo ar gyfer **pob** ymweliad addysgol cyn dyddiad yr ymweliad fel y nodir yn y tabl isod

Isod mae gofynion allweddol i chi ar gyfer eich rôl a'ch cyfrifoldeb. Rydym wedi cadw'r rhain i isafswm. Am fwy o wybodaeth ewch i [Pennaeth / Rheolwr | \(oepng.info\)](https://www.oepng.info)

Gofynion Allweddol y Pennaeth

- Bod yn ymwybodol fod penodi Cydlynnydd Ymweliadau Addysgol (CYA) yn hanfodol i weithrediad y canllawiau hyn a dylent gael amser digonol i gyflawni'r swyddogaeth, gan gynnwys mynychu hyfforddiant a gymeradwywyd gan OEAP. Gall Penaethiaid/Rheolwyr ddewis dynodi eu hunain fel CYA.
- Sicrhau bod strwythurau cefnogi addas ac effeithiol os bydd argyfwng neu ddigwyddiad critigol sy'n cynnwys modd o gysylltu â'r Swyddogion Addysg ALI perthnasol (ysgolion) neu Brif Swyddog Ieuencid (Gwasanaeth Ieuencid) neu dîm cynllunio rhag argyfwng ALI a threfnu ar gyfer riportio damweiniau a digwyddiadau fel bo angen. Dylid adolygu cofnodion o'r rhain yn rheolaidd, a defnyddio'r wybodaeth hon i gyfarwyddo ymweliadau'r dyfodol.
- Ble bo angen, gallu cael gwybodaeth arbenigol gan eu Hymgyngorydd Ymweliadau Addysgol.
- **Mae gan y Pennaeth (ysgolion) neu'r Pennaeth Sefydliad (dim ysgol) gyfrifoldeb am sicrhau bod yr Ymgynghorydd Ymweliadau Addysgol yn cael ei hysbysu am newid i'r CYA fel y gall ef neu hi gymryd camau i hyfforddi'r unigolyn newydd cyn gynted y bo'n ymarferol bosibl.**

Llywodraethwyr

1. Dylai aelodau o'r Corff Llywodraethu weld eu prif swyddogaeth fel '**galluogi a sicrhau**' bod staff yn gwbl ymwybodol o gyfrifoldebau'r cyflogwr o dan Gyfraith Iechyd a Diogelwch.
2. Bod y sefydliad wedi mabwysiadu'r Polisi Ymweliad Addysgol yn ffurfiol a bod ganddynt system gadarn i gefnogi gweithredu'r polisi.

Isod mae gofynion allweddol i chi ar gyfer eich rôl a'ch cyfrifoldeb. Rydym wedi cadw'r rhain i isafswm. Am fwy o wybodaeth ewch i [Llywodraethwyr, Ymddiriedolwyr a Chyfarwyddwyr | \(oepng.info\)](https://www.oepng.info)

Gofynion Allweddol y Corff Llywodraethu

- Maent yn herio er mwyn bod yn glir ynghylch sut mae dysgu awyr agored ac ymweliadau yn arwain at ystod eang o ddeilliannau i blant a phobl ifanc ac yn cyfrannu tuag at effeithiolrwydd y sefydliad.
- Maent yn sicrhau bod y polisi a gweithdrefnau ymweliadau addysg yn cael eu gweithredu yn llawn (yn cynnwys gweithdrefnau argyfwng – a'u bod yn cefnogi egwyddorion cynhwysiad).
- Mae rhan y Bwrdd/Corff Llywodraethu yn y broses gymeradwyo ymweliadau yn glir ac mae gweithdrefnau cymeradwyo a hysbysu yn gweithredu yn effeithiol.
- Sicrhau bod CYA a hyfforddwyd sy'n bodloni gofynion y cyflogwr, sydd â digon o amser i gyflawni'r swyddogaeth a hyfforddiant i gefnogi cynllunio a chynnal ymweliadau a dysgu awyr agored.
- Mae gweithdrefnau yn cael eu monitro, mae gweithgareddau yn cael eu gwerthuso, mae ymarfer da yn cael ei rannu ac ymdrinnir ag unrhyw broblemau i gydymffurfio â gofynion statudol a gofynion y cyflogwr.

Ymgynghorydd Ymweliadau Addysgol

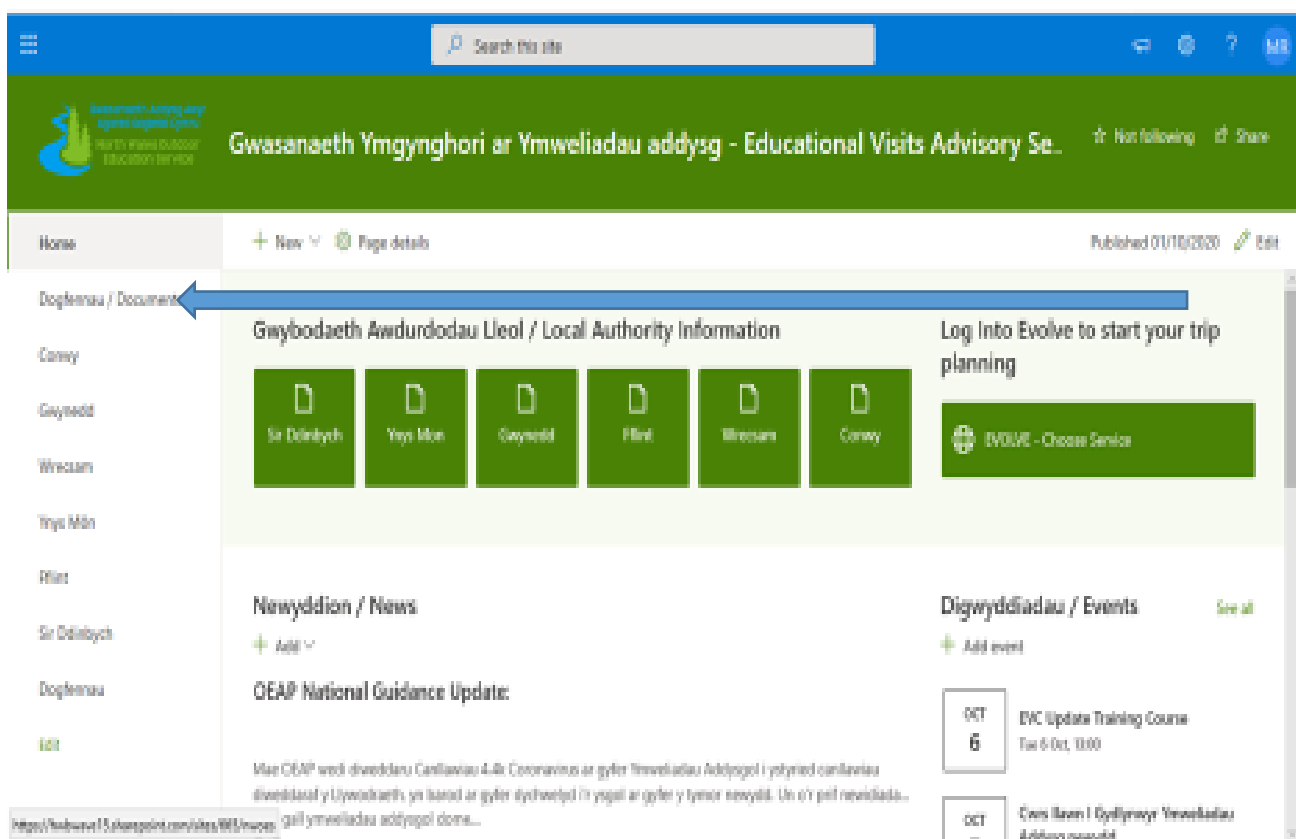
1. Mae'r Gwasanaeth Ymgynghorol Ymweliadau Addysgol yn cyflawni swyddogaethau statudol canlynol i gefnogi'r ALI i ddiwallu ei gyfrifoldebau a grymoedd cyfreithiol o ran ymweliadau oddi ar safle ac addysgol ar gyfer pobl ifanc gan ei staff.
2. Darparu cyngor arbenigol ar ddiogelwch ac ansawdd ymweliadau addysgol ac ar reoli risg yng nghyd-destun pob ymweliad addysgol,
3. Ar ran yr Awdurdod Lleol, cymeradwyo (neu wrthod) ymweliadau sydd angen cymeradwyaeth ALI, mae'r rhain yn cynnwys gweithgareddau antur, alldeithiau ac ymweliadau tramor.
4. Monitro safonau rheolaeth iechyd a diogelwch mewn gweithgareddau oddi ar y safle ac ymweliadau addysgol, gan gynnwys arsylwi gweithgareddau ac ymweliadau.
5. Sicrhau fod hyfforddiant digonol a phriodol ar gael a bod y staff perthnasol yn ei ddilyn.

Gofynion Allweddol Ymgynghorydd Ymweliadau Addysgol

- Sicrhau bod CYA, arweinwyr ymweliadau, staff eraill yr ysgol ac oedolion eraill sy'n ymwneud ag ymweliadau addysgol yn cael eu hasesu i fod yn gymwys yn eu tasgau penodol.
- Sicrhau y rhoddir canllawiau'r ALI ar Iechyd a Diogelwch disgyblion ar ymweliadau addysgol i bob sefydliad addysgol ALI a'i gadw'n gyfredol gyda'r ymarfer gorau diweddaraf, gan gynnwys gwersi a ddysgwyd o ddigwyddiadau yng Nghymru a thu hwnt.
- Cyflawni rôl gymeradwyo'r ALI ar gyfer categorïau penodol o ymweliadau addysgol
- Hysbysu'r ALI a'r Bwrdd Llywodraethu ynghylch diffyg cydymffurfio neu ymweliadau na chymeradwywyd gan yr YYA/ ALI
- Dilysu cymhwysedd staff yr ALI sy'n dymuno arwain ymweliadau mewn unrhyw faes neu weithgaredd ble mae angen cymeradwyaeth yr ALI.
- Cynnig hyfforddiant, cyngor a chefnogaeth berthnasol i bob sefydliad addysgol ar Iechyd a Diogelwch disgyblion ar ymweliadau addysgol a materion eraill sy'n ymwneud â diogelwch ac ansawdd Addysg Awyr Agored.

Gofynion cymeradwyo a hysbysu ar gyfer ymweliadau

Rhaid cymeradwyo pob ymweliad fel y nodir yn y tabl isod. Rhoddir penderfyniad ynghylch cymeradwyaeth ALI trwy'r system EVOLVE. NI DDYLID CYNNAL ymweliadau nes y ceir cymeradwyaeth. Mae ymweliadau a gyflwynir y tu allan i'r cyfnod a nodir yn y tabl mewn perygl o beidio cael eu cymeradwyo. Mae manylion trefniadau penodol ar gyfer y mathau o ymweliad ar gael yn <https://hwbwave15.sharepoint.com/sites/665/nwoes/SitePages/General-Documents.aspx>





The screenshot shows a SharePoint interface with the following elements:

- Page Title:** Gwasanaeth Ymgynghori ar Ymweliadau addysg - Educational Visits Advisory Service
- Navigation:** Home, Dogfennau / Documents, Cwney, Gwynedd, Wrecsam, Yng Mân, Flint, Sir Ddinbych, Edit.
- Document Columns:**
 - Dogfennau:**

Name	Modified
1-0 - Polisi	October 2
2-0 - Conllawiau	
3-0 - Gwithdrefnau	October 4
4-0 Rhooli Risg	October 5
5-0 Addysg, dysgu a sgiliau	October 6
 - Documents:**

Name
1-0 - Policy
2-0 - Procedures
3-0 - Procedures
4-0 Risk Management
5-0 Education, learning and skills

Math o ymweliad	Cynllunio a chymeradwyaeth sydd ei angen
<p>Ymweliadau arferol (fel y diffiniwyd yn y ddogfen gweithdrefnau ymweliadau addysgol)</p>	<p>Cynllunio YMWELIAD WEDI EI GYNLLUNIO GAN DDEFNYDDIO FFURFLEN CYNLLUNIO YMWELIAD ARDAL LEOL AR EVOLVE. - Ymweliadau yw'r rhain sy'n cynnwys dim mwy na lefel risg bob dydd ac sy'n dod o dan weithdrefnau a pholisi'r sefydliad. Dylai ymweliadau o'r fath ofyn am cyn lleied â phosibl o gynllunio neu baratoi sydd tu hwnt i'r hyn sydd ei angen i wneud y defnydd gorau o'r cyfle dysgu. Mewn cyd-destun ysgol, dim ond gwersi ydyn nhw mewn 'ystafell ddosbarth' wahanol. Maent yn seiliedig ar reoli risg generig sy'n rhan o'r Polisi hwn yn yr adran Asesu Risg, gyda rheolaeth risg sy'n benodol i ymweliadau o ran unrhyw beth sydd allan o'r arferol. Dylai ysgolion addasu'r templed yn y Polisi fel bo angen.</p> <p>Cymeradwyaeth Cymeradwyaeth y Pennaeth i aelod o'r staff arwain ymweliadau arferol</p>
<p>Ymweliadau heb fod yn arferol</p>	<p>CYNLLUNIO YMWELIAD WEDI EI GYNLLUNIO GAN DDEFNYDDIO'R FFURFLEN AR Y SYSTEM EVOLVE – GAN ARWEINYDD YMWELIAD / WEDI'I GYFLWYNO GAN Y CYA. Ymweliadau yw'r rhain sy'n gofyn am gynllunio ychwanegol, a rhywfaint o aesiad risg sy'n benodol i ymweliadau. Mae ymweliad yn symud i'r categori hwn oherwydd na ellir rheoli un neu fwy o agweddau yn ddigonol gan y gweithdrefnau a'r polisi presennol. Gall hyn fod oherwydd pellter o'r sefydliad, natur y gweithgareddau, yr amgylchedd neu'r lleoliad(au), natur y grŵp penodol, yr angen am gymwyseddau arweinydd arbenigol, neu unrhyw gyfuniad o'r rhain</p> <p>Cymeradwyaeth</p> <ul style="list-style-type: none"> • Gan y Pennaeth ar system EVOLVE cyn yr ymweliad gan ddefnyddio eu rhif PIN • NI DDYLID CYNNAL ymweliadau na chawsant eu cymeradwyo gan y pennaeth ar y system EVOLVE.
<p>Ymweliad yn cynnwys unrhyw un o'r elfennau canlynol:</p> <ul style="list-style-type: none"> • Amgylcheddau anodd – yn cynnwys Astudiaethau Maes a Gweithgareddau Ysgol y Goedwig (yn ôl y diffiniad yn nhabl 4 yn y ddogfen gweithdrefnau ymweliadau addysgol) • Gweithgareddau anturus (yn ôl y diffiniad yn nhabl 4 yn nogfen gweithdrefnau ymweliadau addysgol) 	<p>Cynllunio Ymweliad wedi ei gynllunio gan ddefnyddio system EVOLVE / wedi'i gyflwyno gan y CYA</p> <p>Cymeradwyaeth</p> <ul style="list-style-type: none"> • Cymeradwywyd gan y Pennaeth gan ddefnyddio system EVOLVE gan ddefnyddio eu rhif PIN o leiaf 14 diwrnod cyn dyddiad cychwyn yr ymweliad. • Angen cymeradwyaeth yr ALI – mae EVOLVE yn gwneud cais awtomatig am hyn ar ôl i'r pennaeth gymeradwyo'r ymweliad. • NI DDYLID CYNNAL ymweliadau nad ydynt wedi cael cymeradwyaeth yr ALI ar y system EVOLVE
<p>Ymweliad yn cynnwys aros dros nos</p>	<p>Cynllunio – dylai'r dewis o aros dros nos fod yn gynhwysol ar gyfer oedran ac anghenion cefnogaeth ychwanegol y grŵp; a chefnogi amcanion dysgu'r ymweliad, a bod yn gost-effeithiol.</p> <p>Ymweliadau wedi'u cynllunio gan ddefnyddio system EVOLVE / wedi'i wirio a'i gyflwyno gan y CYA</p> <p>Cymeradwyaeth</p> <ul style="list-style-type: none"> • Ar gyfer ymweliadau preswyl domestig di-antur - Cymeradwyaeth gan y Pennaeth ar y system EVOLVE gan ddefnyddio eu rhif PIN • Ar gyfer darpariaeth breswyl ac anturus – Cymeradwyaeth gan y Pennaeth ar y system EVOLVE gan ddefnyddio eu rhif PIN o leiaf 14 diwrnod cyn DYDDIAD CYCHWYN yr ymweliad. • Angen cymeradwyaeth yr ALI – mae EVOLVE yn gwneud cais awtomatig am hyn ar ôl i'r pennaeth gymeradwyo'r ymweliad • NI DDYLID CYNNAL ymweliadau nad ydynt wedi cael cymeradwyaeth yr

ALI ar y system EVOLVE	
<p>Ymweliadau a theithiau tramor wedi'u trefnu trwy ddarparwr annibynnol neu gan yr ysgol (e.e. cyrsiau sgïo, teithiau chwaraeon, ymweliadau diwylliannol / ieithyddol neu alldeithiau tramor sy'n cynnwys cerdded neu weithgareddau antur eraill)</p>	<p>Cynllunio* (Gweler y nodiadau ychwanegol isod) Cymeradwyaeth gychwynnol cyn bwcio gan ddefnyddio ffurflen Cymeradwyaeth Amlinellol ar gyfer Ymweliadau Tramor OE1 (ar gael yn yr adran ffurflenni EVOLVE) yn cael ei chyflwyno i'r ALI Ar ôl caniatáu cymeradwyaeth gychwynnol, rhaid i'r ymweliad gael ei gynllunio gan Arweinydd yr Ymweliad gan ddefnyddio system EVOLVE / cyflwyno gan y CYA Cymeradwyaeth Mae dwy ran i gymeradwyaeth yr ALI:</p> <ul style="list-style-type: none"> • Bydd cymeradwyaeth gychwynnol ar gyfer y cam cynllunio yn cael ei roi o leiaf 3 mis cyn yr ymweliad. • Cymeradwyaeth y Pennaeth ar system EVOLVE o leiaf 42 diwrnod cyn yr ymweliad • Cymeradwyaeth terfynol yr ALI o leiaf 28 diwrnod cyn yr ymweliad – mae EVOLVE yn gwneud cais awtomatig am hyn ar ôl i'r pennaeth gymeradwyo'r ymweliad gan ddefnyddio eu PIN. • NI DDYLID CYNNAL ymweliadau nad ydynt wedi cael cymeradwyaeth yr ALI ar y system EVOLVE
<p>Alldeithiau Gwobr Dug Caeredin</p>	<p>Cynllunio (Gweler y nodiadau ychwanegol isod) Cynllunio'r ymweliad gan ddefnyddio system EVOLVE Cymeradwyaeth</p> <ul style="list-style-type: none"> • Cymeradwywyd gan y Pennaeth ar system EVOLVE gan ddefnyddio eu rhif PIN o leiaf 14 diwrnod cyn dyddiad cychwyn yr ymweliad. • Angen cymeradwyaeth yr ALI – mae EVOLVE yn gwneud cais awtomatig am hyn ar ôl i'r pennaeth gymeradwyo'r ymweliad • NI DDYLID CYNNAL ymweliadau nad ydynt wedi cael cymeradwyaeth yr ALI ar y system EVOLVE.

Gweithgareddau Anturus neu rai mewn Amgylcheddau Anodd

(Yn cynnwys Astudiaethau Maes, gweithgareddau fel Ysgol y Goedwig a Pharciau Adloniant e.e. Alton Towers, Gelli Gyffwrdd) - nid yw hon yn rhestr gyflawn ac mae'n newid yn barhaus, os nad ydych yn siŵr, holwch YYA y Sir

Adventure Sports

- Abseiling
- Artificial wall climbing
- Bouldering
- Canoeing
- Caving
- Caving - Artificial
- Coastering
- Ghyll scrambling
- Gorge walking
- Hill walking
- Horse riding
- Ice climbing
- Kayaking
- Kit Surfing
- Mine exploration
- Mountain Biking
- Mountaineering
- Orienteering
- Pony trekking
- Pot-holing
- Rock climbing
- Sail boarding
- Sailing
- Sand yachting
- Sea level traversing
- Sit on Top Kayaking
- Snowsports
- Stand Up Paddle Boarding
- Surfing
- Via Ferrata
- Wave Skiing
- Weaselling
- Whitewater Rafting
- Whitewater Tubing
- Wild camping
- Windsurfing
- Yachting

Games and Sports

- Athletics & Other Sports
- Archery
- Bell-boating
- Clay Pigeon Shooting
- Cycling
- Dragon boating
- Paintball
- Parachuting
- Paragliding
- Rowing
- Shooting
- Survival Skills
- Swimming - pool, sea, natural waters
- Swimming pools in hotels, hostels or campsites

Adventure Activities

- Assault Course
- Standing Camps
- Crate Stacking
- Dog sledging
- Hang Gliding
- High ropes courses
- Improvised rafting
- Jacobs Ladder
- Leap of Faith
- Low ropes courses
- Mountain Boarding
- Rock hopping
- Sledging
- Snorkel and aqua lung activities
- Team Building
- Zip wires
- Zorbing

Motorised Activities

- 4x4 Driving
- Go-karting
- Hovercraft
- Jet Ski
- Powered safety/rescue craft
- Quad Biking
- Segway
- Speedboats and Ribs
- Towed water sports / water skiina

Environmental Studies

- Bushcraft
- Field Studies
- Forest Schools
- River studies
- Coastal studies
- Urban studies
- Upland studies
- Wetland studies
- Studies using boats on canals, rivers and lakes
- Studies in quarries and at other rock exposures (hard hat areas)
- Expeditions
- Studies in caves and mines

Grwpiau Gwobr Dug Caeredin / Grwpiau Alldeithiau

Yr ymarfer gorau yw cael arweinydd alldaith / ymweliad sydd â throsolwg o'r holl alldaith gyda dirprwy cymwys priodol. Mae angen i ysgolion sicrhau bod y staff sy'n cymryd rhan mewn gweithio digwmni ynysig yn ystod alldaith yn gymwys ac yn ymwybodol o'r oblygiadau diogelwch gan gynnwys gweithdrefnau brys a materion perthnasol.

Dylai unrhyw un sy'n cynllunio alldeithiau Gwobr Dug Caeredin neu alldeithiau ddarllen Canllaw ar Alldeithiau Digwmni:

<https://hwbwave15.sharepoint.com/sites/665/nwoes/SitePages/General-Documents.aspx>

Bwriad y ddogfen hon yw gosod y safon ar gyfer ymarfer da i bawb sy'n gysylltiedig a sicrhau bod yr alldeithiau yn bodloni gofynion yr Awdurdod Lleol.

Cynllunio Ymweliadau Tramor

Mae ymweliadau tramor angen cyfnod cynllunio a pharatoi hirach. Gweler dogfen Canllawiau Cenedlaethol OEAP NG7r Ymweliadau Tramor sylwch yn benodol ar y cyngor a roddir am delerau ac amodau canslo, ac yswiriant. Trafodwch yn fanwl â'ch darparwr teithio am y sefyllfa ac ystyried y dewisiadau amgen a'r opsiynau pe na bai'r ymweliad hwnnw'n gallu bwrw ymlaen mwyach.

Mae ymweliadau tramor yn dod o fewn dau fath cyffredinol:

- pecyn cyfan a drefnwyd ac a gyflwynwyd gan ddarparwr allanol.
- ymweliad a arweiniwyd gan staff y sefydliad ei hun, ac fe all gynnwys cyfraniad gan nifer o bartneriaid a darparwyr yn y DU a thramor ond mae'r cyflwyno cyffredinol yn cael ei drefnu gan y sefydliad yn hytrach na'r darparwr allanol.
- Yn y ddau achos, **mae'n hanfodol cael cymeradwyaeth cychwynnol yr ALI cyn cadarnhau bwcio**. Gellir ceisio caniatâd cychwynnol yr ALI trwy lenwi ac anfon ffurflen cymeradwyo ymweliad tramor at yr Ymgynghorydd Ymweliadau Addysgol.
- **Rhaid gwneud cais am gymeradwyaeth gychwynnol ar gyfer y cam cynllunio o leiaf 3 mis cyn yr ymweliad.**
- **RHAID I'R PENNAETH** ei gymeradwyo ar system EVOLVE o leiaf 42 diwrnod cyn yr ymweliad.
- **Caniatâd ALI terfynol ar gyfer yr ymweliad ar system EVOLVE o leiaf 28 diwrnod cyn dyddiad cychwyn yr ymweliad.**

Alldeithiau Tramor

Gweler Canllawiau ar Alldeithiau Tramor yma:

<https://hwbwave15.sharepoint.com/sites/665/nwoes/SitePages/General-Documents.aspx> .

Nid oes safonau statudol DU sy'n rheoli darparwyr alldeithiau tramor ond mae'r canlynol yn berthnasol:

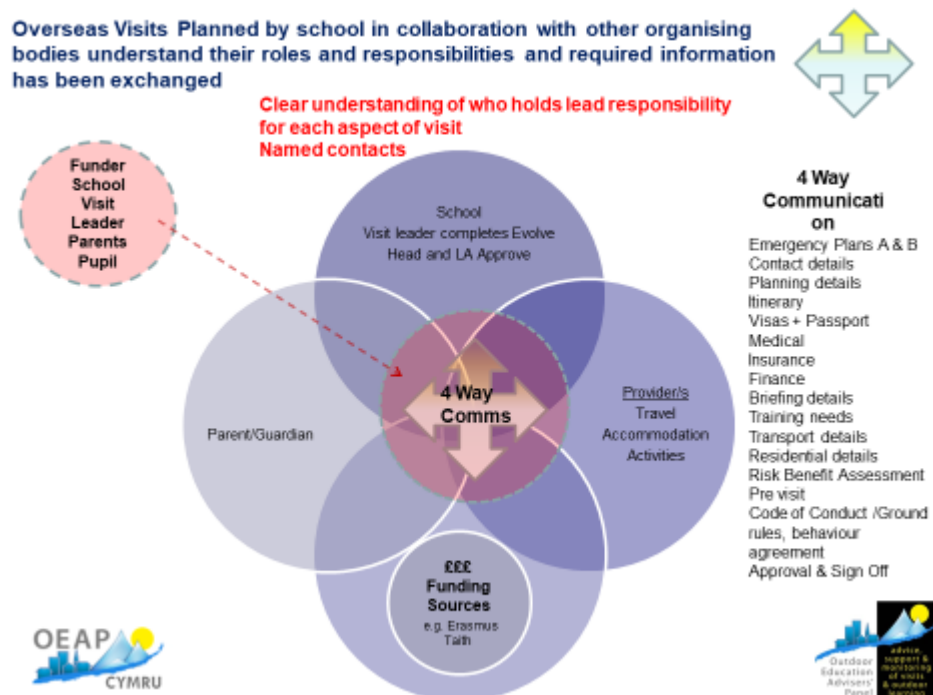
- Mae **Bathodyn Ansawdd Dysgu y Tu Allan i'r Dosbarth (LOtC)** ar gyfer alldeithiau tramor yn rhoi sicrwydd ansawdd a diogelwch, ac yn dystiolaeth bod y darparwr yn honni cydymffurfio â Safon Brydeinig BS 8848:2014. Nid yw'n cynnwys unrhyw arolwg o waith tramor.
- Mae Safon Brydeinig BS 8848: 2014 "manyllion darparu ymweliadau, gwaith maes, alldeithiau a gweithgareddau anturus y tu allan i'r Deyrnas Unedig" yn safon anstatudol y gall ddarparwyr

ddatgan eu bod yn cydymffurfio ar ôl hunan asesiad neu asesiad gan gorff allanol (nid oes rheolaeth ynghylch y cyrff asesu). Byddai unrhyw ddarparwr sy'n honni i gydymffurfio â BS8848 ac y canfuwyd nad oedd yn darparu'r hyn sydd ei angen yn ôl y safon yn torri'r cytundeb..

- Rhaid i'r ysgol / sefydliad addysgol roi gwybodaeth lawn i rieni am yr ymweliad fel y gallant wneud penderfyniadau dysgedig wrth roi caniatâd i drefniadau, gan gynnwys unrhyw "Gynllun B". Mae sesiwn briffio rhieni cyn yr ymweliad yn ymarfer da. Bydd yn darparu cyfle i rieni ofyn cwestiynau.

Ymweliadau Tramor sy'n cael eu cynllunio a'u harwain gan staff y sefydliad ei hun - Rhestr wirio

Ymweliadau sy'n cael eu harwain gan staff y sefydliad ei hun, a ariennir yn aml drwy Erasmus neu Taith a allai gynnwys mewnbwn gan amrywiaeth o bartneriaid a darparwyr yn y DU a thramor, ond mae'r ddarpariaeth gyffredinol yn cael ei chydlynu gan y sefydliad yn hytrach na darparwr allanol.



Rhestr Wirio cynllunio:

- **Manylion cynllunio** – cwblhau ffurflen OE1 i gael Cymeradwyaeth ymlaen llaw gan yr ALI
- **Manylion briffio** – rhieni a disgyblion
- **Cod Ymddygiad / Rheolau, cytundeb ymddygiad**
- **Cyllid ac ariannu** – a yw'n cynnwys holl gostau'r daith neu a oes costau ychwanegol
- **Cyn ymweliad** – RHAID gwneud y rhain i unrhyw gyrchfan newydd
- **Manylion cyswllt** – y DU ac yn y wlad
- **Asesiad Budd Risg** – yn cynnwys pob agwedd o'r amserlen
- **Manylion preswyl** – gwestai/hosteli/aros mewn cartrefi (gwiriadau cyfatebol i DBS ar gyfer y teuluoedd sy'n lletya neu ddatganiadau gan yr ysgol sy'n lletya)
- **Darparwyr Gweithgareddau** – gwirio Datganiad y Darparwr
- **Anghenion hyfforddi** – i staff yr ysgol a disgyblion
- **Manylion cludiant** – bws/awyren/fferi ac ati

- **Fisa a phasbort** – gwirio dyddiadau
- **Cynlluniau Brys A a B**
- **Meddygol** – datgeliad llawn i'r ysgol a chwmni yswiriant am unrhyw gyflwr hysbysadwy
- **Yswiriant** – sicrhau bod hyn yn cynnwys disgyblion a staff nad ydynt yn gallu teithio'n ôl gyda'r grŵp oherwydd salwch neu anaf
- **Cymeradwyo a chadarnhau**

Crynodeb o'r Gweithdrefnau

Clefydau Heintus – Ystyriaethau ar gyfer Ymweliadau Addysgol

Yn y cyngor, cydnabyddir nad yw COVID-19 wedi diflannu ac y bydd yn aros gyda ni yn fyd-eang. Am y rheswm hwn, mae'n parhau i fod yn bwysig i ysgolion a sefydliadau addysg ystyried yr hyn y gallant ei wneud i leihau lledaeniad y feirws, ac amddiffyn eu dysgwyr a'u staff, gan gynnwys unrhyw amddiffyniadau ychwanegol i'r rhai sy'n fwy agored i niwed.

Dylech fod yn gyfarwydd â Chanllawiau Llywodraeth Cymru a Chanllawiau Cenedlaethol sy'n berthnasol i'ch rôl, gan fod egwyddorion arferol arfer da yn dal i fod yn berthnasol

Canllawiau Llywodraeth Cymru [Ysgolion: coronafeirws | LLYW.CYMRU](#)

Canllawiau Cenedlaethol eraill. [Search Results | \(oeapng.info\)](#)

Rheoli Risgiau Ariannol

Rhaid i chi sicrhau bod gennych awdurdod gan eich cyflogwr cyn i chi ymrwmo i unrhyw gontract ar eu rhan. Os ewch i gontract heb awdurdod o'r fath, gallwch fentro cymryd camau disgyblu neu fod yn bersonol atebol am unrhyw gostau dan sylw.

Dylai pob cytundeb cytundebol fod rhwng y sefydliad sy'n trefnu'r ymweliad a'r darparwr. Ni ddylech ganiatáu i ddarparwyr gytuno ar gontractau neu hepgoriadau yn uniongyrchol gyda chyfranogwyr neu rieni. Nid yw'r manylion a roddir mewn hysbysebion, pamffledi, gwefannau ac ati o reidrwydd yn ffurfio rhan o gontract.

Dylech wirio'r hyn sydd wedi'i gynnwys mewn unrhyw gontract rydych chi'n cytuno arno. Dylech wirio beth sydd wedi'i gynnwys yn nhelerau ac amodau eich contract gyda'r Darparwr i sicrhau bod ysgolion a rhieni'n glir ynghylch unrhyw ganlyniadau ariannol canslo. Gweler dogfen OEAP NG doc [3.2i "Contractau a Hepgoriadau"](#).

Telerau ac Amodau:

Wrth ystyried a ddylid cytuno ar gontract ai peidio, dylech sicrhau eich bod yn deall yn llawn unrhyw delerau ac amodau perthnasol. Yn aml gallwch ddod o hyd i'r rhain ar wefan darparwr tra'ch bod yn y broses o ddewis darparwr. Dylech roi sylw arbennig i unrhyw delerau ac amodau ynghylch:

- Amseriad a swm y blaendaliadau a'r taliadau, sy'n aml yn gysylltiedig â thelerau ac amodau canslo
- Lle nad yw telerau ac amodau darparwr yn glir, neu nad ydynt wedi'u hysgrifennu mewn iaith glir, efallai y byddai'n well chwilio am ddarparwr gwahanol.

- Os oes unrhyw beth nad ydych yn ei ddeall dylech ofyn am gyngor neu ofyn i'r darparwr am eglurhad ysgrifenedig. Os nad ydych yn hapus ag unrhyw un o'r telerau ac amodau, dylech drafod y rhain gyda'r darparwr - efallai y byddant yn barod i drafod newidiadau.

Canslo:

Dylech fod yn glir ynghylch beth fydd yn digwydd pe byddech chi, y parti arall, neu unrhyw un o'r cyfranogwyr yn gohirio, canslo neu gwtogi'r ymweliad.

Os yw eich gallu i dalu am ymweliad yn dibynnu ar daliadau gan rieni neu gyfranogwyr, fe'ch cynghorir i sicrhau bod y telerau talu a chanslo yr ydych wedi cytuno â hwy yn cyd-fynd â'ch ymrwymiad ag unrhyw ddarparwr.

Dylech hefyd wirio bod gennych yswiriant addas i dalu am ganslo neu gwtogi ymweliad os bydd ffactorau fel salwch neu dywydd garw, a hysbysu cyfranogwyr neu rieni o unrhyw fanylion am yr yswiriant sy'n berthnasol iddynt.

Weithiau mae ffactorau allanol fel ffrwydrad folcanig, epidemig, neu newid yng nghyngor teithio'r llywodraeth yn golygu na all digwyddiad fynd yn eu blaen fel y cynlluniwyd. Dylech wirio'r telerau ac amodau, a'ch polisi yswiriant, ynghylch yr hyn a fyddai'n digwydd o dan yr amgylchiadau hyn.

Yswiriant

Darllenwch y canllawiau perthnasol <https://oeapng.info/download/1150/> a chysylltwch ag Adran Yswiriant eich Sir am unrhyw gyngor arbenigol os ydych yn teithio dramor

Dylai fod gan sefydliadau sy'n trefnu ymweliadau oddi ar y safle i ffwrdd o'u hardal leol yswiriant teithio sy'n cwmpasu'r gweithgareddau a gynlluniwyd. Dylai eich polisi gwmpasu:

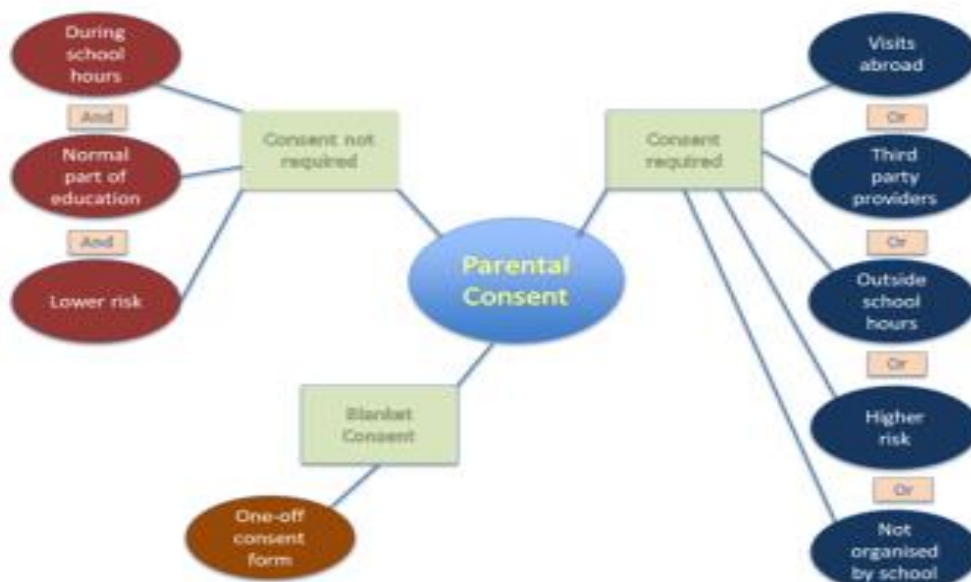
- Damweiniau personol;
- Canslo a chwtogi ymweliad; atebolrwydd personol; effeithiau personol ac arian; treuliau meddygol a dychwelyd. Efallai y bydd ar gael fel rhan o bolisiau yswiriant ehangach, neu fel ychwanegiad atynt, fel y rhai a drafodir gan gyflogwyr.

Dylid cymryd gofal i sicrhau nad yw'r sicrwydd yswiriant yn annilys gan amgylchiadau sy'n bosibl wrth deithio gyda phobl ifanc a dylech ystyried effeithiau posibl epidemig fel y coronafeirws wrth wirio'r sicrwydd a ddarperir gan bolisi. Er enghraifft, a fydd yr yswiriant yn talu cost canslo, cwtogi neu oedi ymweliad oherwydd newidiadau yng nghanllawiau'r llywodraeth neu fesurau rheoli feirws (megis bod aelodau'r grŵp yn gorfod ynysu gartref neu mewn gwesty a'u hatal rhag teithio)?

Pan fo'r yswiriant sydd ar gael yn annigonol, dylid ystyried cymryd yswiriant ychwanegol, neu estyniadau i'r polisi. Nid oes rheidrwydd arnoch i gymryd yswiriant a gynigir gan drefnydd teithiau fel rhan o becyn. Dylid ei gymharu ag yswiriant arall sydd ar gael. Os yw darparwr yn cynnwys yswiriant teithio yn y pris ond nad oes ei angen arnoch, dylech ofyn iddynt ei ddileu. **Cysylltwch â'ch adran Cyllid ALI i gael gwybodaeth am Yswiriant.**

Caniatâd Rhieni /Gofalwyr

All Visits Must have Informed Parental Consent



Mae angen caniatâd ar gyfer pob ymweliad addysgol ac oddi ar y safle. Dylai unrhyw un sy'n trefnu ymweliad oddi ar y safle:

- Ddarparu digon o wybodaeth i rieni wneud penderfyniad dysgedig ynghylch cyfranogiad eu plentyn. Gellir rhoi'r wybodaeth mewn amrywiaeth o ffyrdd, oherwydd bydd yr wybodaeth sydd ar rieni ei hangen yn dibynnu ar natur a chymhlethdod yr ymweliad.

- Dylid cael caniatâd cyffredinol ar gyfer ymweliadau arferol sef **y rhai a restrwyd ar eich Ffurflen Caniatâd Ymweliad Arferol**.
- Ar gyfer ymweliadau anarferol **h.y. dros nos/anturus etc**, ceir caniatâd ar gyfer pob ymweliad (neu gyfres o ymweliadau niferus) gan ddefnyddio **Ffurflen Caniatâd Rhieni Ymweliad Anarferol neu ffurflen Caniatâd Gweithgareddau Anturus**. Gellir cael enghraifft o ffurflen caniatâd rhieni ymweliad anarferol ar system EVOLVE trwy glicio ar adnoddau ac yna 'ffurflenni'.
- Gyda chamau diogelwch priodol yn eu lle, gall rhieni roi caniatâd yn electronig - e.e. trwy e-bost, neges destun, gwefan neu apiau. Dylai fod gan systemau ar lein sy'n darparu dewis ar gyfer rhoi e-ganiatâd i ymweliad penodol fod â'r adnodd i rieni gadarnhau eu bod wedi'u hysbysu'n llawn, a phryd a gan bwy y rhoddwyd y caniatâd. Dylai systemau sy'n defnyddio hypergyswllt neu adnodd atodiad alluogi cysylltiad uniongyrchol rhwng y caniatâd a'r wybodaeth ynghylch yr ymweliad.
- Pan na fo'n bosibl i rieni ddiweddarau gwybodaeth yn electronig, fel rhan o'r broses caniatâd, byddai'n ddoeth cynnwys datganiad sy'n hysbysu'r ysgol o unrhyw newidiadau i gyflwr meddygol y plentyn neu anghenion unigol (gan gynnwys unrhyw broblemau lles emosiynol neu iechyd meddwl a allai effeithio ar eu cyfranogiad yn yr ymweliad), caniatâd i driniaeth feddygol ac unrhyw newid i rifau cysylltu mewn argyfwng.
- Os nad yw rhieni/gofalwyr yn rhoi eu caniatâd ni ddylid mynd â'r unigolyn ifanc ar yr ymweliad ond dylai amcanion cwricwlaidd yr ymweliad gael eu cyflwyno i'r unigolyn ifanc mewn rhyw ffordd arall pan fo'n bosibl. Os yw rhieni/gofalwyr yn rhoi caniatâd amodol bydd angen i'r Pennaeth ystyried os gellir mynd â'r unigolyn ifanc ar yr ymweliad ai peidio.

Cynhwysiant

Yr egwyddor gyffredinol yw y dylai pob disgybl gael ei gynnwys ymhob gweithgaredd a phrofiad addysgol. Mae'r gyfraith yn gofyn am wneud 'addasiadau rhesymol' er mwyn cynnwys disgyblion gydag anghenion cefnogaeth ychwanegol. Gallai hyn olygu diwygio'r rhaglen, staff ychwanegol etc. Rhaid ystyried lechyd a Diogelwch yr holl ddisgyblion a staff yn ystod yr ymweliad hefyd.

Pan fo gweithgaredd neu ymweliad yn cael ei gynllunio, rhaid i bob cam ymarferol rhesymol gael ei wneud i gynnwys yr holl bobl ifanc. Dylid gwneud pob ymdrech rhesymol i ganfod lleoliad a gweithgaredd sy'n addas a hygyrch sy'n galluogi'r holl grŵp i gymryd rhan lawn. Dylai egwyddorion cynhwysiant gael eu hyrwyddo a'u trin yn y polisi ac ymarfer, gan sicrhau:

- hawl i gymryd rhan
- hygyrchedd trwy addasu, gan gynnwys darparu cymorth a gwasanaethau atodol
- integreiddio trwy gyfranogi gyda chyfoedion

Weithiau efallai nad yw'n bosibl gwneud addasiadau rhesymol i gynnwys unigolyn ifanc mewn ymweliad neu weithgaredd penodol na darparu'r grŵp gyda rhywbeth amgen arall, efallai oherwydd anabledd dwys. Nid yw'n angenrheidiol amddifadu gweddill y grŵp o gyfleodd gwerth chweil, os yw'n wir amhosibl canfod ffordd addas o gynnwys pawb, neu ar ôl darparu cefnogaeth ychwanegol mae'r cynllun rheoli risg yn parhau i ystyried y gallai disgyblion a staff barhau i fod mewn perygl.

Rhaid ystyried darpariaeth amgen. Cyfrifoldeb y sefydliad yw dangos bod yr hyn a ddigwyddodd am reswm heblaw gwahaniaethu annheg.

- Ni ddylai unrhyw addasiadau a wnaed er mwyn cynnwys rhywun anabl effeithio'n ddiangen ar bwrpas cynlluniedig y gweithgaredd
- Ni ddylai penderfyniad i wahardd rhywun gael ei gymryd yn ysgafn, ac ond ar ôl ymgynghori gyda'r rhai sydd â chyfrifoldeb am yr unigolyn ifanc, gan gynnwys (fel bo'n briodol) y pennaeth, CYA,

arweinydd yr ymweliad, staff cefnogi, rhieni, unrhyw ddarparwydd trydedd blaid, yr ymgynghorydd ymweliadau addysgol a'u meddyg o bosibl.

Ymddygiad

Nid yw Gwahardd oherwydd Ymddygiad yn un o'r nodweddion gwarchoddedig a ddiffinnir gan y Ddeddf Cydraddoldeb.

Felly, gallai fod yn dderbyniol gwahardd rhywun rhag gweithgaredd neu ymweliad os yw eu hymddygiad posibl yn cyflwyno risg sylweddol, na ellir ei reoli ac yn annerbyniol i iechyd, diogelwch neu les naill ai eu hunain neu eraill, neu i gwblhau'r gweithgaredd neu'r ymweliad yn llwyddiannus.

Fodd bynnag, os yw'r ymddygiad yn gysylltiedig â nodwedd warchoddedig, dylid cymryd gofal mawr i sicrhau nad yw gwahaniaethu annheg neu anghyfreithlon yn digwydd. Lle mae rhywfaint o amheuaeth ynghylch cynnwys neu eithrio rhywun ar sail ei ymddygiad, dylech ystyried:

- mynd i'r afael â'r mater ar gam cynharaf y cynllunio
- cynnwys pawb sydd â chysylltiad
- sefydlu cynllun rheoli ymddygiad gyda phwyntiau gweithredu y cytunwyd arnynt a allai alluogi cynnwys y plentyn yn yr ymweliad
- sefydlu targedau ymddygiad ac amserlenni i'w cwrdd i naill ai ganiatáu cynhwysiant neu sbarduno penderfyniad i eithrio
- rhoi briff penodol i oedolyn ychwanegol, fel rhiant neu weithiwr cefnogi, i reoli materion ymddygiad
- sicrhau bod yr hyn a ddisgwyllir gan staff yn rhesymol ac o fewn eu cymhwysedd
- cofnodi'r broses hon

Os caiff rhywun ei wahardd oherwydd ei ymddygiad, dylid ystyried ffyrdd amgen o gyflawni'r un canlyniadau dysgu. Oherwydd bod dysgu awyr agored ac ymweliadau oddi ar y safle yn bleserus, gall fod yn demtasiwn defnyddio gwaharddiad ar eu cyfer fel cosb am ymddygiad nad yw'n gysylltiedig â nhw.

Fodd bynnag, gallai hyn roi'r neges anghywir am werth addysgol gweithgareddau o'r fath. Er enghraifft, pe na fyddai ysgol yn eithrio disgyblion o wers fathemateg dan do fel cosb am gamymddwyn mewn man arall, gallai eu gwahardd o ymweliad fel cosb awgrymu bod yr ymweliad yn llai pwysig ond yn fwy pleserus na'r wers fathemateg.

Codi Tâl am Weithgareddau

Rhaid i ysgolion a sefydliadau addysgol gymryd ystyriaeth o'r gyfraith ynghylch codi tâl am weithgareddau ysgol, fel y nodwyd yn Neddf Addysg 1996. Ni ddylai ysgolion ac awdurdodau lleol godi tâl am:

- addysg a ddarparwyd yn ystod oriau ysgol
- addysg a ddarparwyd y tu allan i oriau ysgol os yw'n rhan o'r Cwricwlwm Cenedlaethol neu'n rhan o'r maes llafur ar gyfer arholiad cyhoeddus penodedig mae disgybl yn paratoi ar ei gyfer yn yr ysgol, neu'n rhan o addysg grefyddol
- cludiant a ddarparwyd mewn cysylltiad ag unrhyw ymweliad addysgol o'r math hwn
- athrawon llanw sy'n llenwi dros athrawon sydd i ffwrdd o'r ysgol ar ymweliad.

Gall ysgolion godi am bethau ychwanegol dewisol, sy'n cynnwys addysg a ddarparwyd y tu allan i amser y dosbarth nad yw'n:

- a) rhan o'r cwricwlwm
- b) rhan o'r maes llafur ar gyfer arholiad cyhoeddus penodedig mae disgybl yn paratoi ar ei gyfer yn yr ysgol honno
- c) rhan o addysg grefyddol.
- d) bwyd a llety i ddisgybl ar **yweliad preswyl**, ac eithrio i rieni sy'n derbyn rhai budd-daliadau (yn cyfateb yn gyffredinol i'r rhai sy'n cymhwyso plant i Brydau Ysgol am Ddim).
- e) gwasanaethau diwrnod estynedig a gynigir i ddisgyblion (e.e. clybiau gweithgaredd)
- f) rhaid i ysgolion hysbysu rieni sydd ar incwm isel ac sy'n cael budd-daliadau perthnasol am y gefnogaeth sydd ar gael iddynt pan fônt yn gofyn am gyfraniadau.

Defnyddio darparwr allanol – gwiriadau cyn archebu

Gall Ysgolion / Sefydliadau Addysgol ddefnyddio darparwr allanol i gefnogi, gwella neu ychwanegu at eu hadnoddau eu hunain i sicrhau'r canlyniadau mwyaf posibl o ymweliad. Dylech ystyried sut mae'ch sefydliadau a'ch darparwr yn gweithio gyda'i gilydd, ac yn benodol ar rolau a chyfrifoldebau staff y sefydliad a staff darparwr.

Ystyr 'darparwr' yw unrhyw berson neu sefydliad y tu allan i'ch sefydliad chi sydd wedi'i gontractio i drefnu a / neu arwain ymweliad neu weithgaredd gyfan neu ran ohono. **Fel rhan o gynllunio ymweliadau, dylid asesu unrhyw ddarparwr allanol i ganfod ei fod yn addas i ddiwallu anghenion a gofynion y sefydliad a'r grŵp, a safonau diogelwch perthnasol.**

- Er mwyn lleihau biwrocratiaeth i arweinwyr a darparwr, dylech fanteisio ar gynlluniau cymeradwyo cenedlaethol sefydledig. <https://oeapng.info/downloads/download-info/4-4h-preliminary-visits-and-provider-assurances>
- Gwiriwch fod unrhyw ddarparwr yn cynnig gwerth da am arian trwy gymharu gyda darparwr tebyg. Cofiwch nad oes dim i'w gymharu â gwybodaeth bersonol, gyfredol gan staff sydd wedi ymweld â'r lleoliad eu hunain cyn yr ymweliad.
- Wrth ddefnyddio lleoliad arbenigol neu ddarparwydd gweithgaredd, defnyddiwch y canllawiau canlynol cyn llofnodi unrhyw ffurflen archebu neu contract:



Bathodyn Ansawdd LOtC Os oes gan y darparwr y **bathodyn ansawdd LOtC** (achrediad Bathodyn Ansawdd Dysgu tu allan i'r Dosbarth) bydd wedi addo cymryd rhan mewn proses i gynnal dysgu y tu allan i'r dosbarth o ansawdd uchel ac maent wedi dangos eu bod yn bodloni chwe dangosydd ansawdd:

1. proses yn ei lle i gynorthwyo defnyddwyr i gynllunio'r profiad dysgu yn effeithiol
2. darparu gwybodaeth gywir am yr hyn a gynigiant

3. darparu gweithgareddau, profiad neu adnoddau sy'n bodloni anghenion y dysgwr
4. adolygu'r profiad a gweithredu ar adborth
5. bodloni anghenion y defnyddwyr
6. prosesau rheoli diogelwch mewn lle i reoli risg yn effeithiol.

Nid oes angen i ddeiliaid bathodyn LOtC ddarparu gwybodaeth ychwanegol ar eu systemau rheoli diogelwch na llenwi'r Ffurflen Darparwr

Bydd angen i ddarparwyr nad ydynt yn ddeiliaid LOtC llenwi'r Ffurflen Darparwr (y gellir ei lawr lwytho o'r adran ffurflenni ar EVOLVE) <https://oeapng.info/downloads/download-info/8p-provider-questionnaire>

- **Gwiriwch ei fod wedi ei llenwi yn foddhaol gan y darparwr cyn i chi archebu a/neu uwch lwytho'r ffurflen ar Evolve**. Mae hyn yn gofyn iddynt gadarnhau bod ganddynt asesiadau risg yn eu lle ar gyfer yr holl weithgareddau/gwasanaethau y maent yn eu darparu a bod y rhain ar gael i'w gweld ar y safle os gofynnir amdanynt.
- Sylwer **nad oes angen cael copïau o asesiadau risg y darparwr**.
- Gofynnwch am gyngor arbenigol ar unrhyw bryderon sy'n deillio o ymateb y darparwr trwy gysylltu ag Ymgynghorydd Ymweliadau Addysgol eich ALI

Cymeradwyo Arweinwyr Ymweliadau

Dylai fod gan ysgolion brosesau clir ar gyfer cymeradwyo pobl i arwain ymweliadau neu weithgareddau. Dylai hyn sicrhau bod arweinwyr yn **atebol, yn hyderus ac yn gymwys** i arwain yr ymweliadau neu'r gweithgareddau penodol y cânt eu cymeradwyo ar eu cyfer.

- Mae bod yn **atebol** yn golygu bod yr arweinydd wedi cael ei benodi trwy broses recriwtio briodol, sy'n cynnwys archwilio cefndir a sesiwn gynefino â pholisïau a gweithdrefnau'r sefydliad.
- Dylent ddeall y gadwyn atebolrwydd, yr hyn a ddisgwyllir ganddynt, a pholisïau a gweithdrefnau'r sefydliad.
- Mae bod yn **hyderus** yn cynnwys arweinwyr sydd â'r gallu i fod yn gyfrifol am sefyllfa wrth fod yn ymwybodol o'u galluoedd, a'u deall, ynghyd â'u cyfyngiadau.
- Mae bod yn **gymwys** yn golygu bod yr arweinydd wedi dangos y gallu i weithredu'n effeithiol, a bod ganddo brofiad a gwybodaeth berthnasol ddigonol o'r gweithgareddau, y grŵp, a'r amgylcheddau y bydd yr ymweliad yn digwydd ynddynt. Mae cymhwysedd yn gyfuniad o sgiliau, gwybodaeth, ymwybyddiaeth, barn, hyfforddiant a phrofiad. Nid yw o reidrwydd yn gysylltiedig ag oedran na swydd yn y sefydliad.

Nid yw profiad perthnasol o reidrwydd yn cael ei ennill trwy ailadrodd yr un peth sawl gwaith, ond trwy brofi ystod o wahanol weithgareddau ac amgylcheddau. Ni ddylid byth cymryd cymeradwyaeth yn ganiataol, a dylai gynnwys barn broffesiynol yn ogystal â thystiolaeth o gymhwysedd technegol.

Dylai'r Pennaeth / Rheolwr neu'r Cydlynnydd Ymweliadau Addysgol (CYA) (pan ddirprwyir y cyfrifoldeb) lunio barn ynghylch addasrwydd yr unigolyn hwnnw i arwain y grŵp hwnnw ar yr ymweliad / gweithgaredd hwnnw yn yr amgylchedd hwnnw.

Cymeradwyaeth Arweinydd Awdurdod Lleol

Pwy sydd angen cymeradwyaeth arweinydd AALI?

Rhaid i staff neu wirfoddolwyr yr ysgol sy'n dymuno arwain unrhyw weithgareddau neu ymweliad mewn amgylchedd anodd gan gynnwys astudiaethau maes neu weithgaredd anturus gael cadarnhad yn y lle cyntaf eu bod yn gymwys yn dechnegol i arwain, a hynny gan yr Ymgynghorydd Ymweliadau Addysgol. <https://oeapng.info/downloads/download-info/6h-faqs-adventure-activity-qualifications>

Gellir gweld manylion am weithgareddau mewn amgylcheddau annodd / gweithgareddau antur yn y gweithdrefnau gweithredol (adran 3.0) ar

<https://hwbwave15.sharepoint.com/sites/665/nwoes/SitePages/General-Documents.aspx>

Ceisiadau Cymeradwyaeth Arweinydd ALI

Mae'n **RHAID** i'r sawl sy'n ceisio cymeradwyaeth wneud Cais Cymeradwyaeth Arweinydd trwy eu cyfrif EVOLVE eu hunain, ni all y rhain gael eu gwneud gan rywun arall (CYA). I wneud hyn:

- Tudalen gartref EVOLVE
- Clicio'r eicon glas gyda'r ddau unigolyn gwyn
- Clicio ar 'Awards' a'r botwm 'Training' ar y gwaelod chwith
- Clicio'r botwm glas + nesaf at geisiadau cymeradwyaeth arweinydd ALI a llenwi'r ddwy adran:
 - a. manylion y gweithgaredd rydych yn gwneud cais amdano
 - b. crynodeb o'ch profiad diweddar
 - c. clicio ar continue
- Yna clicio ar y botwm glas + wrth 'My Awards' – pori eich ffeiliau ac uwch lwytho unrhyw gymwysterau perthnasol gan gynnwys tystysgrif cymorth cyntaf sydd mewn dyddiad – clicio ar 'continue'.

Bydd eich pennaeth wedyn yn cymeradwyo'r cais ac yna'r ALI. Mae cymeradwyaeth yn para am 3 blynedd ac wedyn bydd angen i chi ail wneud cais yn yr un modd.

Bydd cymeradwyaeth yn cael ei roi os bydd yr amodau canlynol yn cael eu bodloni:

- Mae'r arweinydd wedi cwblhau hyfforddiant y wobr arweinydd CLIC perthnasol ble mae un yn bodoli (neu ddilyn hyfforddiant perthnasol)
- Mae'r ymgynghorydd technegol wedi cynnal asesiad ymarferol o'r arweinydd ac yn gallu cadarnhau eu bod yn gweithredu ar safon y dyfarniad arweinyddiaeth CLIC perthnasol neu ar lefel addas fel y gellir rhoi cymeradwyaeth sy'n benodol i'r safle. **(Er mwyn trefnu cymeradwyaeth ymgynghorydd technegol mae'n rhaid i'r CYA ganfod ymgynghorydd technegol priodol sy'n fodlon llofnodi datganiad o fedrusrwydd arweinydd yr ymweliad)**

Yn ddibynnol ar brofiad a medr technegol, efallai y rhoddir cymeradwyaeth i arweinyddion roi arweiniad ar naill ai'r:

- gweithgaredd/gweithgareddau mewn lleoliad(au) penodol a enwir, ar unrhyw adeg yn ystod y cyfnod cymeradwyaeth;

neu:

- y gweithgaredd/gweithgareddau ym mhob lleoliad sydd o fewn eu cymhwysedd unrhyw bryd dros y cyfnod cymeradwyaeth.

Ymweliadau ar y cyd neu ymweliadau cydweithredol

Ymweliadau ar y cyd wedi'u cynllunio gyda neu gan sefydliad addysg arall neu fudiad allanol e.e. Ysgol, Gwasanaeth Ieuenctid, yr URDD a Swyddogion Chwaraeon

Dylai unrhyw ymweliad neu weithgaredd sy'n cynnwys pobl ifanc o'ch ysgol/sefydliad neu ble mae pobl ifanc wedi'u recriwtio trwy eich ysgol/sefydliad gael eu trin fel un o ymweliadau eich ysgol/sefydliad chi **hyd yn oed os yw'r ysgol/sefydliad arall neu ddarparwr allanol yn arwain wrth drefnu'r ymweliad**. Mae enghreifftiau yn cynnwys:

- Gemau/teithiau chwaraeon ble mae eich ysgol/sefydliad wedi gwneud y bobl ifanc/rhieni yn ymwybodol o'r cyfle ond ble mae'r daith yn cael ei staffio gan oedolion eraill e.e. hyfforddwyw chwaraeon, staff awdurdod lleol, staff yr Urdd neu debyg
- Ymweliadau ar y cyd ag ysgol/sefydliad arall
- Teithiau Dug Caeredin ble mae pobl ifanc o'ch sefydliad chi yn ymuno ag all-daith sefydliad arall.

Ar gyfer yr ymweliadau hyn, **rheid i CYA a phennaeth yr unigolyn ifanc allu dangos eu bod wedi:**

- Sicrhau bod pob agwedd ar gynllunio'r ymweliad yn bodloni anghenion sirol ar gyfer cynllunio a chymeradwyo ymweliadau. (Sylwer, gall ysgol/sefydliad arall gwblhau'r broses gynllunio a chymeradwyo os ydynt yn arwain ond os mai dyma'r achos, rhaid i'r cynllun ymweliad gynnwys yr holl bobl ifanc a'r staff sy'n rhan o'r ymweliad o bob ysgol/sefydliad perthnasol a rhaid i chi edrych ar a chymeradwyo'r cynllun ymweliad)
- Pob ysgol sy'n cyfranogi i gymryd rhan ddigonol wrth gynllunio'r ymweliad i sicrhau bod y trefniadau rheoli risg a gofal bugeiliol (gan gynnwys lefel priodol o oruchwyliaeth 24/7) yn briodol ar gyfer yr unigolyn/pobl ifanc o'u sefydliad
- Sicrhau bod y gweithgareddau a gynlluniwyd yn briodol i'r bobl ifanc o'u sefydliad
- Sicrhau bod rhieni yn ymwybodol o'r trefniadau goruchwyllo a'r gweithgareddau a gynlluniwyd a'u bod wedi rhoi eu caniatâd ar gyfer hyn
- Sicrhau bod unrhyw weithgareddau sy'n cael eu darparu yn cael eu darparu gan ddarparwr neu arweinydd gweithgaredd sy'n gymwys ac wedi'i yswirio
- Sicrhau bod y staff sy'n arwain yr ymweliad yn gymwys i wneud hynny e.e. cadarnhad gan Bennaeth ysgol / sefydliad arall
- Sicrhau bod y staff goruchwyllo ar gyfer yr ymweliad yn ymwybodol o unrhyw anghenion ychwanegol perthnasol (**gan gynnwys meddygol/dietegol/ymddygiad**) sydd gan y bobl ifanc sy'n cymryd rhan o'u sefydliad
- Sicrhau bod cefnogaeth briodol yn cael ei roi i arweinwyr yr ymweliad i reoli unrhyw anghenion ychwanegol yn effeithiol
- Sicrhau y gellir cysylltu â nhw os bydd damwain neu argyfwng arall.

Mae Darpariaeth Gydweithredol yn cynnwys pobl ifanc sy'n ymgymryd â rhan o'u haddysg i ffwrdd o'u sefydliad cartref, mewn safleoedd sy'n cael eu rhedeg gan ddarparwyr eraill, er enghraifft gan golegau, cyflogwyr neu ddarparwyr hyfforddiant. Gweler y canllawiau cenedlaethol OEAP <https://oeapng.info/download/1210/>

Weithiau bydd y darparwyr hyn eisiau cynnwys pobl ifanc mewn dysgu awyr agored, neu ymweliadau oddi ar y safle. Cyn i unrhyw ddarparwr gael ei ddefnyddio i ddarparu darpariaeth gydweithredol, dylai'r sefydliad cartref sicrhau bod y darparwr yn cael archwiliad cefndir priodol a bod cytundeb contract neu lefel gwasanaeth (CLG) mewn grym, sy'n nodi'n glir y safonau gweithredu gofynnol. Dylai'r contract neu'r CLG hwn gynnwys y trefniadau ar gyfer unrhyw ddysgu awyr agored neu ymweliadau oddi ar y safle. Dylai ei gwneud yn ofynnol i ddarparwyr naill ai gydymffurfio â'r polisïau a'r gweithdrefnau ar gyfer dysgu awyr agored ac ymweliadau oddi ar y safle a ddefnyddir gan y sefydliad cartref, neu ddangos bod eu polisïau a'u gweithdrefnau sy'n cwmpasu'r maes hwn yr un mor gadarn. Mae enghreifftiau yn cynnwys:

Cyfrifoldebau'r Sefydliad Cartref

Dylai'r sefydliad cartref sicrhau:

- Bod ganddynt bolisi cadarn sy'n nodi'r gofynion gweithredol ar gyfer gweithio ar y cyd sy'n cynnwys trefniadau clir ar gyfer trosglwyddo cyfrifoldeb am oruchwyliaeth;
- Maent wedi penodi cydlynnydd i gymryd goruchwyliaeth a chyfrifoldeb am y trefniadau cydweithredol;
- Rhennir polisïau'r sefydliad ar gyfer darpariaeth gydweithredol gyda'r darparwr, ac mae'r darparwr yn deall gofynion y polisi hwn;
- Os nad yw'r darparwr yn cydymffurfio â'r un polisi a gweithdrefnau ar gyfer dysgu awyr agored ac ymweliadau oddi ar y safle, dylai'r sefydliad cartref gael copi o bolisi a gweithdrefnau'r darparwr a deall sut mae'r rhain yn gweithredu;
- Mae contract neu gytundeb lefel gwasanaeth gyda'r darparwr;
- Mae cyfathrebu dwy ffordd effeithiol i sicrhau bod y darparwr a'r sefydliad cartref yn cael eu diweddarau ar faterion iechyd a diogelwch, meddygol, anghenion addysgol arbennig, anabled a lles

penodol;

- Mae rhieni'n cael eu hysbysu'n llawn o natur y ddarpariaeth (gan gynnwys unrhyw drefniadau cludiant), a cheir caniatâd priodol;
- Cytunir ar weithdrefnau sicrhau ansawdd gyda'r darparwr, gan gynnwys gweithdrefnau adrodd, ac mae'r rhain yn destun adolygiad parhaus;
- Mae trefniadau cludiant yn cael asesiad risg priodol ac yn destun adolygiad parhaus, gan hysbysu rhieni fel sy'n briodol.

Ar gyfer ymweliadau cydweithredol, rhaid i CYA a phennaeth yr unigolyn ifanc allu dangos eu bod wedi:

- Sicrhau bod pob ysgol sy'n cyfranogi i gymryd rhan ddigonol wrth gynllunio'r ymweliad i sicrhau bod y trefniadau rheoli risg a gofal bugeiliol, gan gynnwys lefel priodol o oruchwyliaeth 24/7 yn briodol ar gyfer eu pobl ifanc.
- Sicrhau bod y gweithgareddau a gynlluniwyd yn briodol i'r bobl ifanc o'u sefydliad
- Sicrhau bod rhieni yn ymwybodol o'r trefniadau goruchwyllo a'r gweithgareddau a gynlluniwyd a'u bod wedi rhoi eu caniatâd ar gyfer hyn
- Sicrhau bod y staff goruchwyllo ar gyfer yr ymweliad yn ymwybodol o unrhyw anghenion ychwanegol perthnasol (**gan gynnwys meddygol/dietegol/ymddygiad**) sydd gan y bobl ifanc sy'n cymryd rhan o'u sefydliad
- Sicrhau bod cefnogaeth briodol yn cael ei roi i arweinwyr yr ymweliad i reoli unrhyw anghenion ychwanegol yn effeithiol
- Sicrhau y gellir cysylltu â nhw os bydd damwain neu argyfwng arall.

Canllaw ar Reoli ymweliadau cydweithredol traws Sirol

Darllenwch a dilynwch y canllawiau penodol ar Ymweliadau Cydweithredol Traws Sirol a Rhanbarthol e.e. cyrsiau sgïo a thimau chwaraeon rhanbarthol y gellir eu gweld ar SharePoint i sicrhau bod yr ymarfer gorau cyfredol yn cael ei ddilyn yn ystod ymweliad cydweithredol.

<https://hwbwave15.sharepoint.com/sites/665/nwoes/SitePages/General-Documents.aspx>

YCHWANEGU Defnydd o Glybiau Trefnu i ddarparu gweithgareddau – masanchol neu beidio

Cymeradwyaeth gyffredinol ar gyfer Ymweliadau Addysgol

Gall cymeradwyaeth gyffredinol gael ei ddarparu:

- gan y pennaeth i staff i gynnal ymweliadau arferol
- gan yr ALI ar gyfer staff sydd gyda chymeradwyaeth arweinydd ALI.

Ar gyfer ymweliadau sydd wedi cael cymeradwyaeth gyffredinol, rhaid i arweinydd yr ymweliad a'r CYA sicrhau bod gan gyswllt brys yr ysgol/ sefydliad yr wybodaeth berthnasol gan gynnwys manylion y lleoliad, gweithgaredd, grŵp, cludiant, amser cychwyn/gorffen a gwybodaeth berthnasol arall ar gyfer pob ymweliad.

Ymweliad Addysgol a'r bygythiad o ymosodiadau terfysgaeth neu Aflonyddwch Sifil

Gweler dogfen perthnasol Canllawiau Cenedlaethol OEAP - <https://oeapng.info/download/3939/>

Dylai arweinwyr fod yn ymwybodol o'r posibilrwydd parhaus o ddigwyddiadau cysylltiedig â therfysgaeth, yn y DU a thramor, mae'n bwysig ystyried sut i leihau risg a sicrhau, os bydd digwyddiad, bod pawb sy'n cymryd rhan yn gwybod pa gamau i'w cymryd. Rydym yn cynghori bod yn ofalus mewn manau cyhoeddus. I gael y canllawiau diweddaraf, darllenwch y ddogfen Ganllaw sydd i'w gweld ar SharePoint:

Ystyriaethau'r Cyfryngau

Weithiau gall dyfeisiau electronig fod o fudd. Fodd bynnag, gall dyfeisiau electronig hefyd fod yn rhwystr. Argymhellir yn gryf bod rheolaeth dros ddefnydd diwahân ac o bosibl niweidiol o ffonau symudol a chyfryngau cymdeithasol gan grwpiau ar ymweliadau addysgol. Mae diogelu'r holl gyfranogwyr o'r pwys mwyaf ac mae angen i ganllawiau ar gyfer cyfranogwyr a rhieni adlewyrchu pwysigrwydd hyn. Mae hyn yn arbennig o bwysig wrth ddelio â digwyddiad / damwain sy'n annhebygol ac anffodus oherwydd gallai hyn rwystro'r gefnogaeth i ddelio ag argyfwng.

Cadw cofnodion/ Monitro

Ymweliadau a gynllunnir ar EVOLVE

Mae system EVOLVE yn gweithredu fel cofnod ar gyfer unrhyw ymweliad a gynllunnir ac a gymeradwyir ar y system. Felly dim ond y manylion canlynol fydd raid i ysgolion/sefydliadau eu cadw ar gyfer unrhyw ymweliad penodol:

- Rhestr o'r rhai sy'n cymryd rhan
- Ffurflenni caniatâd rhieni (**SYLWER: gellir dinistrio'r rhain 3 mis ar ôl yr ymweliad os na fydd damweiniau neu ddigwyddiadau wedi cael eu cofnodi**)

Pan fo damwain neu ddigwyddiad yn cael ei adrodd, dylai'r ysgol/sefydliad:

- Gadw y ffurflen caniatâd rhiant ar gyfer y disgybl / disgyblion dan sylw.
- Os bu damwain / digwyddiad ar ymweliad, rhaid i ysgolion / sefydliadau sicrhau bod yr ALI yn cael ei hysbysu yn unol â gweithdrefnau'r ALI. Bydd yr ALI yn cadw cofnodion damweiniau / digwyddiadau nes bod y person ifanc yn cyrraedd 21 oed (neu am 3 blynedd yn achos oedolyn).
- Felly nid oes angen i ysgolion / sefydliadau gadw cofnodion o ddamweiniau / digwyddiadau yr adroddir amdanynt i'r ALI oni bai eu bod yn dymuno gwneud hynny at eu dibenion eu hunain.
- Os yw arweinydd ymweliad neu ysgol / sefydliad yn derbyn hysbysiad o hawliad ni ddylent ymateb yn uniongyrchol ond dylent drosglwyddo'r manylion i reolwr hawliadau / adran yswiriant yr ALI.

Hefyd, dylai ysgolion/sefydliadau gadw copi o'r canlynol yn eu harchifau:

1. polisi ymweliadau addysgol – wedi'i ddyddio fel bod y fersiwn oedd yn gyfredol yn ystod yr ymweliad ar gael
2. y drefn rheoli risg safonol wedi'i ddyddio oedd yn gyfredol yn ystod yr ymweliad
3. cofnod o a hyfforddiant medrusrwydd staff (efallai fel rhan o'r cofnodion gwerthuso / rheoli perfformiad). Dylai'r wybodaeth hon gael ei chadw am 5 mlynedd wedi hynny gellir ei ddinistrio.

Monitro

Monitro mewnol gan y Pennaeth/CYA

Rhaid i'r pennaeth/CYA fonitro'r arweinyddion ymweliadau o bryd i'w gilydd i sicrhau y cydymffurfir â pholisi'r ysgol/sefydliad.

Dylai monitro gan y Pennaeth/CYA gynnwys:

- archwilio safonau cynllunio a threfnu'r ymweliad fel rhan o'r broses gymeradwyo
- arsylwi achlysurol ar arweinyddiaeth ymweliad.

Yn dilyn unrhyw arsylwi arweinyddiaeth ymweliad, mae'n ymarfer da darparu adborth llafar ac ysgrifenedig ac argymhellion ar gyfer hyfforddiant pellach pe bai'n angenrheidiol i'r arweinydd ymweliad. Dylid rhoi copi o'r adroddiad arsylwi i'r arweinydd ymweliad a dylai'r ysgol/sefydliad gadw copi arall ar ffeil.

Monitro gan yr ALI

Bydd yr ALI yn monitro ysgolion/sefydliadau ar gylch pum mlynedd i sicrhau cydymffurfio â chanllawiau'r ALI gan bob sefydliad addysgol. Bydd yr ALI yn cysylltu â'r CYA i'w hysbysu ynglŷn ag ymweliadau monitro sydd ar y gweill.

Rheoli Digwyddiadau

Siart llif gweithredu mewn argyfwng ar gyfer Arweinwyr

Ymweliad a

Chysylltiadau Brys ysgol

- Mae'r adran hon yn nodi'r camau i'w cymryd, os bydd digwyddiad brys/critigol yn ystod ymweliad addysgol.
- Mae ysgolion/sefydliadau yn cael siart llif gweithredu mewn argyfwng a rhaid i hwn gael ei gario gan bob arweinydd ymweliad sy'n cymryd rhan mewn unrhyw weithgaredd oddi ar y safle neu ymweliad.
- Rhaid i'r holl staff ar ymweliad roi rhifau ffôn yr holl staff eraill sydd gyda nhw a chysylltiadau brys yr ysgol yn eu ffôn.
- **RHAID I HOLL GYSYLLTIADAU BRYG YR YSGOL** fod yn rhai 24 awr hyd yn oed yn ystod ymweliadau dydd rhag ofn y byddant yn dychwelyd yn hwyr neu os bydd rhywbeth yn digwydd.

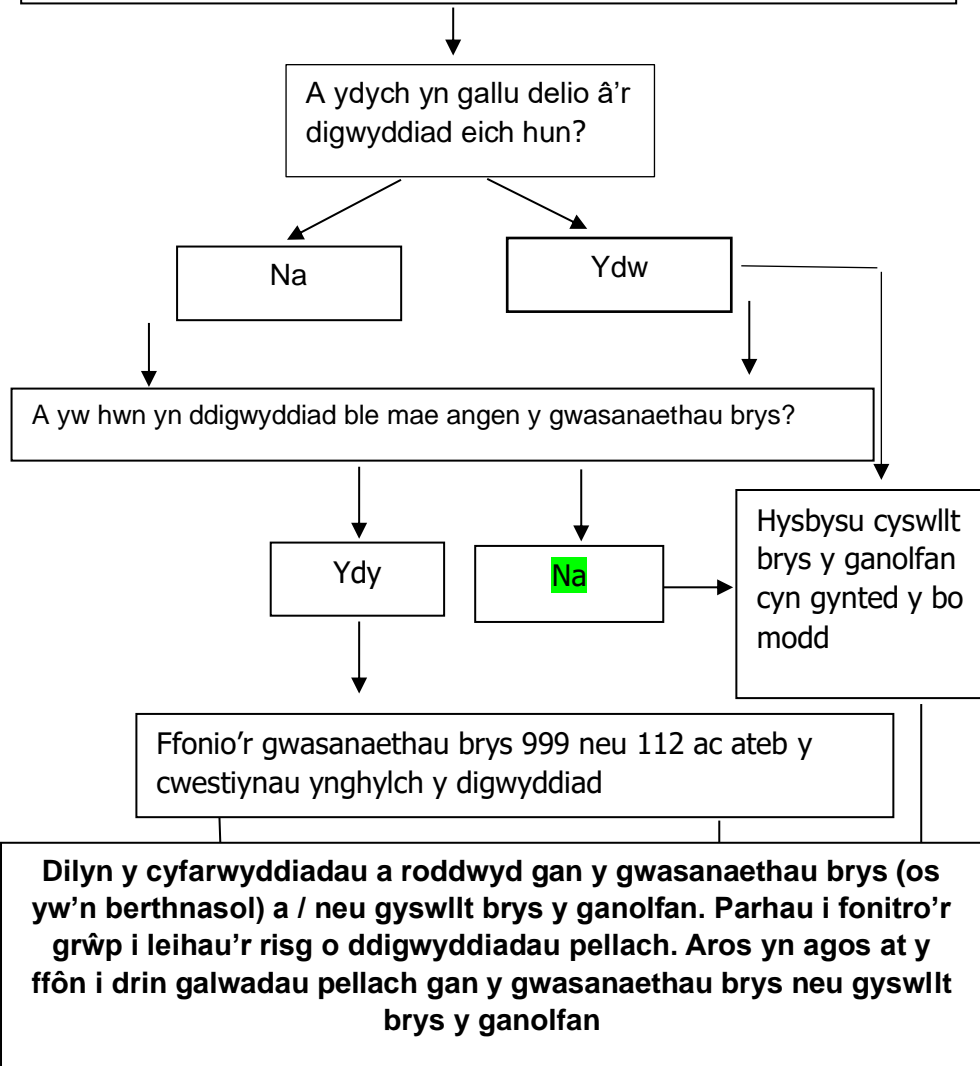
Diffiniadau

1. Digwyddiad: sefyllfa sy'n cael ei thrin gan Arweinydd yr Ymweliad, a ble mae'n gallu ei rheoli ac yn gallu ymdopi
2. Digwyddiad Brys: digwyddiad sy'n fwy na strategaethau ymdopi Arweinydd yr Ymweliad fel eu bod yn cyfeirio at y cyswllt brys am help ac efallai y bydd angen y gwasanaethau brys
3. Digwyddiad Critigol: digwyddiad sy'n cyfateb y dehongliad ac mae'n debyg yn llethu strategaethau ymdopi Arweinydd yr Ymweliad a Chynllun Digwyddiad Brys yr Ymweliad.

Siart Gweithredu Brys i Arweinwyr Ymweliad
 Rhaid i'r siart llif hwn gael ei gwblhau gan eich sefydliad a'i gario gan bob arweinydd ymweliad sy'n cymryd rhan yn yr ymweliad.

**Peidiwch â siarad â'r cyfryngau pe bai digwyddiad brys–
 Cyfeiriwch bob ymholiad at Swyddog y Wasg yr Awdurdod Lleol**

Rhoi cymorth cyntaf pe bai angen. Gwnewch yn siŵr eich bod yn gallu rhoi cyfrif am weddill y grŵp ac edrych ar eu hol.



Cerdyn Manylion Cysylltu Brys

1. Rhif swyddfa'r ysgol/sefydliad: 01758 730220

2. Cyswllt brys Ysgol / Sefydliad

Enw: DYLAN MINNICE Ffôn: 01758612766 / 07854044392

Enw: ALED WILLIAMS Ffôn: 07790140794

Pe bai digwyddiad difrifol neu ddwys nad ydych yn gallu ei drin eich hun ac nad ydych yn gallu cysylltu â chyswllt brys eich canolfan, cysylltwch â'r ALI:

(Oriu swyddfa:

Enw: CERI ROBERTS Ffôn: 01286 679 004

Enw: Manon Haf Griffiths Ffôn: 01286 679 004

Tu allan i oriau swyddfa:

Enw: CERI ROBERTS Ffôn: 07977 516 581

Enw: Manon Haf Griffiths Ffôn: 07920 537 586

Y drefn frys: ANALLU'R ARWEINYDD / ATHRO

DEFNYDDIO SYNNWYR CYFFREDIN yn nhermau edrych ar ôl eich hun a'r grŵp
Y FLAENORIAETH YW CADW'R GRŴP YN DDIOGEL A CHYNNES A DISGWYL AM GYMORTH PELLACH – bydd trefn diogelwch yr ysgol yn cychwyn os bydd grŵp yn hwyr yn cyrraedd – bydd help yn cyrraedd.

Beth i'w wneud

EFALLAI Y BYDD ANGEN SYMUD I LE DIOGEL ac o berygl di-oed / pellach.
DEFNYDDIO CIT I GADW'R GRŴP YN GYNNES / DIOGEL
RHOI CYMORTH CYNTAF – efallai y bydd rhaid symud os yw'n ddiogel i wneud hynny.

FFONIO AM GYMORTH –

Defnyddio ffôn yr arweinydd i ffonio:

Cyswllt yr ysgol: FEL UCHOD a / neu wasanaethau brys (999 neu 112 os nad oes signal)

RHOI CYMAINT O WYBODAETH Â PHOSIBL:

- Lleoliad a manylion y digwyddiad
- Y nifer a anafwyd ac enw'r hyfforddwr
- Y camau a gymerwyd – ANGEN GWASANAETHAU BRYD?

GOFYNNWCH AM HELP GAN GRŴPIAU ERAILL YN Y LLEOLIAD OS YW'N DDIOGEL GWNEUD HYNNY.

Swyddfa'r ysgol/sefydliad a Chyswllt Brys Enwebedig y Ganolfan ar gyfer pob ymweliad

Cofnodi gwybodaeth ar Ymweliadau Addysgol: nodiadau cychwynnol y digwyddiad.

Peidiwch a siarad â'r cyfyngau – cyfeirio pob ymholiad at Swyddog y Wasg

A yw'r digwyddiad yn ddifrifol. Tybiwch ei fod os ydych yn ansicr.

Difrifol = yn cynnwys niwed difrifol, unigolion ar goll sydd angen cymorth yn y lleoliad, neu ei wagio

YDY

NA

Cofnodi galwadau ffôn, y camau a gymerwyd a'r amser ac aros wrth y ffôn hyd y bo'r digwyddiad wedi'i ddatrys.

A all yr ysgol/sefydliad drin y mater yn fewnol?

NA

GALL

Galw am gymorth allanol gan y gwasanaethau brys pe bai angen (oni wnaed hynny eisoes gan arweinydd yr ymweliad): 999 neu 112

Trefnu cymorth fel bo'r angen ar y staff sydd ar safle'r digwyddiad os yn bosibl e.e. cludiant / gwagio.

Hysbysu'r ALI cyn gynted y bo modd bod hwn yn Ddigwyddiad Critigol:

(Oriau swyddfa:

Enw: CERI ROBERTS Ffôn: 01286 679 004

Enw: Manon Haf Griffiths Ffôn: 01286 679 004

Tu allan i oriau swyddfa:

Enw: CERI ROBERTS Ffôn: 07977 516 581

Enw: Manon Haf Griffiths Ffôn: 07920 537 586

Parhau i fod wrth y ffôn a chydlynu cefnogaeth hyd y bo'r digwyddiad wedi'i ddatrys.

Dilyn i fyny

Llenwi ffurflen ddigwyddiad/damwain yr ALI a'i hanfon at yr ALI.

Casglu datganiadau ysgrifenedig gan y staff / oedolion / pobl ifanc.

Pennaeth / CYA i asesu'r digwyddiad (gyda swyddogion yr ALI os oedd yn ddigwyddiad critigol), canfod a gweithredu camau er mwyn osgoi'r digwyddiad yn ail adrodd.

Hysbysu staff, yr ymgynghorydd ymweliadau addysgol a'r ALI o unrhyw gamau a ganfuwyd neu a weithredwyd

Ymweliadau Addysgol: nodiadau digwyddiad cychwynnol

Gall y ffurflen hon gael ei defnyddio gan y cyswllt brys yn y ganolfan (neu'r sawl sy'n trin yr alwad yn yr ALI) i wneud nodiadau bras yn ystod y cyfnod maent yn trin yr alwad brys. Rhaid i'r pennaeth yn y pen draw sicrhau bod trefn adroddiad digwyddiad/damwain yr ALI wedi'i chwblhau cyn gynted y bo modd ar ôl y digwyddiad.

Enw a swyddogaeth y sawl sy'n gwneud yr alwad frys _____

Rhif(au) cyswllt y sawl sy'n gwneud yr alwad _____

Enw a rhif y cyswllt brys yn y ganolfan (os yw'n wahanol i'r uchod) _____

Enw ysgol/sefydliad y grŵp _____

Nifer yn y grŵp ac amrediad oed _____

Enw(au) unigolyn/unigolion ar goll neu wedi'u niweidio

- 1.
- 2.
- 3.
- 4.

Amser a dyddiad y digwyddiad _____ Lleoliad y digwyddiad _____

Y gweithgaredd oedd yn digwydd ar y pryd

Cerbydau'n gysylltiedig â'r digwyddiad (os yw'n berthnasol)

Disgrifiad o'r digwyddiad a'r camau a gymerwyd (parhau ar dudalen ar wahân pe bai angen)

Llenwyd y ffurflen gan: _____

Dyddiad: _____

Gweithdrefnau rheoli risg

Mae'r adran hon yn nodi'r gweithdrefnau rheoli risg safonol sy'n cael eu dilyn gan staff yr ysgol / sefydliad hwn wrth arwain ymweliadau oddi ar y safle.

- **Rhaid** i chi ddiwygio'r gweithdrefnau rheoli risg yn yr adran hon i adlewyrchu'r ffordd mae **eich** arweinwyr yn rheoli ymweliadau arferol oddi ar y safle.
- Rhaid i chi adolygu eich gweithdrefnau gweithredu safonol i sicrhau eu bod yn cynnwys y mesurau, gan gynnwys cyngor iechyd cyhoeddus y mae'n rhaid i chi ei gymryd i leihau'r risgiau gan Glifydau Heintus
- Mae'n bwysig ei fod yn adlewyrchu gwir ymarfer yn ystod ymweliadau a gynhelir gan eich ysgol/sefydliad – **disgwylir i bawb gydymffurfio os yw wedi'i gofnodi ar bapur.**
- Unwaith mae wedi'i gwblhau, dyma fydd yr asesiad risg safonol ar gyfer pob ymweliad arferol o'r safle a gynhelir gan eich ysgol/sefydliad a'r templed ar gyfer pob ymweliad arall.
- Rhaid cael asesiad risg ysgrifenedig ar gyfer **pob ymweliad nad yw'n un arferol** yn nodi'r risgiau a ddynodwyd ar gyfer yr ymweliad hwnnw yn cynnwys yr **Asesiad Risg am yr adegau pan fydd staff yr ysgol yn goruchwyllo'r disgyblion** e.e. goruchwyllo teithio a gweithgareddau

Os byddwch yn defnyddio Darparwr Annibynnol neu yn ystod Ymweliadau Preswyl, dylech gynnwys

- a) Amser y tu allan i weithgareddau
 - b) Prydau
 - c) Goruchwyliaeth dros nos
 - d) Salwch staff neu ddisgyblion
 - a. Ynysu
 - b. Dychwelyd adref - rhieni'n nôl y disgyblion
 - c. Staff yn lle'r rhai presennol
- **Ar gyfer Ymweliadau ar y Cyd - rhai sy'n cynnwys un ysgol neu fwy, yna mae'n rhaid i bob ysgol sy'n cymryd rhan** gytuno a llofnodi'r **Cynllun Rheoli Risg Cytunedig** ar gyfer yr ymweliad (gweler **Ffurflen Rheoli Risg ar gyfer Ymweliadau ar y Cyd** isod). Gallai'r ymweliadau hyn gynnwys ymweliadau preswyl i Glan Llyn, cyrsiau sgïo, digwyddiadau chwaraeon etc.

Templed Ffurflen rheoli risg: pob ymweliad o'r safle – Arferol a Heb fod yn Arferol

Rhaid i chi addasu'r gweithdrefnau rheoli risg yn yr adran hon i adlewyrchu'r ffordd mae arweiniwyr eich taith **chi** yn rheoli ymweliadau arferol oddi ar y safle.

Dyddiad yr adolygiad diwethaf

Gan

Peryglon a niwed arwyddocaol all ddigwydd	Pwy allai gael ei niweidio?	Camau diogelwch: <i>Camau sy'n eu lle a/neu bydd yn cael eu cymryd i leihau'r risg i lefel goddefol</i>
Croesi ffyrdd/cerdded ar hyd pafin	Disgyblion/ Staff	<ul style="list-style-type: none"> • Briffio disgyblion ynghylch yr ymddygiad a ddisgwylir wrth gerdded/croesi ffyrdd • Sicrhau bod staff â festiau llachar wedi'u lleoli o flaen, yng nghanol a thu ôl i'r disgyblion. • Disgyblion i gerdded mewn parau neu res sengl. • Aelodau o staff i ddewis lle diogel i groesi ffyrdd (os nad yn defnyddio man croesi cydnabyddedig i gerddwyr) • 2 aelod o staff â festiau llachar i sefyll yn y ffordd gyda'r disgyblion yn cerdded rhyngddynt.
Y tywydd	Disgyblion/staff	<ul style="list-style-type: none"> • Canfod beth yw rhagolygon y tywydd cyn yr ymweliad • Briffio disgyblion/rhieni o'r tywydd posibl cyn yr ymweliad • Sicrhau bod dillad/esgidiau priodol yn cael eu gwisgo neu eu cludo gan gadw mewn cof amodau'r haf a'r gaeaf • Sicrhau bod arweinydd yr ymweliad yn cario pecyn cymorth cyntaf • Dweud wrth rieni am bacio bwyd/diod ychwanegol • Gofyn i rieni a yw'n iawn rhoi eli haul ar blant • Mynd â dillad sbâr ar gyfer disgyblion nad ydynt wedi'u paratoi'n addas • Dod o hyd i gysgod brys os byddwch mewn amgylchedd anodd
Arddangosiad gwyddonol mewn lleoliadau gwyddonol	Disgyblion	<ul style="list-style-type: none"> • Staff yr ysgol/sefydliad i sicrhau bod disgyblion yn dilyn cyfarwyddyd staff cymwys mewn lleoliad a chadw at y rheolau parthed agosrwydd
Baglu, llithro a chodymau	Disgyblion/staff	<ul style="list-style-type: none"> • Sicrhau bod esgidiau priodol yn cael eu gwisgo a bod careiau yn cael eu clymu • Briffio disgyblion/staff am fannau posibl ble gall baglu, llithro a chodymau ddigwydd • Sicrhau bod arweinydd yr ymweliad yn cario cit cymorth cyntaf • Sicrhau bod cyflyrau meddygol disgyblion yn cael eu datgelu cyn yr ymweliad

Cludiant i ac o leoliad	Disgyblion/staff	<ul style="list-style-type: none"> • Sicrhau bod cwmni bws sy'n gydnabyddedig gan yr ALI yn cael ei ddefnyddio a bod yr archwiliadau priodol yn cael eu cynnal • Sicrhau bod gwregys sedd yn cael ei gwisgo bob amser a'i wirio gan arweinydd yr ymweliad • Os byddwch yn defnyddio bws mini'r sefydliad ei hun, cadw at bolisïau a gweithdrefnau'r ALI • Sicrhau bod asesiad risg Cludiant Ychwanegol wedi'i gwblhau • Sicrhau bod y staff yn gyfarwydd ag allanfeydd brys ar y bws
Peryglon dieithriaid	Disgyblion	<ul style="list-style-type: none"> • Sicrhau bod disgyblion yn gwybod i beidio cerdded i ffwrdd gydag oedolyn dieithr oni bai bod arweinydd yr ymweliad wedi rhoi cyfarwyddyd penodol. • Cyfrif pennau'n rheolaidd • Goruchwylio trwy'r amser, gan gynnwys goruchwylio priodol tra yn y toiled
Ymweld â'r traeth/arfordir – golchi i'r môr cael eu dal gan y llanw	Staff a Disgyblion	<ul style="list-style-type: none"> • Gwirio amseroedd y llanw cyn cychwyn ar daith • Edrych ar ragolygon y tywydd ar gyfer diwrnod yr ymweliad • Briffio disgyblion a staff i beidio mynd at ymyl y dŵr
Damwain/argyfwng	Staff a Disgyblion	<ul style="list-style-type: none"> • Dilyn canllawiau'r drefn frys sydd gan arweinydd yr ymweliad • Sicrhau bod aelod o staff sy'n helpu (yn ychwanegol at arweinydd yr ymweliad) yn deall y drefn frys • Briffio disgyblion ynghylch beth i'w wneud mewn argyfwng a sut i gael help
Mynd ar goll/gwahanu oddi wrth y grŵp (lleoliadau awyr agored)	Disgyblion	<ul style="list-style-type: none"> • Cyfrif pennau'n rheolaidd • Sicrhau bod disgyblion yn aros mewn grwpiau bach • Sicrhau bod staff gyda'r disgyblion bob amser • Dweud wrth ddisgyblon am aros ble maent os ydynt yn mynd ar goll neu gael eu gwahanu a gweiddi i gael sylw • Sicrhau bod pob disgybl yn gwybod enw arweinydd yr ymweliad, staff ac enw'r ysgol/sefydliad

Mynd ar goll/gwahanu oddi wrth y grŵp (lleoliadau dan do)	Disgyblion	<ul style="list-style-type: none"> • Cyfrif pennau'n rheolaidd • Sicrhau bod disgyblion yn aros mewn grwpiau bach • Sicrhau bod staff gyda'r disgyblion bob amser • Dweud wrth ddisgyblion am aros yn y lleoliad os ydynt yn mynd ar goll neu'n cael eu gwahanu, peidio byth gadael yr adeilad • Dweud wrth ddisgyblion am fynd i'r dderbynfa • Sicrhau bod pob disgybl yn gwybod enw arweinydd yr ymweliad, staff ac enw'r ysgol/sefydliad
Cyflyrau meddygol	Disgyblion a Staff	<ul style="list-style-type: none"> • Sicrhau bod cyflyrau meddygol yn cael eu datgelu cyn yr ymweliad • Sicrhau bod caniatâd yn cael ei roi i aelod o staff roi moddion pe bai angen • Sicrhau bod moddion, epi pens, anadlwyr, etc. yn cael eu cludo gan arweinydd yr ymweliad • Sicrhau bod o leiaf un aelod o staff/oedolyn sy'n gwirfoddoli yn gwybod sut i roi moddion pe bai angen.
Cerdded yng nghefn gwlad lleol	Disgyblion	<ul style="list-style-type: none"> • Dweud wrth ddisgyblion a helpwyr am y llwybr arfaethedig • Dweud wrth ddisgyblion am yr ymddygiad priodol • Sicrhau bod aelod o staff o flaen, yng nghanol a thu ôl i'r disgyblion • Sicrhau bod y dillad a'r esgidiau cywir yn cael eu defnyddio
Disgyblion sy'n dianc		<ul style="list-style-type: none"> • Dynodi pa ddisgybl/ion / staff sydd wedi dianc • Nodi pryd oedd y tro diwethaf i chi eu gweld • Ystyried a ydynt yn hwyr neu a ydynt wedi dianc ar bwrpas • Cysylltu â'r ysgol am gyngor • Bydd yr ysgol yn cysylltu â'r cyswllt brys neu'n cyngori'r staff sydd ar yr ymweliad i wneud hynny • Holwch os oes gan yr unigolyn/ion ffrindiau ar y daith, ac os felly gofynnwch am ei rif/rhifau ffôn er mwyn cysylltu â nhw'n uniongyrchol os oes angen • Yr YYA i gadw mewn cysylltiad â'r Pennaeth • YYA/Pennaeth i ystyried a yw hyn yn fater brys. Os felly dilynwch brotocolau DCC • Ar ôl y digwyddiad, adolygu a chyfathrebu â phawb oedd yn rhan ohono

<p>Ymweliadau â fferm Peiriannau, cerbydau, risg o alergedd, llygru, brathu, cicio, etc.</p>	<p>Disgyblion a staff</p>	<ul style="list-style-type: none"> • Dweud wrth ddisgyblion am gadw o ffordd peiriannau/cerbydau a dilyn goruchwyliaeth staff y fferm • Sicrhau bod rhieni wedi hysbysu staff cyn yr ymweliad o alergedd posibl • Sicrhau bod arweinydd yr ymweliad yn cario moddion (pe bai angen) • Dweud wrth ddisgyblion am beidio cyffwrdd yr anifeiliaid oni bai ei bod yn ddiogel gwneud hynny • Sicrhau bod disgyblion/staff yn ymwybodol o reolau'r fferm, a'i atgyfnerthu gan staff y fferm • Sicrhau bod pob bwyta'n cael ei wneud mewn lleoliadau hylan • Sicrhau bod disgyblion yn golchi eu dwylo cyn bwyta • Sicrhau eich bod yn cario cit cymorth cyntaf
<p>Ymweld â chestyll Waliau uchel – syrthio Grisiau tywyll, serth - syrthio</p>	<p>Disgyblion a staff</p>	<ul style="list-style-type: none"> • Bod arweinydd yr ymweliad yn gwybod am y lleoliad a manau penodol o berygl yn y castell (ar ôl gwneud archwiliad) • Briffio staff eraill • Goruchwyllo disgyblion yn briodol

Templedi Asesiadau Sampl ar gyfer Gweithgareddau ac Ymweliadau heb fod yn Arferol

Templed ffurflen rheoli risg: Teithiau preswyl

Ychwanegwch y manylion fel bo angen ar gyfer safle eich taith e.e. safle unigol neu un a rennir ag ysgolion eraill, safle Canolfan e.e. coedwig, dŵr, tref, dinas

Llety hostel/gwesty/pebyll

Dyddiad cwblhau

Gan _____

Peryglon a niwed sylweddol a allai ddigwydd	Pwy allai gael ei niweidio?	Mesurau diogelwch: <i>Mesurau sydd ar waith a/neu fydd yn cael eu cymryd i leihau'r risg i lefel resymol</i>
Cludiant i leoliadau ac oddi yno	Disgyblion/staff	<ul style="list-style-type: none"> Sicrhau y defnyddir cwmni bws addas Bod gan staff yr ysgol fanylion cyswllt y cwmni bws a'r gyrrwr Sicrhau bod gwregysau yn cael eu gwisgo bob amser ac yn cael eu gwirio gan arweinydd yr ymweliad. Staff i sicrhau bod y bocs cymorth cyntaf ar y bws cyn gadael.
Amser prydau	Disgyblion	<ul style="list-style-type: none"> Sicrhau bod y plant yn ymwybodol o reolau'r lleoliad, pob aelod o staff i oruchwylio. Atgoffa'r plant o bwysigrwydd hylendid cyn amser prydau yn cynnwys golchi dwylo. Anfon y gofynion deitegol i'r lleoliad ymlaen llaw, staff yr ysgol i fod yn ymwybodol o unrhyw ofynion hefyd.
Amseroedd y tu allan i weithgareddau	Disgyblion	<ul style="list-style-type: none"> Bod plant yn ymwybodol o'r rheolau yn y lleoliad ac yn cael eu hatgoffa bod angen ymddygiad rhagorol bob amser. Sicrhau bod bob plentyn yn gwybod ble mae'r staff bob amser. Bod y staff ar gael i'r plant bob amser. Staff i gadw golwg ar y plant yn rheolaidd i sicrhau eu bod yn cadw at y safonau o ran ymddygiad.
Dros nos	Staff a Disgyblion	<ul style="list-style-type: none"> Y plant i gael cyfarwyddyd clir am ble mae disgwyl iddynt gysgu. Aelodau o staff i aros i fyny am gyfnod ar ôl diffodd y goleuadau i sicrhau bod y plant i gyd yn cysgu. Sicrhau bod y plant i gyd yn gwybod sut i gysylltu ag aelod o staff os oes eu hangen dros nos. Staff i edrych ym mhob ystafell cyn mynd i gysgu. Staff i ddilyn gweithdrefnau'r lleoliad o ran cloi drysau cyn mynd i gysgu. Atgoffa'r plant bod angen aros yn eu hystafelloedd yn y bore nes bydd aelod o staff yn caniatáu iddynt adael, ac i adael ddim ond mewn achos brys.
Salwch – Plentyn		<ul style="list-style-type: none"> Aelod o staff i ofalu am y plentyn bob amser.

		<ul style="list-style-type: none"> • Cadw rhifau cyswllt rhieni mewn lle canolog fel bod pob aelod o staff yn gallu cael gafael arnynt. • Cysylltu â'r rhieni os yw'r staff yn teimlo bod angen. • Aelod o staff i ddod â char rhag ofn bydd argyfwng yn codi – gydag yswiriant busnes.
Salwch – Staff		<ul style="list-style-type: none"> • Sicrhau bod digon o staff ar gael o ran cymarebau. • Aelod o staff i ddod â char gydag yswiriant busnes. • Rhaid gallu cael gafael yn y cyswllt ysgol drwy gydol y daith.

		diogelwch gweithgareddau (ar gyfer y rhai sydd â chyflwr meddygol, staff i sicrhau eu bod yn deall yn iawn yr hyn a ddisgwylir)
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Ffurflen rheoli risg ymweliadau ar y cyd

Rhaid i'r ffurflen hon gael ei llenwi ar y cyd a'i llofnodi gan arweinwyr ymweliad yr holl ysgolion sy'n cymryd rhan a'i rannu gyda phob arweinydd. Dylai'r ffurflen hon wedyn gael ei sganio a'i rhoi ynghlwm wrth y ffurflen ymweld EVOLVE.

Yr ysgolion sy'n cymryd rhan: enwau'r ysgolion sy'n cymryd rhan

Dyddiad y cwblhawyd yr asesiad risg:

Cwblhawyd gan (enw, ysgol a llofnod):

Dyddiad yr ymweliad::

Peryglon a niwed arwyddocaol all ddigwydd	Pwy allai gael ei niweidio?	Camau diogelwch: <i>Camau sy'n eu lle ac/neu bydd yn cael eu cymryd i leihau'r risg i lefel goddefol</i>
<p>Cludiant i ac o'r lleoliadau:</p> <ul style="list-style-type: none"> • Damweiniau ffordd • Problemau ymddygiad 	<p>Disgyblion Staff</p>	<ul style="list-style-type: none"> • Sicrhau bod cwmni bws cydnabyddedig yn cael ei ddefnyddio • Sicrhau bod gwregysau sedd yn cael eu gwisgo bob amser gan staff a disgyblion ac yn cael eu gwirio gan arweinydd ymweliad yr ysgol • Arweinydd yr ymweliad i gael yr wybodaeth sydd ar gael am ddisgyblion a phe bai argyfwng ar y ffordd – cit cymorth cyntaf / cit salwch. • Disgwyliadau ymddygiad i gael eu mynegi wrth ddisgyblion ar ddechrau'r daith - e.e. disgyblion i aros yn eu seddau. • Staff yr ysgol sy'n goruchwylio disgyblion sy'n eu gofal i sicrhau eu bod yn ymddwyn yn briodol yn ystod y daith.
<p>Achos brys/argyfwng:</p> <ul style="list-style-type: none"> • I ddisgybl • I aelod o staff 	<p>Disgyblion Staff</p>	<ul style="list-style-type: none"> • Dilyn trefn frys y darparydd a'r ysgol pe bai damwain. • Sicrhau bod yr holl staff yn deall y drefn frys. • Dweud wrth ddisgyblion beth i'w wneud mewn argyfwng a sut i gael help. • Sicrhau bod ffurflen damwain/digwyddiad y sir yn cael ei llenwi. • Pe bai argyfwng oedolyn, sicrhau bod digon o ddarpariaeth goruchwylio trwy'r ymweliad.

<p>Cyflyrau meddygol (staff a disgyblion) a phroblemau ymddygiad</p>	<p>Disgyblion Staff</p>	<ul style="list-style-type: none"> • Sicrhau bod pob ffurflen ganiatâd wedi'i llenwi'n gywir cyn yr ymweliad a bod caniatâd wedi'i roi i aelod o staff roi moddion pe bai angen. • Sicrhau bod cyflyrau meddygol staff a disgyblion yn cael eu datgelu cyn yr ymweliad ac yn wybyddus i staff y darparwydd sy'n trefnu). • Rhaid dod ag asesiad risg personol a'i rannu gyda staff goruchwyllo a phan fo'n briodol • Sicrhau bod moddion, epi pens, anadlwyr, etc. a ddarparwyd yn cael eu storio'n ddiogel ac ar gael i'w defnyddio mewn argyfwng. • Anadlwyr yn hygyrch i ddisgyblion yn ystod sesiynau gweithgaredd • Sicrhau bod o leiaf un aelod o staff /oedolyn sy'n gwirfoddoli yn gwybod sut i weinyddu moddion pe bai angen.
<p>Gweithgareddau sydd ddim yn cael eu harwain gan staff y ganolfan (yn cynnwys cyn/rhwng/ar ôl gweithgareddau, prydau a thros nos):</p> <ul style="list-style-type: none"> • Problemau ymddygiad • Peryglon dieithriaid 	<p>Disgyblion Staff</p>	<ul style="list-style-type: none"> • Disgyblion yn cael canllawiau ynghylch ymddygiad o amgylch y ganolfan rhwng gweithgareddau. • Polisi'r ysgol ei hun i gael ei gweithredu • Y cyfrifoldeb eithaf yn nwylo staff yr ysgolion unigol. • Atgoffa disgyblion yn rheolaidd o'r rheolau / terfynau. • Staff yr ysgol i fod yn gyfrifol am eu disgyblion yn ystod amser rhydd ac amser prydau.
<p>Ymweld â thref/ardal wyliau:</p> <ul style="list-style-type: none"> • Damweiniau ffordd • Peryglon dieithriaid • Mynd ar goll • Problemau ymddygiad 	<p>Disgyblion Staff</p>	<ul style="list-style-type: none"> • Dweud wrth y disgyblion am yr ymddygiad a ddisgwylir ohonynt • Dweud wrth ddisgyblion am beryglon penodol yn y dref e.e. trafniadaeth (a man croesi diogel), peryglon dieithriaid • Sicrhau bod staff ar flaen, yng nghanol a chefn disgyblion wrth gerdded fel grŵp • Cyfrif pennau'n rheolaidd • Sicrhau bod disgyblion yn aros mewn grwpiau bach • Sicrhau bod oedolyn gyda disgyblion bob amser yn ystod yr ymweliad. • Dweud wrth ddisgyblion beth i'w wneud os byddant yn mynd ar goll neu'n gwahanu oddi wrth eu grŵp • Sicrhau bod bysus yn bodloni'r safonau, gwregysau'n gweithio a thystysgrif o "ddefnydd ffordd". Tynnu sylw'r gyrwr at unrhyw ddiffygion/ problemau.

		<ul style="list-style-type: none"> • Trên yn torri lawr – trafod gyda gyrrwr y trên y dewisiadau sydd ar gael i deithwyr a thrafod gyda staff y trên ble bo'n bosibl..
<p>Gweithgareddau sy'n cael eu harwain gan staff y ganolfan</p> <ul style="list-style-type: none"> • Problemau ymddygiad • Achos brys neu ddamwain i ddisgybl neu aelod o staff 	Disgyblion Staff	<ul style="list-style-type: none"> • Hysbysu staff goruchwyllo o unrhyw broblemau ynghylch meddygol neu ymddygiad. • Staff i ddweud am unrhyw ddigwyddiad neu ddamwain wrth reolwr y ganolfan a dilyn y drefn damwain/brys.

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Roles and Responsibilities in effectively managing Educational Visits and Outdoor Learning

- **Visit leader and accompanying staff must be clear about why they are doing activities** (e.g. clear learning outcomes, risk management, evaluation), and be able to demonstrate impact
- **Schools must ensure the competence of EVCs and visit leaders** and be able to evidence their competence (clear approval procedures, induction & training (including the required training of EVC's monitoring, visit records etc).
- **Policies must be clear and robust** and all staff need to be familiar with them (Educational Visits Policy, our employer's policy, National Guidance).
- **We are measured against our employer's policies** – especially if something goes wrong (HSE, legal proceedings).

The Local Authority have duty to provide appropriate information, advice and training and will monitor the effectiveness of Schools / Establishments management and delivery of Educational Visits.

You can access all documents by logging in with your Hwb email address to SharePoint link <https://hwbwave15.sharepoint.com/sites/665/nwoes>. or following the link from the document in Resources on Evolve to SharePoint

Anyone organising an off-site visit must also refer to and follow the relevant guidance (relating to the nature of the visit being planned) as set out in the Outdoor Education Advisers' Panel (OEAP) National Guidance for Educational Visits www.oeapng.info.

Planning and Approving School Visits



Visit Leader

4. The designated person responsible for the Visit and who will have overall responsibility for the safety and conduct of participants and the Visit Leadership Team.
5. Visit Leaders will obtain the Head/EVC's approval for the visit according to school/ educational

settings policy.

6. They will obtain LA leader approval if leading any adventurous/ demanding environments visit for which LA approval is required (Please see Page 18 section on LA Approval).

Below gives key requirements for you in your role and responsibilities as a Visit Leader. For further information [Visit Leader | \(oeapng.info\)](http://oeapng.info)

Visit Leader Key Requirements

- Must be competent, confident and accountable to lead a visit.
- Visit leader must have the ability to lead to the level demanded by the visit, and has sufficient relevant experience and knowledge of the activities, the group and the environments they will operate in.
- Undertake and complete the planning and preparation of the visit, including the briefing of group members and parents/carers.
- Ensure the ratio of staff to young people is appropriate for the environment/activities and the needs of the group.
- Identify significant hazards and safety measures to reduce risk to a tolerable level and make known to parents, EVC and Head and others the level of residual risk that needs to be managed.
- Have enough information about the young people to assess their suitability for the visit or be satisfied that their suitability has been assessed and confirmed.
- Ensure that all accompanying leaders are familiar with these procedures.
- Make appropriate and adequate preparations for emergencies in conjunction with the EVC.
- Carry out dynamic risk management while the visit takes place and consider stopping the visit if the risk to the health or safety of the young people is unacceptable. Ensure procedures/alternative plans for such an eventuality are in place.

Educational Visit Coordinator

A key element of the policy/procedures is that each school/establishment has a **competent Educational Visit Coordinator (EVC) who has completed the county EVC training course and should attend regular on-line updates at least once every 3 years**. Due to the nature of the role the EVC must be an experienced member of staff:

4. who is part of, or **able to influence, the Senior Management Team**;
5. with **sufficient authority to make a judgement call** about the competence of any other staff member to lead an off-site visit and to approve or decline visits planned by any staff member;
6. The EVC is the **routine contact for dialogue with the LA Educational Visits Adviser**.

Below gives key requirements to you for your role and responsibility. We have kept these to a minimum. For further information [Educational Visits Coordinator | \(oeapng.info\)](http://oeapng.info)

Key Requirements of the EVC:

- Ensure that all visits are planned and approved in accordance with this policy;
- Support the Head and Governors with approval decisions;
- Assign competent people to lead or otherwise supervise a visit;
- Carry out occasional monitoring of visit leaders to identify further training needs;
- Work with the visit leader to provide parents/carers with information about the visit and obtain the necessary consent from parent/carers;
- Ensure emergency arrangements and contacts are in place for each visit;
- Keep records of individual visits including what worked well, what didn't and any accident/incident reports.

Headteacher

5. Heads/Managers will ensure that the School Educational Visits Policy and procedures are updated

and shared with staff, and that it conforms to and follows the requirements and recommendations of the LA.

6. Ensure that arrangements are in place for the educational objectives of all visits to be inclusive.
7. They will need to ensure that arrangements are in place for the governing body to be made aware of certain visits and ensure that visit arrangements and outcomes are evaluated to inform future visits and staff training needs.
8. Approve visit for **all** educational visits prior to visit date as set out in the table below on page 9:

Below gives key requirements to you for your role and responsibility. We have kept these to a minimum. For further information [Head / Manager | \(oeapng.info\)](#)

Key Requirements of the Headteacher

- Be aware that the appointment of an Educational Visits Coordinator (EVC) is critical to the implementation of this guidance and should be allowed sufficient time to fulfil the role, including attendance at OEAP-approved training. Heads/Managers may choose to designate themselves as EVC.
- Ensure that proper and effective support structures are in place in the event of an emergency or critical incident, including means of contacting the relevant LA Education Officer (Schools) or Principal Youth Officer (Youth Service) or LA emergency planning team and arrange for the reporting of accidents and incidents as required. Records of these should be reviewed regularly and this information used to inform future visits
- Where needed, have access to expert advice from their Education Visit Adviser.
- **The Head (Schools) or Head of establishment (non-schools) has a responsibility to ensure that any changes to their EVC is notified to the Education Visit Advisor so that he or she can take steps to train their replacement as soon as practicable.**

Governors

3. Members of the Governing Body should view their main role as being ‘**to enable and ensure**’ that staff are fully aware of the employer’s responsibilities under Health and Safety Law.
4. That the establishment has formally adopted the Education Visit Policy and that they have a robust system to support the implementation of the policy.

Below gives key requirements to you for your role and responsibility. We have kept these to a minimum. For further information [Governors, Trustees and Directors | \(oeapng.info\)](#)

Key Requirements of the Governing Body

- They challenge in order to be clear about how outdoor learning and visits lead to a wide range of outcomes for children and young people and contribute towards establishment effectiveness.
- They ensure that the Education Visit policy and procedures are fully implemented (including emergency procedures – and it supports the principles of inclusion).
- The involvement of Board/Governing Body in the visit approval process is clear and approval and notification procedures operate effectively.
- Ensure there is a trained EVC who meets the employer’s requirements, with a sufficient time allowance to fulfil the role and training to support the planning and delivery of visits and outdoor learning.
- There are monitoring procedures in place, activity is evaluated, good practice is shared and any issues are followed up to comply with statutory and employer’s requirements.

Education Visit Advisor

6. The Educational Visits Advisory Service fulfils the statutory functions to support the LA to meet its

legal responsibilities and powers with regard to off-site and educational visits delivered to young people by its employees.

7. Provide expert advice on safety and quality of educational visits and on risk management in the context of all educational visits.
8. On behalf of the Local Authority approve (or disallow) visits for which LA approval is required, these include adventure activities, expeditions and overseas visits.
9. Monitor standards of Health and Safety management in off-site activity and educational visits, including observing activities and visits
10. Ensure that adequate and appropriate training is available and taken up by relevant employees.

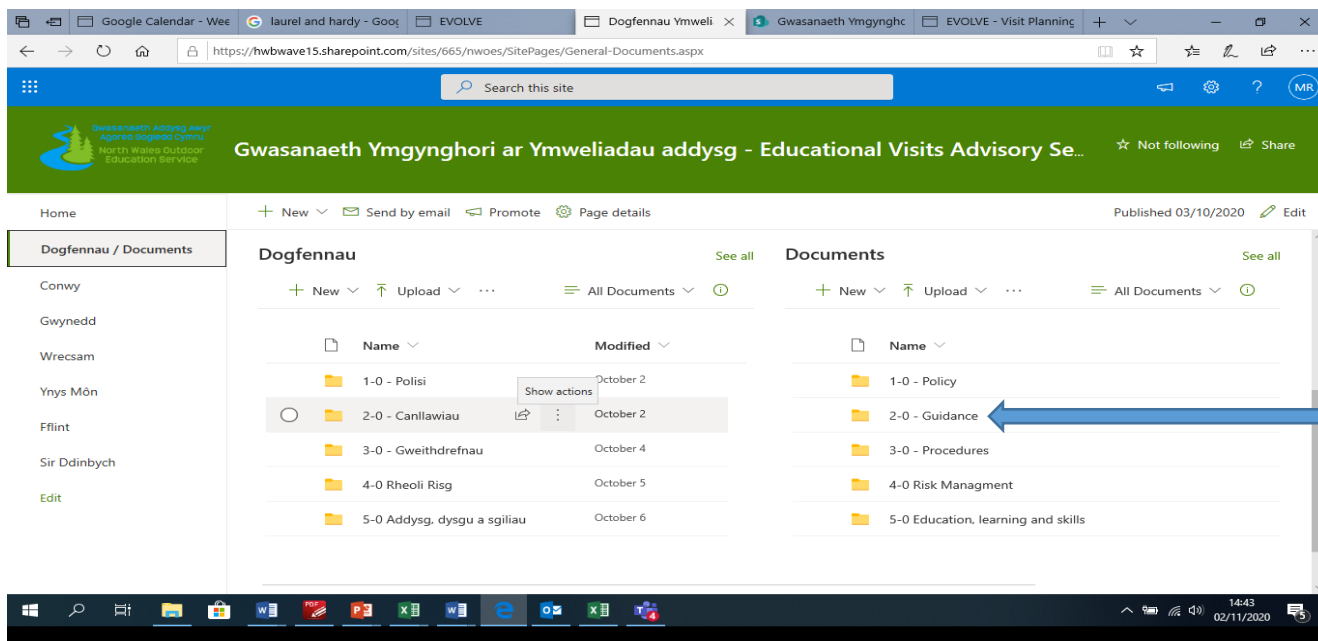
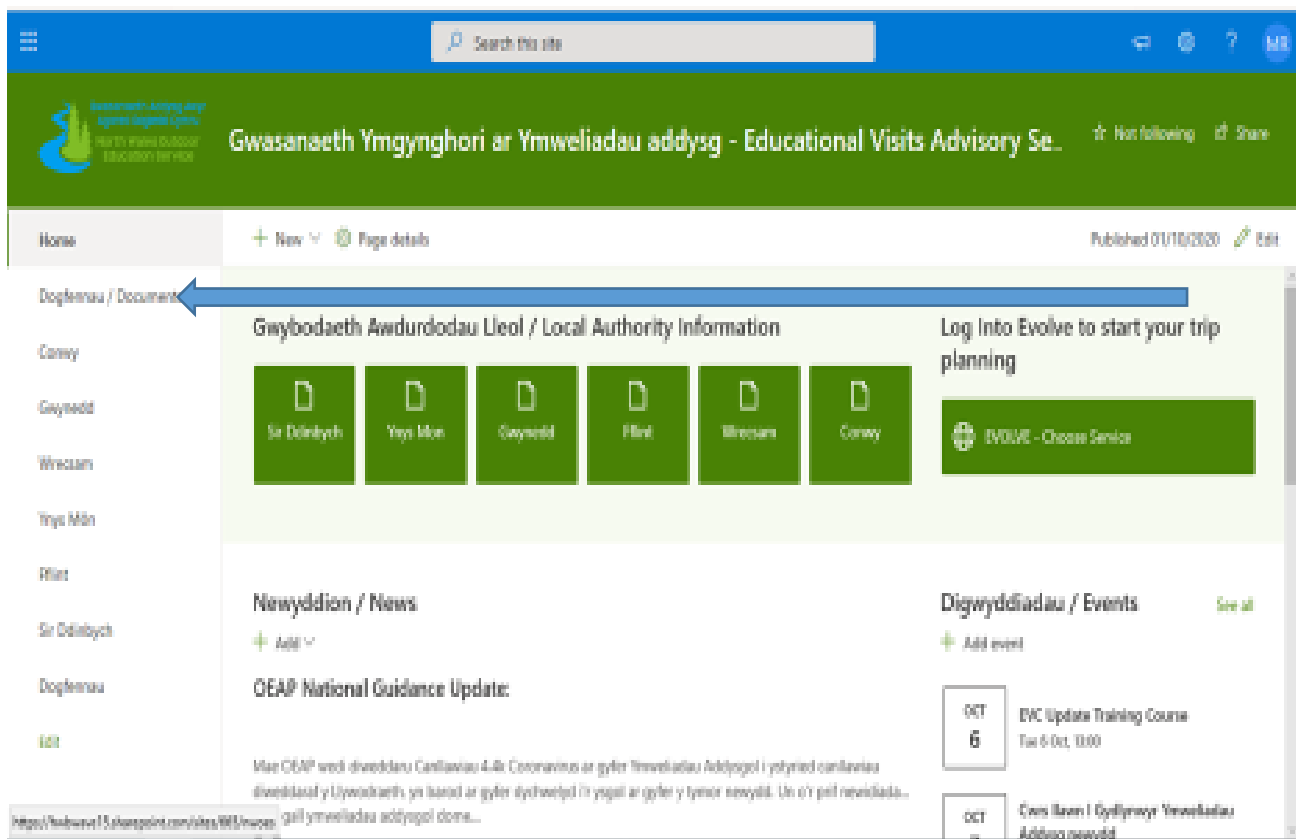
Key Requirement of Education Visits Advisor

- Ensure that EVCs, visit leaders, other school staff and other adults involved in educational visits are assessed as competent in their specific tasks.
- Ensure that LA guidance on Health and Safety of pupils on educational visits is provided to all LA educational establishments and is kept up to date with current best practice, including lessons learned from incidents in Wales and beyond.
- Fulfil the LA's approval role for specified categories of educational visits.
- Inform the LA and Board of Governors of noncompliance or visits that have not been approved by the EVA/LA.
- Verify the competence of LA employees who wish to lead visits in any of the areas or activities for which LA approval is required.
- Offer relevant training, advice and support to all educational establishments on the Health and Safety of pupils on educational visits and other matters relating to safety and quality in Outdoor Education.

Approval and notification requirements for visits

All visits must be approved as set out below. **LA approval decision for visits will be given via the Evolve system. Visit MUST NOT PROCEED UNTIL approval has been given. Visit submitted outside**

of the timescale set out in the table below run the risk of not being approved. Details on specific procedures for the types of Visit and relevant forms can be found on <https://hwbwave15.sharepoint.com/sites/665/nwoes/SitePages/General-Documents.aspx>



Visit type	Planning and approval required
Routine visits (as defined in Educational visits procedures document)	<p>Planning VISIT PLANNED USING LOCAL AREA VISIT PLANNING FORM ON EVOLVE. - These are visits that involve no more than an everyday level of risk and are covered by establishment procedures and policy. Such visits should require minimal planning or preparation beyond what is needed to make best use of the learning opportunity. In a school context, they are simply lessons in a different ‘classroom’. They are based on generic risk management that is embedded in this Policy in the Risk Assessment section, with visit-specific risk management of anything that is out of the normal. Schools to amend the template in the Policy as required.</p> <p>Approval Heads approval for a member of staff to lead routine visits</p>
Non-routine visits	<p>PLANNING VISIT PLANNED USING THE VISIT FORM ON THE EVOLVE SYSTEM - BY VISIT LEADER / SUBMITTED BY EVC These are visits requiring additional planning, and some level of visit-specific risk assessment. A visit moves into this category because one or more aspects cannot be managed adequately by existing procedures and policy. This may be due to distance from the establishment, the nature of the activities, the environment or venue(s), the nature of the particular group, the need for specialist leader competencies, or any combination of these</p> <p>Approval</p> <ul style="list-style-type: none"> • By the Head on the EVOLVE system before the visit takes place using their PIN number • Visits that have not been approved by the Head on the EVOLVE system MUST NOT TAKE PLACE.
<p>A visit involving any of the following elements:</p> <ul style="list-style-type: none"> • Demanding environments - including Field Studies and Forest School Activities (as defined in table 4 in the Educational visits procedures document) • Adventure activities (as defined in table 4 in the Educational visits procedures document) 	<p>Planning Visit planned using the EVOLVE system / Submitted by EVC</p> <p>Approval</p> <ul style="list-style-type: none"> • Approved by the Head on the EVOLVE system using their PIN number at least 14 days before visit start date. • LA approval required –EVOLVE automatically applies for this after the Head approves the visit. • Visits that have not been approved by the LA on the EVOLVE system MUST NOT TAKE PLACE
<p>A visit involving an overnight stay</p>	<p>Planning – the selection of overnight stay should be inclusive for the age, and additional support needs of the group and support the learning objectives of the visit, and be cost-effective.</p> <p>Visits planned using the Visit form on the EVOLVE System/ checked and submitted by the EVC</p> <p>Approval</p> <ul style="list-style-type: none"> • For domestic residential non adventurous - Approval by the head on the EVOLVE system using their Pin number • For residential and adventurous provision – Approval by the head on the EVOLVE system using their Pin number at least 14 days before visit START DATE. • LA approval required –EVOLVE automatically applies for this after the Head approves the visit. • Visits that have not been approved by the LA on the EVOLVE system MUST NOT TAKE PLACE
<p>Overseas visits and expeditions organised through an independent provider or by the school (<i>i.e. skiing, sports tours,</i></p>	<p>Planning * (Please see additional notes below) Initial approval before booking using the Outline Approval for Overseas Visits form OE1 (available on EVOLVE forms section) submitted to the LA Following initial approval granted, Visit must be planned by the Visit Leader using the EVOLVE system / Submitted by the EVC</p>

<p><i>cultural/ foreign language visits and expeditions involving trekking or other adventure activities)</i></p>	<p>Approval LA Approval is in two stages:</p> <ul style="list-style-type: none"> • Initial approval for the planning phase must be requested at least 3 months prior to visit. • Head approval on the EVOLVE system at least 42 days before the visit • LA final Approval at least 28 days before the visit – Evolve automatically applies for this after the Head approves the visit using their pin. • Visits that have not been approved by the LA on the EVOLVE system MUST NOT TAKE PLACE.
<p>Duke of Edinburgh Award expedition</p>	<p>Planning (Please refer to additional notes below) Visit planned using the EVOLVE system</p> <p>Approval</p> <ul style="list-style-type: none"> • Approved by the Head on the EVOLVE system using their PIN number.at least 14 days before visit start date. • LA approval required –EVOLVE automatically applies for this after the Head approves the visit • Visits that have not been approved by the LA on the EVOLVE system MUST NOT TAKE PLACE.

Adventurous Activities taking place in Demanding Environments –
 (Including Field Studies, Forest School type activities and Amusement Parks eg Alton Towers, Greenwood)

<p>Adventure Sports</p> <ul style="list-style-type: none"> • Abseiling • Artificial wall climbing • Bouldering • Canoeing • Caving • Caving - Artificial • Coasteering • Ghyll scrambling • Gorge walking • Hill walking • Horse riding • Ice climbing • Kayaking • Kit Surfing • Mine exploration • Mountain Biking • Mountaineering • Orienteering • Pony trekking • Pot-holing • Rock climbing • Sail boarding • Sailing • Sand yachting • Sea level traversing • Sit on Top Kayaking • Snowsports • Stand Up Paddle Boarding • Surfing • Via Ferrata • Wave Skiing • Weaselling • Whitewater Rafting • Whitewater Tubing • Wild camping • Windsurfing • Yachting 	<p>Games and Sports</p> <ul style="list-style-type: none"> • Athletics & Other Sports • Archery • Bell-boating • Clay Pigeon Shooting • Cycling • Dragon boating • Paintball • Parachuting • Paragliding • Rowing • Shooting • Survival Skills • Swimming - pool, sea, natural waters • Swimming pools in hotels, hostels or campsites 	<p>Adventure Activities</p> <ul style="list-style-type: none"> • Assault Course • Standing Camps • Crate Stacking • Dog sledging • Hang Gliding • High ropes courses • Improvised rafting • Jacobs Ladder • Leap of Faith • Low ropes courses • Mountain Boarding • Rock hopping • Sledging • Snorkel and aqua lung activities • Team Building • Zip wires • Zorbing
	<p>Motorised Activities</p> <ul style="list-style-type: none"> • 4x4 Driving • Go-karting • Hovercraft • Jet Ski • Powered safety/rescue craft • Quad Biking • Segway • Speedboats and Ribs • Towed water sports / water skiina 	<p>Environmental Studies</p> <ul style="list-style-type: none"> • Bushcraft • Field Studies • Forest Schools • River studies • Coastal studies • Urban studies • Upland studies • Wetland studies • Studies using boats on canals, rivers and lakes • Studies in quarries and at other rock exposures (hard hat areas) • Expeditions • Studies in caves and mines

DofE Award groups / Expedition groups

It is best practice to have a lead Expedition / Visit leader who holds the overview of the whole expedition and an appropriately competent deputy. Schools need to ensure that staff involved in remote lone working during expeditions are competent and aware of the safety implications including emergency procedure and relevant issues.

Leaders planning a DofE Award expedition or unaccompanied expeditions should read the Guidance for unaccompanied Expeditions:

<https://hwbwave15.sharepoint.com/sites/665/nwoes/SitePages/General-Documents.aspx>

This document is intended to set a benchmark for good practice for all involved and to ensure that the Expedition meets the requirements of the Local Authority.

Planning of Overseas Visits

Overseas visits require a longer planning, preparation period please read OEAP National Guidance Advice found [OEAP NG7r Overseas Visits](#) Take particular note of the advice given above about cancellation terms and conditions, and insurance. Liaise closely with your travel provider about the situation and consider the alternatives should your visit no longer be able to proceed.

Overseas visits fall into two broad types:

- Complete packages arranged and delivered by an external provider.
- Visits led by the establishment's own staff, or may involve input from a variety of partners and providers in the UK and overseas, but the overall delivery is co-ordinated by the establishment rather than by an external provider.
- In either case **it is essential that an initial LA approval must be obtained before booking confirmation.** Initial LA approval can be sought by completing and sending the Overseas Visit Approval form OE1 to the Education Visit Adviser.
- **Initial approval for the planning phase must be requested at least 3 months prior to visit.**
- **HEAD MUST approve Visits planning in the EVOLVE system AT LEAST 42 days before the visit.**
- **Final LA approval for the visit on the EVOLVE system at least 28 days before the visit start date.**

Overseas Expeditions

Please refer to the Guidance on Overseas Expeditions which can be found here:

<https://hwbwave15.sharepoint.com/sites/665/nwoes/SitePages/General-Documents.aspx> .

There are no UK statutory standards regulating Overseas Expedition providers, but the following are relevant:

- The **Learning Outside the Classroom (LOtC) Quality Badge for Overseas Expeditions** gives assurance of both quality and safety, and is evidence that the provider claims compliance with British Standard BS 8848:2014. It does not involve any inspection of overseas work.
- British Standard BS 8848: 2014 “a specification for the provision of visits, fieldwork, expeditions, and adventurous activities outside the United Kingdom” is a non-statutory standard against which providers can declare their conformity following self-assessment or assessment by an external body (there is no regulation of the assessing bodies). Any provider claiming to conform to BS8848 who was found not to provide what is required by the standard would be in breach of contract.
- The school / Education Establishment **MUST** provide parents with full information about the visit so that they can make informed decisions when consenting to the arrangements, including any “Plan B” alternatives. A pre-visit parental briefing session is good practice. It will provide an opportunity for parents to ask questions.

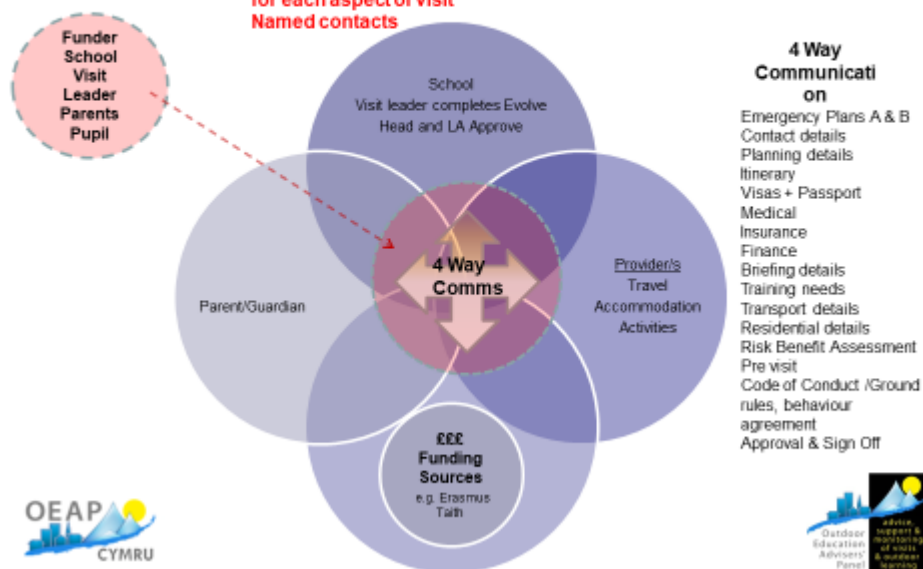
Overseas Visits Planned and led by the establishment's own staff - Checklist

Visits led by the establishment's own staff, often funded through Erasmus or Taith which may involve input from a variety of partners and providers in the UK and overseas, but the overall delivery is co-ordinated by the establishment rather than by an external provider.

Overseas Visits Planned by school in collaboration with other organising bodies understand their roles and responsibilities and required information has been exchanged



Clear understanding of who holds lead responsibility for each aspect of visit
Named contacts



Planning Check list:

- **Planning details** – OE1 Form completed to gain LA Pre Approval
- **Briefing details** – parents and pupils
- **Code of Conduct /Ground rules, behaviour agreement**
- **Finance and funding** - are the whole trip costs covered or are there additional costs
- **Pre visit** – these MUST be undertaken to any new destination
- **Contact details – UK and in country**
- **Itinerary** – ensure all aspects of the trip are covered
- **Risk Benefit Assessment** – covering all aspects of the itinerary
- **Residential details – hotels/hostels/home stays (DBS equivalent checks for host families or statements from host school)**
- **Activity Providers** – checked Provider Statement
- **Training needs** – for school staff and pupils
- **Transport details** – coach/plane/ferry etc
- **Visas + Passport** - in date
- **Emergency Plans A & B**
- **Medical** – full disclosure to school and insurance company of any notifiable condition
- **Insurance** – ensure this covers pupils or staff unable to travel back with group due to illness or injury
- **Approval & Sign Off**

Summary of Procedures

Communicable Diseases Considerations for Educational Visits

Within the advice, it is recognised that COVID-19 has not gone away and will remain with us globally. For this reason, it remains important for schools and settings to consider what they can do to reduce the spread of the virus, and protect their learners and staff, including any additional protections for those who are more vulnerable

You should be familiar with Welsh Government advice and National Guidance documents relevant to your role, as the normal principles of good practice still apply.

Schools: coronavirus | GOV.WALES

OEAP National Guidance - <https://oeapng.info/download/4835/>

Managing the Financial Risks

You must ensure that you have authority from your employer before you enter into any contract on their behalf. If you do enter into a contract without such authority, you may risk disciplinary action or be personally liable for any costs involved.

All contractual agreements should be between the establishment organising the visit and the provider. You should not allow providers to agree contracts or waivers directly with participants or parents. Details given in advertisements, brochures, websites etc. do not necessarily form part of a contract.

You should check what is actually included in any contract that you agree., You should check what is included in the terms and conditions of your contract with the Provider to ensure that both schools and parents are clear about any financial consequences of cancellation. See document OEAP NG doc [3.2i “Contracts and Waivers”](#).

Terms and Conditions:

When considering whether to agree a contract, you should make sure that you fully understand any relevant terms and conditions. You can often find these on a provider’s website while you are in the process of selecting a provider. You should pay particular attention to any terms and conditions regarding:

- The timing and amount of deposits and payments, which are often linked to cancellations terms and conditions
- Where a provider’s terms and conditions are not clear, or are not written in plain language, it may be better to look for a different provider.
- If there is anything you do not understand you should take advice or ask the provider for written clarification. If you are not happy with any of the terms and conditions, you should discuss these with the provider – they may be willing to negotiate changes.

Cancellation:

You should be clear about what will happen in the event of postponement, cancellation or curtailment by you, by the other party, or by any of the participants.

If your ability to pay for a visit depends upon payments from parents or participants, it is advisable to ensure that the payment and cancellation terms that you have agreed with them match your commitment to any providers.

You should also check that you have suitable insurance to cover cancellation or curtailment in the event of factors such as sickness or adverse weather, and inform participants or parents of any details of the insurance cover that is relevant to them.

Sometimes external factors such as a volcanic eruption, an epidemic, or a change in government travel advice mean that an event cannot go ahead as planned. You should check the terms and conditions, and your insurance policy, about what would happen in these circumstances.

Insurance

Refer to OEAP National Guidance <https://oeapng.info/download/1150/> and contact your County Insurance Department so any specialist advice especially if traveling overseas

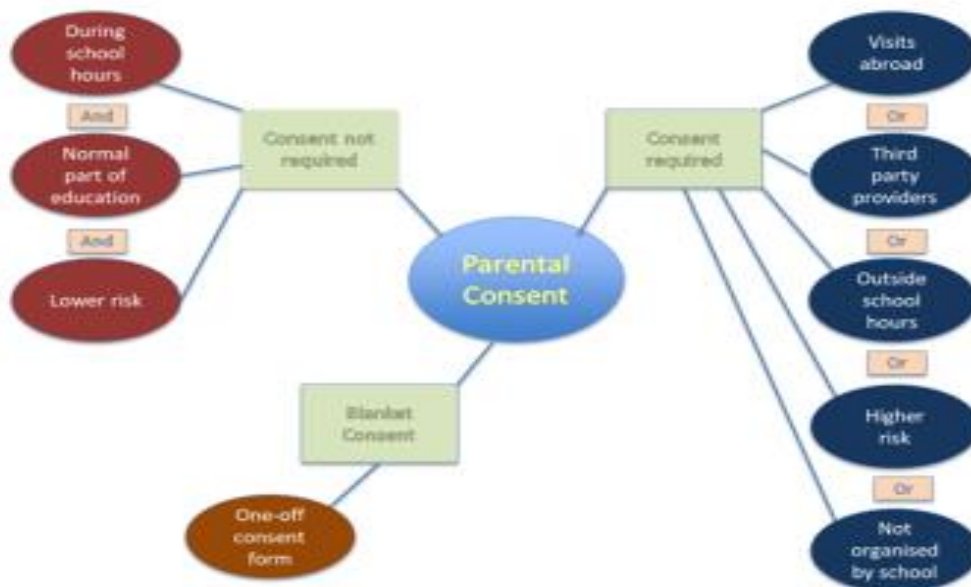
Establishments organising off-site visits away from their local area should have travel insurance which covers the planned activities. Your policy should cover:

- Personal accident;
- Cancellation and curtailment; personal liability; personal effects and money; medical expenses and repatriation. It may be available as part of, or as a supplement to broader insurance policies such as those negotiated by employers.

Care should be taken to ensure that the cover is not invalidated by circumstances that are possible when travelling with young people and you should consider the potential effects of an epidemic such as coronavirus when checking the cover provided by a policy. For example, will the insurance cover the cost of cancellation, curtailment or delay due to changes in government guidance or virus control measures (such as members of the group being isolated at home or in a hotel and prevented from travelling)?

Where the available cover is inadequate, consideration should be given to taking out additional insurance, or extensions to the policy. You are not obliged to take out insurance offered by a tour operator as part of a package. It should be compared with other available insurance. If a provider includes travel insurance in the price but you do not need it, you should ask them to remove it. **Please contact your LA Finance department for information regarding Insurance.**

All Visits Must have Informed Parental Consent



Consent is required for all offsite and educational visits. Anyone organising an off-site visit should:

- Provide parents with sufficient information to make an informed decision about the participation of their child. Such information may be given in a variety of ways, as the information needed by parents will depend on the nature and complexity of the visit.
- For routine visits **those listed on your Routine Visit Consent Form**, blanket consent is obtained.
- For non-routine visits i.e. **Overnight/adventurous etc.** consent is obtained for each visit (or series of repeated visits) using a **Non-routine Visit Parental Consent Form or Adventure Activities Consent form**. An example of a non-routine visit parental consent form can be obtained from the EVOLVE system by clicking on resources and then 'forms'.
- With appropriate security measures in place, parents can give consent electronically - e.g. by email, text, website or apps. Online systems that provide the option for visit-specific e-consent should have the facility for parents to confirm that they have been fully informed, and when and by whom the consent was given. Systems that use a hyperlink or attachment facility should enable the direct connection between consent and information about the visit.
- Where it is not possible for parents to update information electronically, as part of the consent process, it would be sensible to include a statement informing the school of any changes to my child's medical condition or individual needs (including any emotional wellbeing or mental health issues which may affect their participation in the visit), agreement to medical treatment and any changes to emergency contact numbers.
- If parents/carers withhold their consent 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.

Inclusion

The overarching principle is that all pupils should be included in all education activities and experiences. The law requires that 'reasonable adjustments' are to be made to include pupils with additional support needs. This might include amendments to the programme, additional staffing etc. The Health and Safety of all pupils and staff on visits must also be considered.

When a visit or activity is being planned, all reasonably practicable measures must be taken to include all young people. Every reasonable effort should be made to find a venue and activities that are both suitable and accessible and that enable the whole group to participate fully and be actively involved. The principles of inclusion should be promoted and addressed in policy and practice, ensuring:

- An entitlement to participate.
- Accessibility through adaptation or modification, including the provision of auxiliary aids and services.
- Integration through participation with peers.

Sometimes it may not be possible to make reasonable adjustments to include a young person in a specific visit or activity, nor to provide the whole group with a suitable alternative, perhaps because of a severe disability. It is not necessary to deprive the rest of the group of worthwhile opportunities, if it is genuinely impossible to find a suitable way of including everyone, or after putting in additional support the Risk management plan still deems that pupils and staff may still be at risk.

Consideration must be given to the provision of a suitable alternative. The burden of proof is on the establishment, to show that what happened was for a reason other than unfair discrimination.

- Any adjustments that are made in order to include a disabled young person should not impinge unduly on the planned purpose of the activity.
- A decision to exclude a young person should not be taken lightly, and only after consultation with those who have responsibility for the young person, including (as appropriate) the head, EVC, Visit leader, Support staff, Parents, any third party provider, Education Visits Advisor and possibly their GP.

Behaviour

Exclusion for Behaviour is not one of the protected characteristics defined by the Equality Act. It may therefore be acceptable to exclude someone from an activity or visit if their potential behaviour presents a significant, unmanageable and unacceptable risk to the health, safety or welfare of either themselves or others, or to the successful completion of the activity or visit.

However, if the behaviour is associated with a protected characteristic, great care should be taken to ensure that unfair or illegal discrimination does not take place. Where there is some doubt about including or excluding someone on the grounds of their behaviour, you should consider:

- addressing the issue at the earliest stage of planning
- involving all interested parties
- establishing a behaviour management plan with agreed action points that may enable inclusion on the visit
- establishing behaviour targets and timescales to be met to either allow inclusion or trigger a decision to exclude
- providing an additional adult, such as a parent or support worker, with a specific brief to manage behaviour issues
- ensuring that what is expected of staff is reasonable and within their competence
- recording this process

If someone is excluded because of their behaviour, alternative ways of achieving the same learning outcomes should be considered. Because outdoor learning and off-site visits are enjoyable, it can be tempting to use exclusion from them as a punishment for behaviour not connected to them.

However, this could give the wrong message about the educational worth of such activities. For example, if a school would not exclude pupils from an indoor maths lesson as a punishment for misbehaviour elsewhere, to exclude them from a visit as a punishment could suggest that the visit is less important but more enjoyable than the maths lesson.

Charging for Activities

Schools and Education Establishments must take account of the law relating to charging for school activities, as set out in the Education Act 1996. Schools and local authorities must not charge for:

- Education provided during school hours
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Transport provided in connection with any educational visit of this type.
- Supply teachers to cover for teachers who are away from school on a visit

Schools **may** charge for optional extras, which include, education provided outside of school time that is not:

- g) Part of the Curriculum.
- h) Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
- i) Part of religious education.
- j) Board and lodging for a pupil on a **residential visit**, except to parents in receipt of certain benefits (broadly equivalent to those that qualify children for Free School Meals).
- k) Extended day services offered to pupils (e.g. activity clubs).
- l) Schools must inform parents on low incomes and in receipt of relevant benefits of the support available to them when they ask for contributions.

Using External Provider – pre-booking checks

Schools / Educational Establishments may use external providers to support, enhance or supplement their own resources to maximise the outcomes from a visit. You should consider how your establishments and providers work together, and in particular on the roles and responsibilities of establishment staff and provider staff.

A 'provider' means any person or organisation external to your establishment contracted to organise and/or lead all or part of a visit or activity. **As part of visit planning, any external providers should be assessed as suitable to meet the establishment's and group's needs and requirements, and relevant safety standards.**

- To reduce bureaucracy for both leaders and providers, you should take advantage of established national approval schemes. <https://oeapng.info/downloads/download-info/4-4h-preliminary-visits-and-provider-assurances>
- 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 gained by a pre visit by staff.
- When using a specialist venue or activity provider please apply the following guidance before signing any booking form or contract:



LOtC Quality Badge If the provider has the **LOtC Quality Badge** (Learning Outside the Classroom Quality Badge accreditation). The Quality Badge providers have pledged to engage in an ongoing process to sustain high-quality learning outside the classroom and who have demonstrated that they meet six quality indicators;

- 7. has a process in place to assist users to plan the learning experience effectively;
- 8. provides accurate information about its offer;
- 9. provides activities, experience or resources which meet learner needs;

10. reviews the experience and acts on feedback;
11. meets the needs of the users;
12. has safety management processes in place to manage risk effectively.

Providers that hold the LOfC Quality Badge are not required to provide schools with additional information on their Safety Management Systems or complete the Provider form

Providers who are not LOfC holders will need to complete the Providers Form (which can be downloaded from the EVOLVE system's Forms section) <https://oeapng.info/downloads/download-info/8p-provider-questionnaire>

- **Check that this has been satisfactorily completed by the provider before you book and/or upload the form onto Evolve.** 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 Education Visits Adviser.

Approval of Visit Leaders

Schools should have clear processes for approving people to lead visits or activities. This should ensure that leaders are **accountable, confident and competent** to lead the specific visits or activities for which they are approved.

- Being **accountable** means that the leader has been engaged through an appropriate recruitment process, which includes vetting and induction into the establishment's policies and procedures.
- They should understand the chain of accountability, what is expected of them, and the establishment's policies and procedures.
- Being **confident** includes leaders having the ability to take charge of a situation while being aware of, and understanding, their abilities, as well as their limitations.
- Being **competent** means that the leader has demonstrated the ability to operate effectively, and has sufficient relevant experience and knowledge of the activities, the group, and the environments in which the visit will take place. Competence is a combination of skills, knowledge, awareness, judgement, training and experience. It is not necessarily related to age or position within the establishment.

Relevant experience is not necessarily gained by repeating the same thing several times, but by experiencing a range of different activities and environments. Approval should never be assumed, and should involve professional judgement as well as evidence of technical competence.

The Head/Manager or Educational Visits Coordinator (EVC) (when the responsibility is delegated) should make a judgement about the suitability of that person to lead that group on that visit/activity in that environment.

Local Authority Leader Approval

Who needs LA leader approval?

Any school staff or volunteers who wish to lead any activity or visits in any of the demanding environments including Field Studies) or adventurous activities must first be confirmed as technically competent to lead the activity by the Education Visits Adviser.

<https://oeapng.info/downloads/download-info/6h-faqs-adventure-activity-qualifications>

Details on activities in demanding environments / adventure activities can be found in the operational procedures (section 3.0) on <https://hwbwave15.sharepoint.com/sites/665/nwoes/SitePages/General->

LA Leader Approval Requests

The Person requiring approval **MUST** make a Leader Approval Request via their own EVOLVE account, these cannot be made by another person (EVC). To do this:

- EVOLVE Home Page
- Click the Blue Icon with two white Person
- Click on Awards and Training bottom left
- Click the Blue + button next to LA Leader Approval requests and complete the two sections:
 - d. Details of the activity you are applying for
 - e. A summary of your recent experience
 - f. click continue
- Then Click on Blue + button Next to My Awards – browse your files and upload all relevant qualifications including an in date first aid certificate – click continue

Your Head will then approve your request and then the LA. Approval lasts for 3 years after which you will need to resubmit in the same way.

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 for a suitable level for site-specific approval to be given. **(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)**

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.

Joint visits or collaborative visits

Joint visits planned with or by another establishment or organisation e.g. School, Youth Service, URDD, and Sports Officers

Any visit or activity involving young people from your school/establishment, or where young people have been recruited through your school/establishment should be treated as one of your own visits **even if another school/establishment or external provider is taking the lead role in organising the visit.**

Examples include:

- Sports fixtures/tours where your school/establishment has made young people/parents aware of the opportunity but where the tour is being staffed by other adults
- Collaborative visits with another school/establishment
- DofE Expeditions where young people from your establishment are joining another establishment's expedition

For these visits, the young person's EVC and Head **must be able to evidence that they have:**

- Ensured that all aspects of planning for the visit meet the County requirements for visit planning and approval (another school/establishment may carry out this planning and approval if they are taking the lead role but if this is the case, the visit plan must include all young people and staff attending the visit from all schools/establishments involved and you must view and approve the visit plan)

- Been sufficiently involved in planning for the visit to ensure that the risk management and pastoral care arrangements (including an appropriate level of 24/7 supervision) are appropriate for the young person/people attending from their establishment
- Checked that the planned activities are appropriate for the young people from their establishment
- Ensured that parents are made aware of the arrangements for supervision and the activities planned and have given their consent to this
- Satisfied themselves that any activities being provided are being delivered by a suitably competent and insured activity provider or leader
- Satisfied themselves that the staff leading the visit are competent to do so e.g. confirmation by another school / establishment Head
- Ensured that the supervisory staff for the visit are made aware of any relevant additional needs **(including medical/dietary/behavioural)** for the young people taking part from their establishment
- Ensured that appropriate support will be provided by the visit leaders to manage any additional needs effectively
- Ensured that they can be contacted in the event of an incident, accident or other emergency

Collaborative Provision involves young people undertaking part of their education away from their home establishment, at sites run by other providers, for example by colleges, employers or training providers. See OEAP National Guidance <https://oeapng.info/download/1210/>

Providers may want to involve young people in outdoor learning, or off-site visits. Before any provider is used to deliver collaborative provision, the home establishment should ensure that the provider is appropriately vetted and that a contract or service level agreement (SLA) is in place, which clearly lays down the minimum required operating standards. This contract or SLA should include the arrangements for any outdoor learning or off-site visits. It should require providers to either comply with the policies and procedures for outdoor learning and off-site visits used by the home establishment, or to demonstrate that their policies and procedures covering this area are equally robust.

Responsibilities of the Home Establishment

The home establishment should ensure that:

- They have a robust policy that sets out the operational requirements for collaborative working which includes clear arrangements for the hand-over of responsibility for supervision;
- They have appointed a named co-ordinator to take oversight and responsibility for the collaborative arrangements;
- The establishment's policy for collaborative provision is shared with the provider, and that the provider understands the requirements of this policy;
- If the provider does not comply with the same policy and procedures for outdoor learning and off-site visits, the home establishment should have a copy of the provider's policy and procedures and understand how these operate;
- There is a contract or service level agreement with the provider;
- There is effective two-way communication to ensure both the provider and home establishment are kept updated on specific health and safety, medical, special educational needs, disability and welfare issues;
- Parents are fully informed of the nature of provision (including any transport arrangements), and appropriate consents are obtained;
- Quality assurance procedures are agreed with the provider, including reporting procedures, and these are subject to on-going review;
- Transport arrangements are properly risk-assessed and subject to on-going review, informing parents as appropriate.

For all collaborative visits, the young person's EVC and Head must be able to evidence that they have:

- Ensured that each participating school should be sufficiently involved in planning for the visit to ensure that the risk management and pastoral care arrangements, including appropriate level of 24/7 supervision for their young people.
- Checked that the planned activities are appropriate for the young people from their establishment
- Ensured that parents are made aware of the arrangements for supervision and the activities planned and have given their consent to this.
- Ensured that the supervisory staff for the visit are made aware of any relevant additional needs **(including medical/dietary/behavioural)** for the young people taking part from their establishment
- Ensured that appropriate support will be provided by the visit leaders to manage any additional needs effectively.
- Ensured that they can be contacted in the event of an incident, accident or other emergency.

Guidance of the Management of cross County collaborative visits

Please read and follow the specific guidance on Cross County Collaborative Visits and Regional visits e.g., Ski Courses and Regional Sports Teams which can be found on SharePoint to ensure that best current practice is followed on collaborative visit.

<https://hwbwave15.sharepoint.com/sites/665/nwoes/SitePages/General-Documents.aspx>

ADD Use of Sorting Clubs to deliver activities ADD – commercial or not

Blanket approval for Educational Visits

Blanket approval may be given by:

- Heads for staff to run routine visits
- The LA for those staff who have gained LA leader approval

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.

Educational Visit and the threat of terrorist attacks or Civil Unrest

See OEAP National Guidance <https://oeapng.info/download/3939/>

Leaders should be mindful of the ongoing possibility of terrorism-related incidents, both within the UK and overseas, it's important to consider how to minimise risk and to ensure that in the event of an incident all participants know what action to take. We advise to exercise caution in public places. For up to date guidance please read the Guidance document which can be found on SharePoint:

<https://hwbwave15.sharepoint.com/sites/665/nwoes/SitePages/General-Documents.aspx>

Media Considerations

Electronic devices can on occasion, be of benefit. However, electronic devices can also be a hindrance. It is strongly recommended that there is control over indiscriminate and potentially damaging use of mobile phones and social media by groups on educational visits. The safeguarding of all participants is paramount and guidance for participants and parents needs to reflect the

importance of this. This is especially important when dealing with the unlikely and unfortunate event of an incident / accident as this may impede the support of dealing with an emergency.

Record keeping/ Monitoring

Visits planned on EVOLVE

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 (**NOTE: 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:

4. Educational visits policy – dated so that the version current at the time of any visit can be traced;
5. Standard risk management procedures dated as current at the time of the visit;
6. 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.

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.

Incident Management

Emergency action flowchart for Visit Leaders and School Base Emergency Contacts

- This section sets out the action to be taken, in the event of an Emergency /Critical incident on an educational visit.
- Schools/ Establishments are provided with emergency action flowcharts and this must be carried by all visit leaders taking part in any offsite activity or visit.
- All staff on a visit must have all accompanying staff phone numbers and the school Emergency contacts on their phone
- ALL school EMERGENCY CONTACTS MUST be 24 hours even for a day visit in case of late return or incident

Definitions

4. Incident: a situation dealt with by the Visit Leader, who remains in control and can cope.
5. Emergency: an incident that overwhelms the coping strategies of the Visit Leader so that they refer to the Emergency Contact for help and may require the emergency services.
6. Critical Incident: an incident that meets the definition and is probably overwhelming the coping strategies of both the Visit Leader and the school's Visit Emergency Plan.

Emergency action flowchart for Visit Leaders

This flowchart must be completed by your establishment and carried by all visit leaders taking part in the visit.

In the event of an emergency - Do not speak to the media – Direct all media enquiries to Local Authority (LA) press officer

Give first aid if necessary. Make sure the rest of the group are accounted for and looked after.

Can you deal with the incident yourself?

No

Yes

Is this an Incident which requires the emergency services?

Yes

No

Inform your Base Emergency Contact as soon as possible

Call emergency services 999 or 112 and answer the operator's questions about the incident

Follow instructions given by emergency services (if applicable) and / or Base Emergency Contact Continue to monitor group to minimise risk of any further incidents. Stay near a phone to handle further calls from Emergency services or Base Emergency Contact

Emergency Contact Crib Card

1. School/establishment Office Number: 01758 730220

2. Base Emergency Contact

Name: DYLAN MINNICE Tel: 01758612766 / 07854044392

Name: ALED WILLIAMS Tel: 07790140794

In the event of a Critical Incident or serious incident that can't be dealt with by yourself and where your Base Emergency Contact is not contactable contact the LA:

(Office hours)

Name: CERI ROBERTS Tel: 01286 679 004

Name: Manon Haf Griffiths Tel: 01286 679 004

Out of office hours

Name: CERI ROBERTS Tel: 07977 516 581

Name: Manon Haf Griffiths Tel: 07920 537 586

Emergency Procedures: LEADER / TEACHER INCAPACITATION

USE COMMON SENSE in terms of looking after yourself and group

PRIORITY IS TO KEEP GROUP SAFE AND WARM AND TO AWAIT FURTHER HELP –School safety procedures will kick in if a group is late back – help will arrive.

What to do

MAY NEED TO MOVE TO A SAFE AREA and out of immediate / further danger.

USE KIT TO KEEP GROUP WARM / SAFE

ADMINISTERING 1ST AID – may have to move if safe to do so.

PHONING FOR ASSISTANCE –

Use Leaders phone to ring:

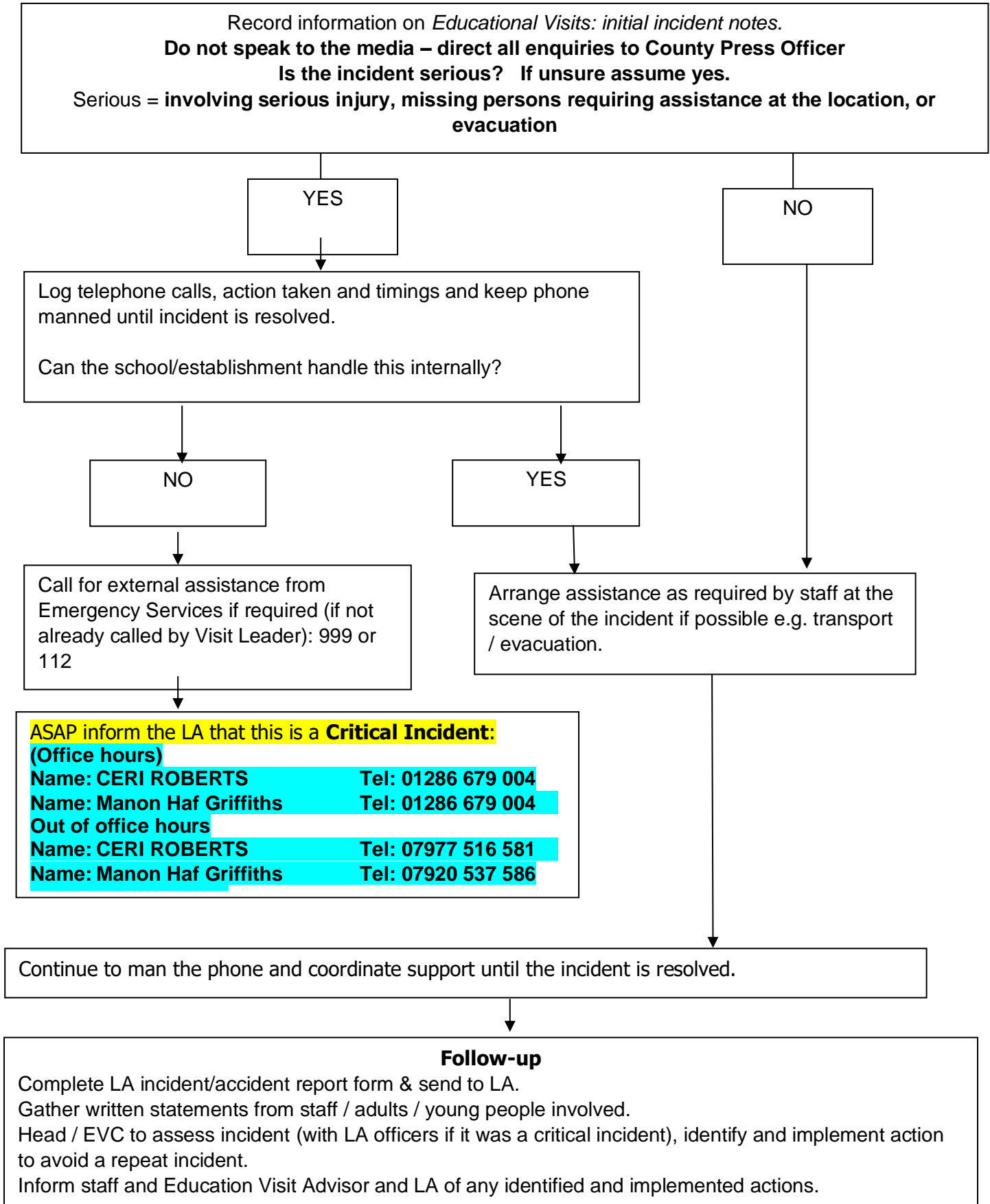
School Base contact: Insert Number and/or Emergency Services (999 or 112 if no signal)

GIVE AS MUCH INFORMATION AS POSSIBLE:

- Location and details of the incident
- Numbers injured & name of instructor
- Action taken - NEED EMERGENCY SERVICES?

DO SUMMON HELP FROM OTHER GROUPS AT THE VENUE IF SAFE TO DO SO.

School/establishment office and the nominated Base Emergency Contact for each visit



Educational Visits: initial incident notes

This form can be used by the Base Emergency Contact (or LA call handler) to take rough notes during the period that they are handling an emergency call. The Head must ultimately ensure that the LA incident/accident reporting procedures are completed as soon as possible after the incident.

Name and role of person making the emergency call _____

Contact number(s) for person making call _____

Name and number of Base Emergency Contact (if different from above)

Name of group's school/establishment _____

Number in group and age range _____

Name(s) of any lost or injured individuals(s)

- 1.
- 2.
- 3.
- 4.

Time and date of incident _____ Location of incident _____

Activity taking place at the time _____

Vehicles involved (if applicable) _____

Description of incident and action taken (continue on separate sheets as necessary)

Form completed by _____

Date: _____

Risk management procedures

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

- You **must** amend the risk management procedures in this section to reflect the way that **your** visit leaders manage routine off site visits.
- You must review your standard operating procedures to ensure that they include the measures, including public health advice that you need to take to reduce the risks from **Communicable Diseases**
- It is important that it reflects actual practice on visits run by your school/establishment – **if it's written down then all will be expected to comply.**
- Once completed, this is the standard risk assessment for all routine off site visits run by your school/establishment and the template for all other visits.
- **All non-routine visits must** have a written risk assessment for risks identified for that visit including the **Risk Assessment for times when school staff are supervising pupils eg** Travel and activity supervision
-
- If using an Independent Provider or on Residential Visits include**
 - e) Out of activity time
 - f) Meals
 - g) Overnight supervision
 - h) Staff or pupil illness
 - a. Isolation
 - b. Returning home – parent pick up
 - c. Replacement staff?
-
-
- **For Joint Visits - those involving one or more schools then all participating schools** must agree and sign the **Risk Management Agreement Plan for the visit** (please see below **Risk Management Form for Joint visits**). These visits might include residential visits to Glan Llyn, Ski courses, Sporting Events etc.

Template Risk management form: All off site visits – Routine and Non Routine

- You **must** amend the risk management procedures in this section to reflect the way that **your** visit leaders manage routine off site visits.
- Date of last Review By _____

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>
Crossing roads/walking along pavements	Pupils	<ul style="list-style-type: none"> Brief children of conduct expected of them when walking/crossing roads Ensure staff wearing hi-viz vests, are placed at front, middle and rear of children. Pupils to walk in pairs or single file. Members of staff to choose safe place to cross roads (if not using recognized pedestrian crossing) 2 members of staff wearing hi-viz vests to stand in road with children walking between.
Weather conditions	Pupils/staff	<ul style="list-style-type: none"> Check weather forecast prior to visit Brief pupils/parents of possible weather conditions prior to visit Ensure appropriate clothing/footwear is worn or taken bearing in mind Summer and Winter conditions Ensure First Aid kit is carried by visit leader Advise parents to pack additional food/water Check with parents that it is OK to put sun cream on children Take spare clothes for children not suitably prepared Ensure emergency shelter is taken if in demanding environment
Scientific démonstrations at science venues	Pupils	<ul style="list-style-type: none"> School/establishment staff to ensure that pupils follow instructions of qualified staff at venue and to adhere to rules regarding proximity
Trips, slips and falls	Pupils/staff	<ul style="list-style-type: none"> 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

Transport to and from venues	Pupils/staff	<ul style="list-style-type: none"> • Ensure recognised LA bus company is used and necessary checks carried out • Ensure seat belts are worn at all times and are checked by visit leader • <i>If using establishment own minibus adhere to LA policies and procedures</i> • <i>Additional Transport risk assessment in place</i> • <i>Staff familiar with emergency exits on transport</i>
Stranger danger	Pupils	<ul style="list-style-type: none"> • Ensure children are made aware not to walk off with an unknown adult unless given specific instruction by visit leader. • Regular head counts • Supervised at all times, including appropriate supervision when toileting
Beach/coastal visits - washed into sea caught by rising tide	Staff and pupils	<ul style="list-style-type: none"> • Check tide times before embarking on trip • Check weather forecast for day of visit • Brief pupils and staff not to go near water's edge
Accident/emergency	Pupils & Staff	<ul style="list-style-type: none"> • Follow emergency procedure guidelines carried by visit leader • Ensure suitable staff helper (in addition to visit leader) understands emergency procedure • Brief children of what to do in an emergency and how to summon help
Getting lost/separated from group (outdoor venues)	Pupils	<ul style="list-style-type: none"> • Regular headcounts • Ensure pupils are to stay in small groups • Ensure staff accompany pupils at all times • Brief pupils to stay put if lost or separated and to shout for attention • Ensure all pupils know name of visit leader, staff and school/establishment name
Getting lost/separated from group (indoor venues)	Pupils	<ul style="list-style-type: none"> • Regular headcounts • Ensure pupils are to stay in small groups • Ensure staff accompany pupils at all times • Brief pupils to stay at venue if lost or separated never to leave the premises • Brief children to make their way to reception • Ensure all pupils know name of visit leader, staff and school/establishment name
Medical Conditions	Pupils and Staff	<ul style="list-style-type: none"> • Ensure medical conditions are disclosed prior to visit • Ensure consent is given for staff member to administer medicine if required • Ensure medicines, epi pens, inhalers, etc. are carried by visit leader • Ensure at least one staff member/adult volunteer knows how to administer medicine if required.

Walking in local countryside	Pupils	<ul style="list-style-type: none"> • Brief pupils and helpers of proposed route • Brief pupils of appropriate behaviour • Ensure member of staff at front, middle and rear of pupils • Ensure correct clothing and footwear is used
Absconding Students		<ul style="list-style-type: none"> • Identify which student/s / Staff member/s have absconded • Identify when was the last time you have seen them • Consider if they are late or if they have purposely absconded • Contact school for advice • School will either call the emergency contact or advise the staff on the visit to do so. • Review if the person/s have friends on the visit and if they have the person/s person's telephone number so that an attempt can be made to contact them directly, if needed. • Headteacher to be kept informed by the EVC • EVC / Headteacher to consider if this is an emergency. If so, follow DCC protocols • Post event, review and communicate with all parties
Farm Visits Machinery, vehicles, risk of allergy, contamination, bites, kicks, etc.	Pupils and staff	<ul style="list-style-type: none"> • Brief pupils to stay out of way of machinery/vehicles and to follow supervision by farm staff • Ensure parents have informed staff prior to visit of possible allergies • Ensure medicines are carried by visit leader (if required) • Brief children not to touch animals unless safe to do so • Ensure pupils/staff are made aware of farm rules, reinforced by farm staff • Ensure all eating is done in hygienic locations • Ensure children wash hands before eating • Make sure First Aid kit is carried
Castle visits High walls – falls Steep, dark stairs - falls	Pupils and staff	<ul style="list-style-type: none"> • Visit leader knows venue and specific areas of risk in the castle (following recce) • Brief other staff • Supervise pupils appropriately

Non-Route Activities and Visits Sample Assessments Templates

Template Risk management form: Residential trips

Add the details as required for your trip site eg single or shared site with other schools, Centre site eg forest, water, urban, city

Accommodation hostel/hotel/tents

Date completed By _____

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>
Transport to and from venues	Pupils/staff	<ul style="list-style-type: none"> • Ensure suitable bus company is used • Schools staff have bus company and driver contact details • Ensure seat belts are worn at all times and are checked by visit leader. • Staff to ensure first aid kit to be on bus before leaving.
Meal times	Pupils	<ul style="list-style-type: none"> • Ensure children are made aware of the rules of the venue, all members of staff to supervise. • Children are reminded of the importance of hygiene before meal times including handwashing. • Dietary requirements sent to venue beforehand, school staff to also be aware of any requirements.
Out of activity time	Pupils	<ul style="list-style-type: none"> • Children are aware of the rules at the venue and reminded of the need for exemplary behaviour at all times. • All children to know where members of staff are at all times. • Staff are accessible to children at all times. • Staff to check on the children on a regular basis to ensure behaviour standards are met.
Overnight	Pupils	<ul style="list-style-type: none"> • Children to be given clear instructions of when they are expected to go to sleep. • Members of staff to stay up for a period of time after lights out to ensure that all children are asleep. • All children to be aware of how to contact a member of staff if they are needed overnight. • Staff to check on each room before going to sleep. • Staff to follow procedure of the venue in terms of locking doors before going to sleep. • Children are reminded the need to stay in their rooms until instructed in the morning by a member of staff and to only leave in a case of an emergency.
Illness - Child		<ul style="list-style-type: none"> • Child to be cared for by a member of staff at all times.

		<ul style="list-style-type: none"> • Contact numbers for parents to be kept in a central place for all members of staff to access. • Parents to be contacted if members of staff feel there is a need. • Staff member to bring car in case of emergency – Business insured.
Illness – Staff		<ul style="list-style-type: none"> • Ensure enough members of staff are available in terms of ratios. • Member of staff to bring a car with them with business insurance. • School contact to be contactable throughout the trip.

Template Risk management form: Day Visits		Add the details as required for your trip site eg single or shared site with other schools, Centre site eg forest, water, urban, city Date completed _____ By _____
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>
Weather Conditions	Students / Staff	<ul style="list-style-type: none"> • Check weather forecast prior to visit • Brief students/parents of possible weather conditions prior to visit • Ensure appropriate clothing/footwear/sunscreen/lotions are worn or taken bearing in mind Summer/Winter conditions • Ensure emergency shelter is taken if in demanding environment
Trips, slips and falls	Students / Staff	<ul style="list-style-type: none"> • Ensure appropriated footwear is worn and shoelaces tied • Brief students/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 students are disclosed prior to visit
Transport to and from venues	Students / Staff	<ul style="list-style-type: none"> • Ensure recognised Local Authority bus company is used • Ensure head count is taken when getting on transport and on leaving transport • Ensure seat belts are worn at all times and are checked by visit leader • Ensure staff are placed at strategic points throughout the transport • Staff to ensure behaviour of students (distraction to driver/other road users) CCTV installed on all coaches to deter and/or review incidents
Getting lost/separated from group (outdoor venues)	Students / Staff	<ul style="list-style-type: none"> • Ensure regular head counts are taken • Ensure students are informed to stay in small groups • Ensure staff accompany students at all Brief students to stay put if lost or separated and shout for help • Ensure students follow/listen carefully to staff of venue for activities safety procedures (for those with medical conditions staff are to ensure that they fully understand what is expected) •

Risk Management Form for Joint visits

This form must be completed jointly and signed by the visit leader of all participating school(s) and shared with all leaders. This form should then be scanned and attached to the EVOLVE visit form.

Participating schools: Name of participating schools

Date risk assessment completed:

Completed by (name, school & signature):

Date of visit :

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>
Transport to and from venues: <ul style="list-style-type: none"> • Road traffic accidents • Behavioural issues 	Pupils Staff	<ul style="list-style-type: none"> • Ensure recognised LA bus company is used • Ensure seat belts are worn at all times by staff and pupils and are checked by school visit leader • Visit leader to have available information re pupils and staff in case of an emergency en route - first aid kit / sick kit. • Expectations of behaviour to be communicated to pupils at the beginning of the journey - e.g. pupils remain seated. • School staff supervise the pupils in their care to ensure they behave appropriately during the journey.
Accident/emergency: <ul style="list-style-type: none"> • To pupil • To member of staff 	Pupils Staff	<ul style="list-style-type: none"> • Follow provider and school's own emergency procedures in the event of an incident. • Ensure all staff understand emergency procedures. • Brief children of what to do in an emergency and how to summon help. • Ensure County accident / incident form is completed. • If an adult emergency, ensure enough supervisory cover remains throughout the visit.
Medical conditions (staff and pupils) & behavioural issues	Pupils Staff	<ul style="list-style-type: none"> • Ensure all consent forms are completed correctly prior to the visit and consent is given for staff member to administer medicine if required. • Ensure medical conditions of staff and pupils are disclosed prior to the visit and known to organising provider staff).

		<ul style="list-style-type: none"> • IEBPs /Personal Risk Assessment must be brought and shared with supervisory staff as and when appropriate • Ensure medicines, epi pens, inhalers, etc. supplied are stored safely and available to use in emergency. • Inhalers to be accessible to pupils during activity sessions • Ensure at least one staff member/adult volunteer knows how to administer medicine if required.
<p>Time outside of Centre staff-led activities (including before/between/after activities, mealtimes and overnight):</p> <ul style="list-style-type: none"> • Behavioural issues • Stranger danger 	Pupils Staff	<ul style="list-style-type: none"> • Pupils given guidelines re expected behaviour around the centre between activities. • School's own behaviour policy to be implemented • Ultimate responsibility with staff from the individual schools. • Pupils are reminded of the rules / boundaries regularly. • School staff to be responsible for their pupils during free time and meal times.
<p>Town/Resort visit:</p> <ul style="list-style-type: none"> • Road traffic accidents • Stranger danger • Getting lost • Behavioral issues 	Pupils Staff	<ul style="list-style-type: none"> • Brief children of conduct expected of them • Brief children on specific risks in town e.g. road traffic (and safe crossing point), stranger danger • Ensure staff are placed at front, middle and rear of children when walking as a group • Regular headcounts • Ensure pupils stay in small groups • Ensure pupils are accompanied by an adult at all times during the visit • Brief children on action to take if they get lost or separated from their group • Ensure that buses are up to standard, seatbelts are working and have a certificate of "road use". Draw driver's attention to any defects/ problems. • Train breakdown – discuss with train driver options available to the passengers and discuss with staff on train where possible.
<p>Centre staff-led activities</p> <ul style="list-style-type: none"> • Behavioural issues • Emergency or accident to pupil or staff member 	Pupils Staff	<ul style="list-style-type: none"> • Inform supervisory staff of any issues regarding medical or behaviour. • Staff to report any incident or accident to manager of Centre and follow accident / emergency procedures.
		<ul style="list-style-type: none"> •

