

Suzanne Fearn

From: Addysg Education
Sent: 09 May 2013 14:26
To: Suzanne Fearn
Cc: Arwyn Thomas; Addysg Education
Subject: teithiau tramor
Attachments: Exchange visits March 2013.pdf; Mrs visits March 2013.pdf; 04 Exchange visits March 2013 (c).pdf; Cab 090413.pdf; Cab 190313.pdf; Cofnodion 270313 (c) & (s).pdf; Agenda final.pdf; Learning 270313 (s) call-in school exchange.pdf; Aberystwyth kronberg People in Partnership Assh.pdf; ymweliadau tramor.docx.pdf; teithiau tramor.pdf; 04 Exchange visits March 2013 (c).pdf

Suzanne, dal wrthi yn casglu

Arwel George and Adrian Wells requested a meeting with EE to discuss the above and came in on the 19th January to the Office.

Ffeiliau Dana yn cynnwys:

- ✓ 1. Adroddiad gwreiddiol Cabinet 19/03/13 – cymraeg & saesneg
- ✓ 2. Cofnodion Cabinet 19/03/13
- ✓ 3. Agenda Craffu 27/03/13
- ✓ 4. Cofnodion Craffu 27/03/13
- ✓ 5. Adroddiad nol I Gabinet 07/04/13
- ✓ 6. Cofnodion Cabinet 07/04/13

Dana

Lis Williams/Wendy Lloyd
Ysgrifenyddion/Secretaries
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Education and Community Services Department
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Cyngor Sir
CEREDIGION

ADRAN ADDYSG A
GWASANAETHAU CYMUNEDOL
J. Eifion Evans, B.Add.
Cyfarwyddwr
Director



CEREDIGION County Council

DEPARTMENT OF EDUCATION &
COMMUNITY SERVICES

Canolfan Rheidol, Rhodfa Padarn, Llanbadarn Fawr,
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Dyddiad/ 25th April, 2013
Date

Gofynnwch am/ Eifion Evans
Please ask for:

Llinell Uniongyrchol/
Direct Line:

E-Bost/E-Mail:

Ein Cyf/Our Ref EE/wl

Dear Mrs.

Re: your letter dated the 16th April 2013

As it is your committee and the parents that are organising the host families and that this has nothing to do with the schools, therefore the authority, the responsibility for this element lies with the committee.

The parents of the children will have to apply to the school for permission to go on to the school register and the decision with regard to this lies with the Head teacher.

Please do not hesitate to get back in touch if you require any further information.

Yours sincerely,

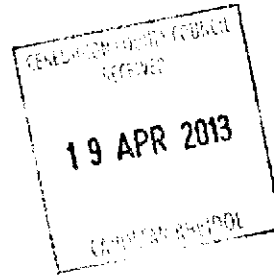
J. Eifion Evans
Director of Education and Community Services

Cyfarwyddwyr Cynorthwyol/Assistant Directors

Dr. Rhodri Llwyd Morgan
GWASANAETHAU DIWYLLIANT
CULTURAL SERVICES
☎ 01970 633700

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GWELLA YSGOLION, GWASANAETHAU CEFNOGI A HAMDDEN
SCHOOL IMPROVEMENT, SUPPORT SERVICES AND LEISURE SERVICES
☎ 01970 633660

Cellir ateb yn Gymraeg neu Saesneg/You may reply in Welsh or English



16 April 2103

Dear Eifion Evans

I write concerning the recent press coverage concerning overseas exchange visits of youngsters. I am on the AKPA committee (involved with the twinning of Kronberg in Germany) as the school liaison officer, and deal with requests from our friends in Kronberg to find host families for youngsters. I often hear from families who wish their youngsters to come here to Aber to attend school for a spell. It is usually about 6 months but sometimes just a term.

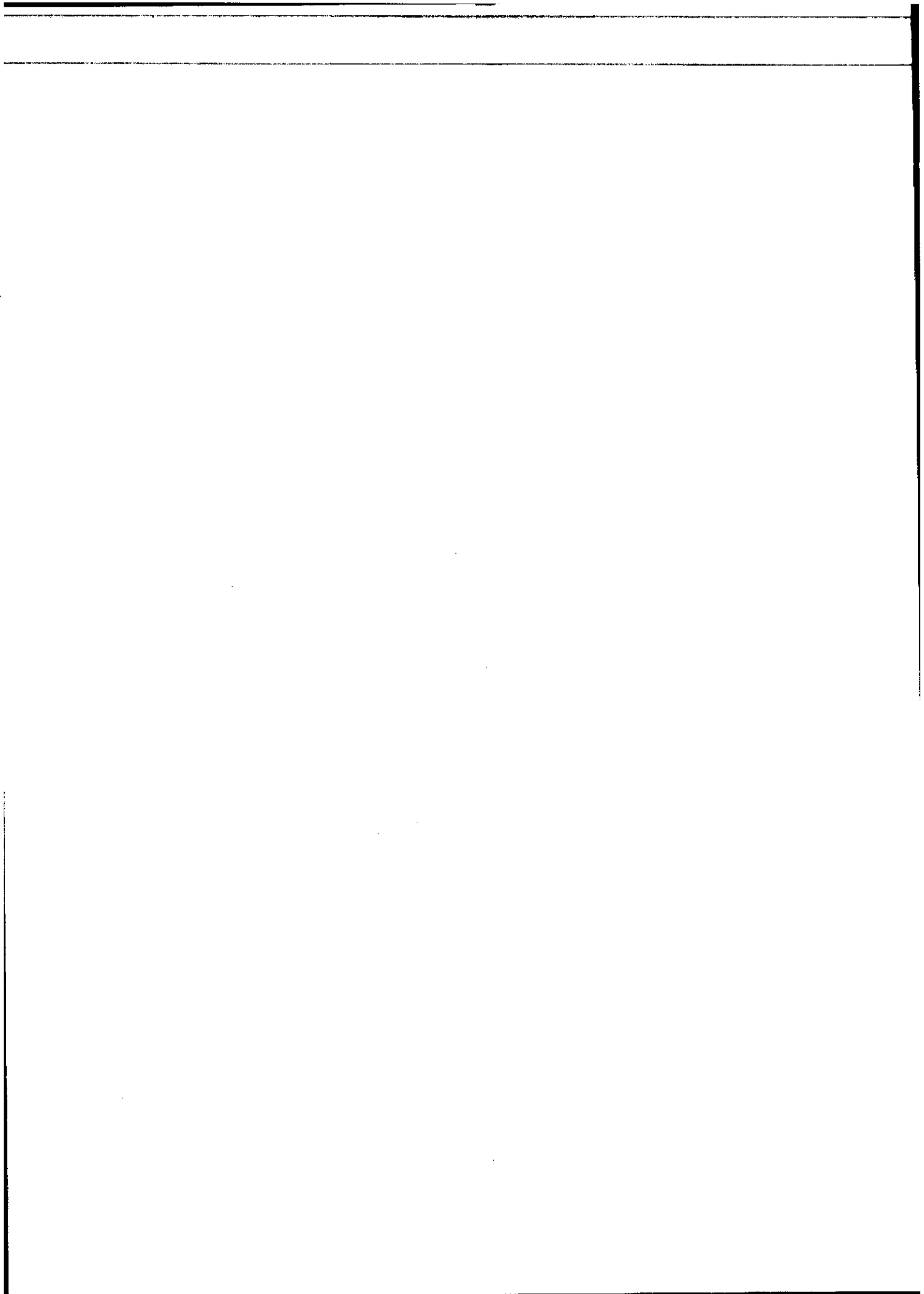
A steady stream of these young people have been coming for the past few years and on behalf of AKPA I have found host families for these youngsters. It is NOT an exchange. The youngsters just want to come to school here to become fluent in English. Most often they go in to the sixth form and sometimes do the summer exams too. Penglais are happy to have these youngsters. They make lifelong friends and the young people here in Aber appreciate having German friends too.

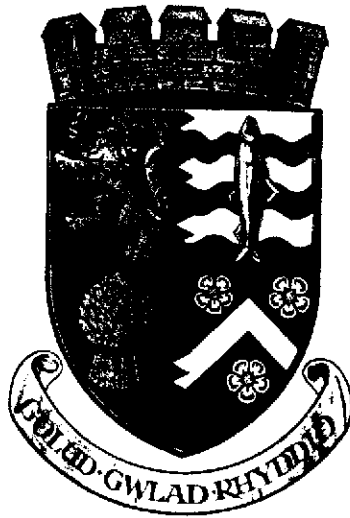
Could you let me know if there is a problem with this continuing? At the moment I have at least two families for whom I have found (with AKPA approval) host families. The next step will be for them to fill in application forms to join Penglais.

If you know of any reason why they would be refused admission to the school (the school are happy to have them) could you please let me know on what grounds and please show me the rule /law / legislation that stops us doing this.

This matter is rather urgent as the families in Germany and the host families here need to know what is happening in order to make plans. The chair of the twinning organisation in Germany has asked me to urgently find out what is happening, so a swift reply would be appreciated.

Yours sincerely





**Ceredigion County Council
Educational Visits Pack
March 2013**

***Ceredigion* **A**ctif**

Introduction

This document will assist with the implementation of the new common framework for the management of educational visits across all Local Authorities in Wales. It is a reference document and highlights the key principles. All organisations that arrange educational visits should familiarise themselves fully with the main document. The guidance embraces the Health and Safety Executive's principles of sensible risk management by seeking a balanced view that considers both the benefits and risks associated with visits and activities.

Ceredigion County Council will strive to avoid placing any additional requirements for visit planning and approval on their educational establishments and visit leaders. Establishments following this guidance can be confident in the knowledge that they are following good practice that is shared across the whole of Wales.

In Wales the New National Guidance for Educational Visits incorporates and supersedes previous guidance ***Health and Safety of Pupils on Educational Visits (HASPEV)*** and the subsequent supplements to **HASPEV**. With input from all sectors, it reflects good practice in all types of educational visit – no matter who is doing the providing or who the learning.

Good practice can take a number of forms: the New National Guidance for Educational Visits outlines one approach and should not be taken as an authoritative interpretation of the law. Others may also be acceptable within the legal framework that underpins the responsibilities associated with educational visits.

The guidance is intended as a reference document – not to be read as a book from cover to cover by all staff. The **Educational Visits Coordinator (EVC)** has an important role to play in ensuring that local school/centre practice follows this guidance.

Educational Visits Coordinators (EVCs) will be informed directly by the LA/Outdoor Education Adviser of any future additions or amendments to this document. It is the responsibility of the EVC to update any hard copies of the guidance kept by schools/centres and to inform school/centre staff of the changes. For this reason, it is recommended that any hard copies be kept in loose-leaf file format. The New National Guidance for Educational Visits can be viewed and downloaded at www.wales.gov.uk/healthandsafety/educationalvisits

References within this local document relate to the National Guidance which should be referred to at all times if clarification is needed on specific points. If at anytime you are unsure on any points concerning Ceredigion County Council or the New National Guidance for Educational Visits please contact ;

Darryl Evans – Head of Educational Wellbeing

Scope of the guidance

The New National Guidance for Educational Visits is relevant to any occasion in which young people leave the school/centre site or similar educational establishment/facility for any activity or visit whilst legally in the care of a LA educational establishment.

In Voluntary Aided and Foundation Schools, the governing body has the responsibility for Health and Safety including educational visits. The governing body may choose to retain all responsibility or to join the LA in a partnership to follow this document in its entirety. Written notification of the decision taken by the governing body in this respect should be sent to the LA's Director of Education (or equivalent).

Glossary of terms

- **Young person** - all children, pupils, young people, students and youth club members for whom the activities are provided and for whom the LA has a duty of care
- **Adult volunteer** – all adults who help on a visit with the permission of the Head but who are not employees of the school/centre
- **Teacher/youth worker** – including teachers, youth workers, lecturers, higher level teaching assistants, learning support assistants, early years practitioners, peripatetic employees and others who are employed by the school/centre
- **Group leader** – staff and/or volunteers who will supervise a sub group of the whole party
- **Visit leader** – a named person who will plan, prepare and lead the visit.
- **EVC** – the Educational Visit Coordinator who oversees the approval mechanism within the school/centre for all visits.
- **Head** - all Headteachers, Principals, Directors, Senior Youth Workers, Centre Heads and all others who are in charge of a school/centre
- **Governor** - this term is used for Governing Bodies, Management Committees, or any group of persons exercising a management function for an LA school/centre

The benefits of educational visits

Educational visits offer an invaluable opportunity to enrich young peoples' learning, raise their self esteem, increase their motivation and appetite for learning and raise levels of achievement in many aspects of their life and education.

Visiting new areas and exploring new environments broadens young peoples' horizons and can deepen awareness of their own and others' abilities and needs. Visits can also improve understanding between young people and their leaders and this frequently results in improved working relationships on return to the classroom, youth club or centre.

Educational visits often provide the most enjoyable experiences and enduring memories from school days. Residential experiences, in particular, offer unique opportunities to encounter the practical realities of living together away from home, family and familiar surroundings. They provide a powerful vehicle for developing self-awareness and social skills.

Adventure activities provide situations in which young people can gain personal fulfillment whilst developing the skills of co-operation, communication and teamwork. They can boost self-confidence and can open the door to a lifetime's enjoyment of the outdoors.

Illness and conditions associated with inactivity currently pose a serious threat to the nation's health. Engaging young people in healthy, fulfilling activity is vitally important if we are to tackle the rise in obesity, heart disease and diabetes.

Visits, and particularly those to demanding environments or involving adventure activities, also provide an effective means to develop the ability of young people to recognise and manage risk sensibly: to enjoy the outdoors while keeping themselves and others safe.

Learning outside the classroom is a strong theme that runs through all stages of education in Wales – from the Foundation Phase through the curriculum at Key stages 2-4 and into 14-19 education. Schools, youth services and their employees have a central role to play in delivering and providing access to high-quality educational visits. They may provide visits within curriculum time or longer trips to develop specific curricular subjects in the UK or abroad. They frequently offer out-of-school-hours learning opportunities through school clubs or The Duke of Edinburgh's Award. Many organise day and residential visits to outdoor education centres.

The Welsh Assembly Government recognises the contribution of teachers and youth workers across Wales who lead and assist on educational visits every year. This guidance sets out primarily to support them in this invaluable work.

1. Responsibilities

2. Planning the visit

3. Visit approval and notification procedures

4. Forms

5. Information for overseas visits

6. Exchange Visits

RESPONSIBILITIES

RESPONSIBILITIES FOR VISITS

Legal framework

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

Employers are the LA in all LA maintained schools and youth services. The governing body is the employer in voluntary-aided and foundation schools. The owner, governors or trustees are the employers in independent schools.

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

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

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

Also under the Health and Safety legislation employees must:

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

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

Education law empowers employers to ensure compliance. This legal framework underpins the New National Guidance for Educational Visits and the guidelines within this local document.

Role of the governing body

It is good practice for governing bodies to;

- ensure that the school has a rich, varied and progressive programme of opportunities for pupils to learn outside the classroom;
- ensure that the Head and the EVC are supported in matters relating to educational visits and that they have the appropriate time, training and support to fulfill their responsibilities;
- ensure that the school has a formal system for the induction and training of visit leaders;
- ensure that this guidance manual informs the school's policy, practices and procedures relating to the health and safety of young people on educational visits. These should include measures to obtain parent/carer consent, to investigate parent/carer complaints, and to discuss and review procedures including incident and emergency management systems. As necessary governors may seek specialist advice, though governors should not normally be expected to approve visits;
- ascertain what governor training is available and relevant;
- agree on the types of visit they should be informed about;
- ask questions about a visit's educational objectives and how they will be met. The Governors should challenge the nature of the venture when the educational objectives are not clear or where the means to meet them do not appear to be realistic. It is not expected that governors should become directly involved in risk assessment and related matters unless they have an appropriate competence. Governors offering technical or professional advice to schools, should be aware that their professional indemnity insurance is unlikely to cover them for unpaid advice;
- ensure that visits are approved as necessary by the LA before bookings are confirmed;
- help to ensure that early planning and pre-visits can take place and that the results can be acted upon. Note – some complex or costly ventures (e.g. overseas expeditions) can require up to a 12-18 month planning period before departure;
- ensure that bookings are not completed until independent providers have met all the necessary assurances;
- ensure that the Head and the EVC have taken all reasonable and practicable measures to include young people with special educational needs or medical needs on a visit;
- determine its procedures for responding in the unlikely event of a major emergency.

Role of the Head

The Head is responsible for ensuring that Governing Body and LA policy is implemented and that all activities are properly planned and appropriately supervised by a competent person.

It is good practice for Heads to ensure that they:

- provide a rich and varied programme of opportunities for pupils to learn outside the classroom within the school/centre. The programme of visits should be structured and progressive to gradually develop young peoples' confidence, independence and responsibility during the time that they are in the care of the school/centre;
- make sufficient time and resources available for the EVC to arrange induction and training of staff and volunteers appropriate for the visit. This needs to include opportunities for staff to develop competence in dynamic risk management by assisting more experienced colleagues on a range of educational visits and by attending relevant training courses.
- delegate tasks to the EVC, having regard to the duties of the EVC;
- agree who will give signed approval for visits at school/centre level and who will submit to the LA for notification/approval if so required (as set out in this guidance);
- adopt/adapt the forms in this guidance manual;
- ensure that arrangements are in place for the governing body to be made aware of visits;
- ensure that arrangements are in place for educational objectives of a visit to be inclusive, to be stated in the pre-visit documentation, and to be made known to all relevant parties;
- ensure that any issues identified by exploratory visits have been satisfactorily resolved prior to approving the visit;
- ensure that accreditation or verification of independent providers have been checked;
- ensure that the EVC keeps him or her informed of the progress of the visit and that this information is related to governors (and to parents/carers as necessary);
- check that the EVC has designated an appropriately competent visit leader who will meet the LA's criteria for ensuring the best interests of the child. The Head should make a judgement on a member of staff's competence and suitability to lead a visit. It should be borne in mind that discipline on an educational visit may, at times, have to be stricter than in the school/centre;
- ensure that there is a contingency plan (plan B), covering, for example, the implications of staff illness and the need to change routes or activities during the visit;

- 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;
- help to ensure that serious incidents and accidents are investigated;
- are clear about their role if taking part in the visit as an assistant leader. They should follow the instructions of the visit leader who will have sole charge of the visit;

and that:

- adequate and proportionate child protection measures are in place;
- risks have been assessed and appropriate safety measures are in place;
- the visit leader or another leader is familiar with the location where the activity will take place;
- visit leaders are allowed sufficient time to organise visits properly;
- the suitability, number and competence of all adults accompanying or instructing the party;
- appropriate communication with parents/carers has taken place regarding the visit and consent has been received in writing if necessary;
- arrangements have been made for the medical needs and special educational needs of all young people;
- adequate first aid provision will be available;
- the mode of travel is appropriate;
- travel times out and back are known including pick-up and drop-off points;
- there is adequate and relevant insurance cover;
- they have the address and phone number of the visit's venue and have a contact name;
- proper and effective support structures in the event of difficulty or emergency including means of contacting the LA Education Officer (Schools) or Principal Youth Officer (Youth Service) or emergency planning team;
- School/centre staff on the visit are briefed in and understand the educational aims of the visit, the plan to be followed, the alternatives should this not be possible, and the emergency procedures in the unlikely event of a serious incident;
- that visit arrangements and outcomes are evaluated to inform future visits and staff

training needs.

Visit procedures should be reviewed periodically in order to ensure that they reflect the current thinking of the Governing Body or school/centre and are up to date in relation to staff changes.

Role of the Educational Visits Co-ordinator (EVC)

It is good practice for each school/centre to have an Educational Visits Coordinator (EVC). Due to the nature of the role an EVC must:

- be an experienced member of staff;
- have a background in education or youth work;
- be capable of influencing the senior management team within the school/centre.

The level of competence required by the EVC will relate to the size of the school/centre and the types of educational visits proposed.

The EVC is the routine contact for dialogue with the LA Outdoor Education Adviser. Unless explicitly delegated to an EVC, these responsibilities would rest with the Head.

The functions of the EVC are to:

- liaise with the employer to ensure that educational visits meet the employer's requirements;
- support the Head and Governors with approval decisions;
- assign competent people to lead or otherwise supervise a visit;
- assess the general competence and supervisory ability of leaders and other adults proposed for a visit. This may include practical observation or verification of experience. For visits that require LA approval, the Outdoor Education Adviser will assess a leader's technical competence in that activity/environment.
- organise the selection, induction, monitoring and further training of leaders at the educational establishment. This needs to include opportunities for leaders to develop competence in dynamic risk management by assisting more experienced colleagues on a range of educational visits. It will also commonly involve training such as first aid or leader training;
- carry out occasional monitoring of visit leaders to identify further training needs;
- ensure that Criminal Records Bureau checks are in place as necessary;
- work with the visit leader to provide parents/carers with information about the visit and obtain the consent or refusal of parents/carers for their child to take part in the visit if necessary;

- ensure that emergency arrangements and emergency contact(s) are in place for each visit;
- keep records of individual visits including what worked well, what didn't and any accident/incident reports;
- review systems and monitor practice.

Important note: functions listed above which are administrative in nature may be delegated to an appropriate member of school/centre staff. The responsibility to ensure that these functions have been carried out would generally remain with the EVC unless agreed otherwise.

Role of the Visit leader

The visit leader has delegated responsibility for the supervision and conduct of the visit (overall responsibility lies with the employer). The visit leader must:

- ensure that the planned visit and activities are suitable for the group;
- obtain the Head/EVC's written approval for the visit according to school/centre policy;
- ensure that all accompanying adults, whether employees or volunteers, are given responsibility within their level of competence and have been briefed on the purpose of the visit and their roles and responsibilities;
- be able to control and lead young people of the relevant age range in the proposed activity;
- obtain LA leader approval if leading any visit for which LA approval is required;
- be aware of child protection issues and introduce measures to protect children as required;
- ensure that appropriate first aid cover will be available;
- undertake and complete the planning and preparation of the visit, including the briefing of group members and parents/carers;
- identify significant hazards and safety measures to reduce risk to an acceptable level, and to make known to parents/carers, the Head and others the level of residual risk that needs to be managed;
- review regularly undertaken visits and advise the Head/EVC where adjustments may be necessary;
- 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 the ratio of staff to young people is appropriate for the environment/activities and the needs of the group;
- 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 and have in place procedures/alternative plans for such an eventuality;
- arrange for clearly understood delegation in his/her absence;
- make appropriate and adequate preparations for emergencies in conjunction with the EVC and ensure that all accompanying leaders are familiar with these procedures;
- ensure that group leaders and other leaders/instructors have details of young person special educational or medical needs which will be necessary for them to carry out their tasks effectively;
- carry out an evaluation of the visit on return to base to help to inform future visits.

PLANNING THE VISIT

Planning the Visit

Whatever the visit, it is essential that formal planning takes place before setting off. This involves considering the educational aims, the programme and itinerary to support these aims, the dangers and difficulties that may arise and the measures necessary to reduce these.

In practice, the Head - who retains ultimate responsibility for all off-site visits - will often delegate planning to the visit leader. Heads must satisfy themselves that the person planning the visit is competent to do so and has the necessary support and relevant experience.

Further information on all the following aspects of Planning a visit can be found in the New National Guidance For Educational Visits:

- Purpose of visits
- Choice of venue
- Exploratory visits and research
- Programme/Itinerary
- Ancillary visits
- Weather
- Clothing and Equipment
- First Aid
- Financial Planning
- Selection and checking of residential accommodation

The following flowchart is provided as an aide-memoir for visit planning.

A Visit Planning Checklist is also provided at the end of this document that can be used for all visits.

Planning a visit

This page charts the likely stages of planning a visit

Outline proposal to Head, EVC or governing body seeking approval in principle. Proposals might include:

- Purpose of the visit.
- Proposed date(s), duration, venue and activities.
- Group – size and age range, staffing.
- Resources required, estimate of costs.

[Proposals for longer visits may need to be made well before the start of the relevant academic year.]

Please note that **overseas expeditions** run by an **independent provider** require LA approval in principal before any contracts are signed.

Full details of visit to Head/EVC.

- Details of dates, venue, programme/itinerary, risk assessment, emergency procedures, transport, insurance, costs, group membership, staffing.

Planning

- Exploratory visit. Are venue/activities suitable for the group/visit aims?
- Will you be using an independent provider? Check their suitability prior to making a booking
- What could cause you to abandon your original plan? Contingency plans (Plan B) – what alternatives exist to meet the aims of the visit if you have to abandon the original plan?
- What are the transport options?
- Who will lead the group and who will help to supervise it (during activities and 'down-time')?
- Are staffing numbers and competence appropriate for the planned visit and group needs?
- Who will pay for the visit?
- Risk assessment – shared with all leaders and young people. Copy on file.
- Emergency procedures and contact arranged.

Routine visits

- Inform parents of routine visits and obtain consent on termly or annual basis.
- Obtain approval from Head/EVC for routine visits – termly or annual basis.
- Brief young people/agree code of conduct.

Continue to monitor risks at all times during the visit and be ready to change to a contingency plan if necessary

Non-routine day visits

- Obtain final approval from Head/EVC.
 - Obtain LA approval for visits involving adventure activities or demanding environments
 - Obtain parent/carer consent. Briefing meeting?
 - Brief young people/agree code of conduct
- Continue to monitor risks at all times during the visit and be ready to change to a contingency plan if necessary

Residential and visits abroad

- Information to and from parents.
- Briefing meeting for parents/carers.
- Brief young people/agree code of conduct.
- Deposits/full payments by parents/carers.

- Obtain final approval from Head/EVC.
- Notify the LA for visits abroad (at least 28 days before the visit).
- Obtain LA approval for visits involving adventure activities or demanding environments (at least 28 days before visit).
- Obtain parent/carer consent.

Continue to monitor risks at all times during the visit and be ready to change to a contingency plan if necessary

- Evaluate the visit

Risk management and risk assessment

During the early planning stages for a visit the visit leader (with the help of another competent person if necessary) should consider the risks associated with the visit/activity. A preliminary visit provides the ideal opportunity to identify hazards and risks associated with the journey, venue and planned activity. In addition, the visit leader should consider the individuals who will make up the group and any risks associated with them (e.g. related to their ability/previous experience, maturity, behaviour, special needs etc.).

The school/centre may have run similar visits/activities in the past. If so, there should be a record of the planning and evaluation of the visit and this can provide invaluable information for the visit leader.

To facilitate this process, it is good practice for schools/centres to develop risk assessments/operating procedures for the visits and activities that they regularly provide. In addition to helping with visit planning, these will create a valuable source of accumulated knowledge for the induction and on-going training of visit leaders. It is a good idea to save these into a shared file that is accessible to all staff in the school/centre.

Ensuring that visits/activities are risk assessed appropriately is the legal responsibility of the employer. To ensure that the risk assessment and safety measures are fully understood and implemented by those on the visit it is good practice for the visit leader (or other competent person on the visit) to complete the written risk assessment. But whoever completes the risk assessment, it is the employer who is ultimately legally responsible for ensuring that it is suitable and sufficient.

Risk assessment and independent providers

If you intend to use an independent provider for any part of the visit then you should discuss and agree with them what elements of the visit they will be responsible for and what areas you and your staff will be responsible for. You must then risk assess the areas that you and your staff will be responsible for and seek written confirmation from the provider that they have risk assessments in place for the services they provide (please note you should **not** ask for copies of their risk assessments). Model form 6 is provided for this purpose. For further advice relating to use of independent providers please refer to Section O of the New National Guidance for Educational Visits.

Dynamic risk management during the visit

Dynamic risk management involves the judgements and decisions made by leaders as situations arise during a visit e.g. cancelled public transport, young person or staff illness, closed venue or adverse weather conditions. The ability to re-assess and manage changing risks while the visit is taking place is a key element of the competence for leaders of educational visits. It should be the focus of induction and training for visit leaders within the school/centre (See also Section D2).

The EVC/Head must take the decision as to whether staff are competent or not to manage dynamic risks. For visits that require LA approval, the Outdoor Education Adviser will assess the technical competence of the visit leader to manage dynamic risk associated with the activity (see Section P3).

Significant action taken as a result of dynamic risk management may require changes to the school/centre risk assessments on return to base – to ensure that future visits are forewarned.

Contingency Planning (Plan B)

Visit leaders should think about a contingency plan (plan B) that might allow the educational aims of the visit to be achieved even if the original plan has to be abandoned for any reason. In considering plan B, the visit leader should check:

- that the leader is familiar with the venue for use with groups;
- that the leader is competent to lead the activity at this venue;
- that the group is appropriately equipped/experienced for the venue/activity.

Sometimes even Plan B might need to be abandoned. If this happens, visit leaders should apply the considerations above prior to selecting an appropriate course of action. If no appropriate alternative is available then the entire visit may need to be abandoned.

The school/centre emergency contact should be aware of the group's plans and possible options.

It is good practice to inform parents/carers of the range of activities possible for the visit.

Pressure on staff by young people to stick to the original plan despite poor conditions has led to serious incidents/fatalities in the past and must be resisted. If the group are aware of contingency plans, disappointment (and therefore pressure on staff) should be kept to a minimum.

Risk assessing a visit

The visit leader (or other competent person who will be present on the visit) identifies the **significant** hazards and risks associated with the visit (e.g. transport, venue, activity, group, weather etc.) and the safety measures needed to reduce these risks to a tolerable level. This is best done after a preliminary visit and through discussion/agreement with other staff/leaders, and ideally with the young people, going on the visit.

Does the school/centre have a risk assessment/operating procedures for this type of visit/activity?

YES

NO

Does this risk assessment/operating procedure include all of the hazards/safety measures you have identified for this actual trip (e.g. group dynamics, site variables etc)?

YES

NO

Record the significant hazards and safety measures on a risk assessment form and keep a copy for school/centre records

Record the additional hazards and safety measures *[that aren't included in the school/centre risk assessment/operating procedure]* on a risk assessment form and keep a copy for school/centre records

Ensure relevant safety measures are implemented for the visit and make sure teachers/volunteers/parents/other leaders/pupils are aware of action they need to take to help to manage safety.

Dynamic risk management during the visit

Keep an eye on variables such as individuals in the group/weather/venue and be ready to change to a contingency plan if necessary. Monitor the effectiveness of safety measures and the ability of your group to implement them. Take time to re-assess risks and safety measures before changing plans.

After the visit

Does the school/centre risk assessment/operating procedure need to be modified in the light of the visit or any incidents (your own or other people's – good or bad)?

Inform the EVC of recommended changes to the school/centre risk assessment/operating procedure.
EVC updates school/centre risk assessment/operating procedure and informs LA Outdoor Education Adviser if changes are required to the activity pointers in Annex 4 of The New National Guidance

No further action

VISIT APPROVAL AND NOTIFICATION PROCEDURES

VISIT APPROVAL/NOTIFICATION PROCEDURES

The following tables outline the approval notification procedures for all visits of school sites. If after reading this information you are unsure of the new procedures please call either:

Ian Davies – Principal Education Officer or;
Darryl Evans – Head of Service Ceredigion Actif.

For clarity key actions are highlighted in red. The New National Guidance allows the more routine visits to be approved in house.

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






Visit type	Approval/notification required	Supporting documents required
All educational visits (i.e. away from the school/centre site)	approval by Head/EVC (may be done on a termly, annual or other periodic basis for regular visits)	<ul style="list-style-type: none"> • If using an independent provider - copy of completed Independent provider questionnaire (see Section Q, <u>model form 6</u>) or the provider's equivalent written assurances. • Form EV1 (See Section Q, <u>model form 1</u>)
Visits abroad (but not including any of the elements listed in the 3 rows below)	approval by Head/EVC followed  by LA notification at least 28 days before visit	As above plus Form EV2 (See Section Q, <u>model form 2</u>)
Visits involving: <ul style="list-style-type: none"> • adventure activities and/or; • demanding environments. (see Table Pii & Piii for a definition of locations & adventure activities)	approval by Head/EVC followed  by LA approval at least 28 days before visit	As above plus <ul style="list-style-type: none"> • if leading a journey or expedition - copy of route (electronic or hard copy)
Overseas expeditions organised through an independent provider	approval by Head/EVC followed  by Initial LA approval > 12 months beforehand followed  by Final LA approval > 8 weeks beforehand	<ul style="list-style-type: none"> • <u>Form OE 1</u> (See Annex 10) at least 12 months before expedition • <u>Form OE 2</u> (See Annex 10) at least 8 weeks before expedition • Forms EV1 & EV2 (See Section Q, <u>model form 1 and 2</u>)
Duke of Edinburgh Award expeditions	approval by Head/EVC followed  by LA approval at least 28 days before the expedition for expeditions involving demanding environments or adventurous activities as defined in tables Pii and Piii of this section	<ul style="list-style-type: none"> • Forms EV1 & EV2 (see Section Q, <u>model form 1 and 2</u>) • copy of route – electronic or hard copy plus <ul style="list-style-type: none"> • copy of green DofE Wild Country Panel notification form if relevant • copy of blue DofE form if going abroad

Table Pii. Definition of locations.

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

Important note: classification of locations is subjective. Any visit leader unsure of whether or not a location requires LA approval should seek the advice of the Outdoor Education Adviser.

Location	Definition	Level of approval required
Normal countryside	<p>Areas;</p> <ul style="list-style-type: none"> • which are close to vehicle access (i.e. less than 30 minutes walking time for any group member to the nearest road from which the group could be easily evacuated) and • where the environment does not have any of the features of a demanding environment listed below. 	Visits here require Head/EVC approval but do not require LEA approval
Demanding environments	<p>Areas where there is significant risk to the group from one or more of the following factors;</p> <ul style="list-style-type: none"> • hazardous terrain (e.g. cliffs, very steep slopes etc.); • remoteness (i.e. more than 30 minutes walking time from the nearest point from which the group could be easily evacuated); • difficult escape (i.e. places where the group could be trapped and/or where they would need specialist help to escape); • exposure to severe weather (i.e. open to the weather and no easily accessible shelter within 30 minutes walking time for any of the group); • open areas without clear paths where technical navigation skills are required in poor visibility; • open areas without clear boundaries where the group might stray into hazardous or remote terrain in poor visibility; • fast flowing water, deep water, or water with strong currents (including tidal flow) where: <ul style="list-style-type: none"> <input type="checkbox"/> the group will be close to the water and there is a significant risk of someone falling in; <p>or</p> <ul style="list-style-type: none"> <input type="checkbox"/> the group will be entering the water. 	Visits here do require LA approval in addition to Head/EVC approval

Table Piii. Adventure activities

Important note: This list is not exhaustive. Any visit leader unsure of whether or not an activity should be classified as an adventure activity should seek the advice of the Outdoor Education Adviser.

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

Internal approval – all visits

Schools/centres must adopt a clearly defined procedure for the approval of all visits off the school/centre site. Form EV1 (model form 1) is recommended for schools/centres to adopt or adapt for this purpose.

Series Approval

Series approval may be given:

- by Heads/EVCs for regular, repeated visits (e.g. regular PE fixtures, local walks etc.). Specific approval should be sought if a particular visit is significantly different to the approved norm;
- by the LA for those staff who have gained LA leader approval (see Section P3).

The visit leader must ensure that their emergency contact(s) has details of the venue, activity, group and start/finish times for each visit. Model form 17 is provided for visit leaders to adopt or adapt for this purpose.

LA leader approval

LA employees (including teachers and youth workers) who wish to lead in any of the environments (detailed in table Pii) or activities (table Piii) for which LA approval is required must first be confirmed as technically competent to lead by the Outdoor Education Adviser(Head of Service Ceredigion Actif).

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

- a one-off visit;

Or:

- 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.

LA approval will be based on:

- Verification by the Head/EVC of the employee's general competence (other than technical competence) to manage a group of young people involved in this type of activity;
- Evidence of appropriate induction and personal experience of the activity;

Plus either:

- Holding the relevant National Governing Body (NGB) leadership award (NGB leadership awards for activities are set out in Annex 3);

Or:

- A written and signed statement of competence by an appropriate technical adviser verifying that the leader has the relevant technical and group management skills in the activity. Technical adviser approval may be given when 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

Individuals seeking LA leader approval should send a completed Form EV3 (model form 3) to the Outdoor Education Adviser.

LA approval/notification: visits other than Duke of Edinburgh's Award expedition groups

Following approval by the Head/EVC, LA approval/notification must be arranged for any visit that requires LA approval or notification (see Table Pi for details) by completing and sending:

- Forms EV1 and EV2 (model forms 1 and 2);
- any other required supporting documents as detailed in form EV2;

to arrive with the Outdoor Education Adviser(Head of Service Ceredigion Actif) **at least 28 days before** the visit/visits.

LA approval: Duke of Edinburgh's Award expedition groups

Following approval by the Head/EVC (FORM EV1), LA approval/notification must be arranged by completing and sending FORM EV2 plus other appropriate paperwork as required in the County D of E Guidance pack to the LA Duke of Edinburgh Award Officer **at least 28 days before** the visit.

Overseas expeditions organised through an independent provider

Approval procedures for overseas expeditions organised through an independent provider are set out in Annex 10 of The New National Guidance for Educational Visits. These must be applied in full by any school/centre wishing to arrange such a visit. Please note that outline approval must be sought from the LA **at least 12 months before** the visit.

LA approval decisions

Decisions on approval will be based on satisfactory compliance with the this document and the New National Guidance for Educational Visits.

Where this is satisfactory, confirmation of approval will be sent to the EVC/Head. **Visits that require LA approval must not proceed until this approval has been given.**

Where further information or elements of this guidance have not been applied, approval will be withheld until these conditions are met. Confirmation of this decision will be sent to the EVC/Head by e-mail.

Record keeping

The Head or EVC should keep an up to date historical record of all educational visits organised by the school/centre. Model form 11 is provided for schools/centres to adopt or adapt for this purpose.

FORMS

Form EV1

One-off or occasional visits: application for internal approval

Visit leaders should obtain outline approval for their visit from the Head/EVC before detailed planning begins. After the visit has been approved, the Head/EVC must be informed if there are any subsequent changes in planning, organisation and staffing.

LA approval/notification is required for certain types of visit detailed in *Educational Visits, section P*. LA approval must be sought by completing form EV2 (*Model form 2*) and submitting it, along with a copy of this form, to arrive with the LA Outdoor Education Adviser **at least 28 days** before the visit.

Important Note: Not all sections of this form will be relevant to every proposed visit. Where a section is not applicable please write N/A.

Visit leader _____

Contact number during visit _____

Purpose of visit and educational objectives _____

Places to be visited _____

Departure Date _____ Time _____ Place _____

Return Date _____ Time _____ Place _____

Number of young people: Male _____ Female _____ Age range _____

Accompanying adults (continue on separate sheet if necessary)

Name	Male of female? (M/F)	Employee or volunteer?	Responsibility during visit	Relevant qualifications/experience

Transport arrangements (include the name of any transport company & vehicle registration numbers):

Independent provider(s) to be used (if any):

Name of Company/Organisation _____ Tel _____

Adventure Activities Licensing Authority licence number (if applicable) _____

Address _____

Postcode _____

Website _____ E-mail _____

Have you attached a copy of a satisfactorily completed Independent provider questionnaire, or equivalent?

Yes/No/N.A.

Proposed cost and financial arrangements: _____

Insurance arrangements for all members of the party, including voluntary helpers: Include the name of the insurance company.

Insurers: _____ Address: _____

Policy and policy no: _____ Expiry date: _____

Accommodation to be used:

Name: _____ Address: _____

Telephone Number: _____

Name of Head of Centre/proprietor/contact: _____

Emergency contact details if different from above: _____

Planned programme of activities (or attach a copy of the programme): _____

24 hour emergency contact(s) (in home area who holds all information about the visit):

Name: _____ Contact details: _____

Existing knowledge of venue(s) and whether an exploratory visit is intended:

Date of last staff visit

Information to parents/carers and consent

Please attach the following:

- A sample copy of the information sent to parents/carers
- A list of young people and staff attending the visit
- Have you received parent/carer consent for all young people taking part in the visit?

Attached?

Yes/No/N.A.

Yes/No/N.A.

Yes/No/N.A.

Have any of the participants any special educational or medical needs: Yes/No

If yes, what arrangements are in place to support them? (continue on separate sheet if necessary):

--

Risk assessment

Is there a school/centre risk assessment(s) for this activity?

Yes/No

If **no**, please complete the table below.

If **yes**, does it cover all of the significant hazards you have identified for this activity/visit/group?

Yes/No

If yes, please attach a copy. If no, please attach a copy **and** also complete the table below.

Hazards and safety measures

Please list the significant hazards and safety measures (e.g.group/weather etc) **above and beyond** those listed in the school/centre risk assessment for this activity. Continue on separate sheet if necessary. If none please write **NONE** in hazards column. If there is no school/centre risk assessment for this activity please list all significant hazards and safety measures for the visit here (and continue on separate sheet if required)

Significant hazards	Who might be harmed?	Safety measures that will reduce risk to a tolerable level

EVC/Head approval (visits must not proceed until approval has been given)

- ☐ I have studied this application and am satisfied with all aspects including the planning, organisation, staffing, insurance cover and emergency arrangements for this visit. Approval is given. Let me know if any changes are proposed to these arrangements prior to the visit. Please ensure that I have all relevant information including a final list of group members, copies of all parental consent forms and a detailed itinerary at least seven days before the party is due to leave.

Your evaluation of the visit including details of any incidents should be with me as soon as possible but no later than 14 days after the party returns.

- ☐ It is not possible to grant approval for this visit at this stage. I will contact you to discuss details.

Signed: _____ (EVC/Head) Date _____

EVC/Head full name: _____

N.B. form EV2 must also be completed for visits that require LA approval or notification

Visit evaluation (to be completed by visit leader after the visit)

Were there any accidents or incidents on this visit?

If yes, please attach and return to the EVC:

- a copy of the accident/incident report
- details of any relevant witness statements
- details of any action taken as a result of the accident/incident
- the parent/guardian consent form(s) for the young person/people involved.

Did the visit meet the intended educational aims?

Aspects of the visit that were particularly successful (continue on separate sheet if necessary)

Aspects that you would change for future visits (continue on separate sheet if necessary)

Form EV2**MODEL FORM 2****One-off or occasional visits - LA approval/notification**

Visits/activities that require LA approval or notification are detailed in Section P, Educational Visits.

This visit requires (delete as appropriate):

LA notification

LA approval

- Visits that require **LA notification** are free to proceed after the LA has been notified.
- Visits that require **LA approval** must not proceed until LA approval has been given.
- You will receive confirmation of the LA's approval decision by e-mail, letter or fax.

Name of Establishment _____ **Tel.** _____

Address _____

E-mail: _____

Name of EVC _____

If the visit requires LA **approval**, and you intend to use an independent provider(s), please list any activities/aspects of the visits to be led by the provider(s) here (continue on separate sheet if necessary):

Supporting document checklist:

Visit type	Documentation required for approval/notification	Enclosed
All visits which require LA approval or notification	Completed and signed copy of <u>Form EV1</u>	Yes/No
Visits where establishment staff will be leading or overseeing a journey/expedition (including D of E Award expeditions) in demanding environments as detailed in <u>Table Pii, Educational Visits</u>	Routes marked on a 1: 25,000 or 1: 50,000 OS map or similar (photocopies acceptable) or an electronic route map	Yes/No
	PLUS For D of E expeditions:	
	<ul style="list-style-type: none"> • <u>for expeditions in areas of Wild Country in the UK</u>; a copy of the green Wild Country Panel notification form; • <u>for ventures abroad</u>; a blue form, available from the Duke of Edinburgh's Award Brecon office 	Yes/No Yes/No
Activities partly or wholly provided by an independent provider	Copy of completed <u>Independent provider questionnaire</u> or equivalent	Yes/No/ N.A.

Please send the above **to arrive at least 28 days before the visit to:**

<u>All visits other than D of E expeditions</u>	<u>D of E expeditions only</u>
Darryl Evans, Ceredigion Actif, Swyddfa'r Sir, Aberystwyth, SY23 2DE.	Suzanne Williams, D of E Officer, Youth Services, Felinfach Site, Lampeter, SA48 8AF

Application for registration as an LA approved leader: personal details

This form must be completed by LA employees who wish to lead any activities/visits that require LA approval (as detailed in *Educational Visits, Section P*). Completed forms should be sent, along with qualification certificates or a statement of competence by an appropriate technical adviser, to the LA Outdoor Education Adviser.

Important note: No visit leadership in this activity should be carried out until confirmation of approval has been received from the Outdoor Education Adviser. Approval may involve a practical observation of the applicant's leadership. Notification of

NAME**ADDRESS****POSTCODE****TELEPHONE****E-MAIL****SCHOOL/CENTRE****POST HELD (please state if full or part time)****DATE STARTED CURRENT POST****PREVIOUS POSTS HELD FOR THE LA (with dates)****ACTIVITY/ACTIVITIES FOR WHICH REGISTRATION AS AN APPROVED LEADER IS SOUGHT****RELEVANT NATIONAL GOVERNING BODY AWARD QUALIFICATIONS OR STATEMENT OF COMPETENCE BY AN APPROPRIATE TECHNICAL ADVISER**

Please send original copies of NGB certificates or statement of competence by an appropriate technical adviser in a SAE.

TITLE OF QUALIFICATION (include date completed and whether training only or full award):**FIRST AID**

TITLE OF QUALIFICATION:

DATE OF EXPIRY:**TEACHING/YOUTH WORK QUALIFICATIONS**

TITLE OF QUALIFICATION:

DATE AWARDED:**REFEREE** – must be completed by Head or EVC before registration takes place.

*I support this application and confirm that the applicant has the **general competence** (other than technical competence) to manage a group of young people involved in this type of activity.*

REFEREE NAME:**POST HELD:****PHONE:****E-MAIL:****SIGNED:****DATE:**

Important note: Referees are not required to confirm the applicant's **technical** competence to lead this activity. This will be assessed by the Outdoor Education Adviser or other Technical adviser.

Application for registration as an LA approved leader: log of experience

LOG OF RELEVANT PERSONAL AND LEADERSHIP EXPERIENCE IN THIS ACTIVITY (NB use separate sheet(s) for each activity)

Please outline your recent personal and leadership experience in this activity. Continue on separate sheet(s) as necessary. Multiple trips to the same venue should be summarised e.g. *1995-2005, approx. 20 walks up Snowdon by Pyg track or Miner's track.*

Important note: There is no need to complete this log if you have already documented your experience elsewhere e.g. in a National Governing Body leadership award logbook. Submit your logbook or a photocopy of relevant experience log to the Outdoor Education Adviser instead.

[illegible]

Visit planning checklist

This checklist is intended for use as an aide-memoir for the main elements of visit organisation as set out in the *Educational Visits* guidance. Schools/centres/EVC's/visit leaders are encouraged to modify this list to suit their needs.

Purpose of visit

- ☐ what are the aims of the visit?

Where and when do you intend to go?

- ☐ are venue, activities and time of year appropriate to aims and age/ability of group?
- ☐ have you planned alternative activities (plan B) in case you need to abandon your planned programme for any reason?
- ☐ does the visit involve the use of an independent provider?
- ☐ if yes, has this provider satisfactorily completed and returned the Independent providers questionnaire (Model form 6) before you make any booking?

Have you gained approval from your EVC/Head/Governors (and LA if required) prior to making any financial commitment?

Risk management

- ☐ have you carried out an exploratory visit?
- ☐ what are the main hazards (including for any plan B)?
- ☐ are the main hazards covered by the LA/school/centre risk assessment for this type of activity/visit?
- ☐ if yes, have you discussed these with other leaders and young people?
- ☐ if there are additional hazards and safety measures above and beyond the risk assessment, have you completed a specific risk assessment that details these additional risks and safety measures?
- ☐ Have you shared this with other leaders and young people and filed a copy?

Overseas visits

- ☐ Have you notified the LA at least 28 days before the visit using forms EV1 and EV2?

Have you gained LA approval at least 28 days before the visit using forms EV1 and EV2? (as defined in Section P). Required for:

- ☐ Visits involving adventure activities
- ☐ Visits to demanding environments

Staffing

- ☐ Are adequate staffing numbers available, taking into account any special needs?
- ☐ Have you checked the advice on typical young person: staff ratios in Annex 2?
- ☐ Are staff competent for their roles on the visit?

- ☐ If establishment staff are planning to lead activities which require LA approval, have they obtained LA leader approval (see Section P3)?
- ☐ Are Voluntary helpers being used? Are they appropriate? Are they insured, by being entered on the school/centre list of voluntary helpers? Are they aware of their responsibilities?
- ☐ Is a police check necessary for your helpers under the Child Protection Act?
- ☐ Are any of the activities offered licensable under the Adventure Activities Licensing Regulations, 1996?
- ☐ If so, is the provider licenced by the Adventure Activities Licensing Authority to provide these?
- ☐ Does the visit involve young people working without the direct supervision of staff at any time?

Finance

- ☐ Is a charge or voluntary contribution involved? If so, have you made sure that this conforms to the Education Reform Act charging regulations?
- ☐ Are you using a commercial operator or company? Is there financial security e.g. ABTA/ATOL?
- ☐ If relevant, does the visit conform to Package Travel regulations?

Insurance

- ☐ Is personal insurance cover for young people/staff provided?
- ☐ Have you checked any cover automatically provided by, say, a tour company?
- ☐ Are parents aware of the insurance position?

Parent/carers information and consent

- ☐ Have you provided parents/carers with full information regarding the visit and all planned activities (including plan B activities)?
- ☐ Have you met with parents/carers?
- ☐ Have they given appropriate written consent?
- ☐ Have you filed copies of the consent forms?
- ☐ Are they aware of the consequences of any misbehaviour by their child?

Special Needs

- ☐ Have you taken account of any special needs of young people/staff?
- ☐ Have you made all staff (including independent providers) aware of relevant special needs?

Programme

- ☐ Does your programme include alternatives (plan B) in case the original programme needs to be abandoned for any reason?
- ☐ Have you planned 'Down-time' arrangements?
- ☐ Have you arranged adequate supervision at all times? Duty rota for staff?
- ☐ Have you agreed standards of behaviour and conduct?

Clothing and Equipment

- ☐ Are clothing and equipment appropriate to the activities and location?
- ☐ Has young peoples' essential clothing been checked?

Medical arrangements

- ☐ Do you have a record of relevant medical information of all the young people and staff?
- ☐ Have you made appropriate medical arrangements, including first aid?
- ☐ Are there any special potential health hazards associated with the site?
- ☐ Are all staff involved aware of the above?

Accommodation

- ☐ Suitability? Pre-visit check?
- ☐ Fire precautions and certification? Fire drill?
- ☐ Young people security?

Transport

- ☐ Driver suitability and CRB checked?
- ☐ Drivers' hours?
- ☐ LA minibuses regulations?
- ☐ Insurance?
- ☐ Adequate stops, eating and care arrangements en route?

Visits Overseas

- ☐ Passports?
- ☐ Visas?
- ☐ Health/medical arrangements in place?
- ☐ Minibus Regulations (Tachographs)?
- ☐ Exchange visits: child protection procedures?
- ☐ Cultural issues?

Emergency procedures, contacts and communication

- ☐ Have you planned what to do in the event of an emergency during the visit?
- ☐ Have you established appropriate emergency contacts (24 hrs) with your base establishment and parents/carers? County press/media officer?
- ☐ Have you set up effective communication procedures with the group?
- ☐ Are you aware of establishment/LA emergency procedures?

Mobile phones

- ☐ Have you agreed a mobile phone use policy with parents and young people?

Post-visit review arrangements

- ☐ Review risk assessment and update if necessary – involve EVC.
- ☐ Review other arrangements and evaluate whether the visit met the intended aims
- ☐ Outstanding invoices paid
- ☐ Borrowed equipment returned
- ☐ Displays
- ☐ Parents'/carers' evening
- ☐ Report to Governors
- ☐ Thank you letters
- ☐ Article with photographs to the local media

Independent provider questionnaire

This questionnaire can be used by the visit leader as a basic check of a **provider** or **venue**. Visit leaders should ask the provider/venue to complete this form, or provide the same information in another format, **before** making a booking.

Notes for independent providers and venues:

You may have your own documentation that covers the same information in a different format e.g. as a download from your website. This is acceptable as an alternative to this form. If you do not supply this information in an alternative way then please complete all relevant sections of this form by answering **yes**, **no** or not applicable (**n/a**) after each question. If you wish to provide further information then please continue on separate sheet(s) and attach to this form. An electronic signature is acceptable on this form to allow you to email the completed form.

Name of Provider / venue

Address

Tel.

Email

Website

Name of person completing this form

Signed

Position in organisation

Date

1. Does the above Provider have any official recognition or accreditation?

If **yes**, please give details here:

2. Do you have written risk assessments for all of the premises/services/activities that you provide?

If **yes**, are these risk assessments available to view if required?

Important note: please do not send copies of your risk assessments.

3. Do you have safety and conduct rules for visiting groups?

If **yes**, how do you communicate these to the visiting group and their leader?

4. Do all of your facilities comply with relevant statutory requirements including Health and Safety Work Act; Regulatory Reform (Fire Safety) Order 2005; Environmental Health and transp requirements?

5.

☐ Do you provide first aid equipment at the venue/activities?

☐ Will a trained first-aider be present while the group is visiting?

6. Can you provide, if required, contact details for similar groups who have recently used your service

7. Do you provide opportunities for preliminary visits?

8.

- ☐ Do you provide activity equipment (e.g. personal protective equipment or play equipment)?
- ☐ Do you have a written and recorded system of safety/maintenance checks for this equipment?
- ☐ Where national standards exist, does the activity equipment conform to those standards?

9. Do you hold a public liability insurance policy which will be current at the date of the proposed visit both in relation to all directly provided and sub-contracted activity?

If **yes**, please state here the Limit of Indemnity

10.

- ☐ Do you have written emergency procedures?
- ☐ For activities that take place off site do you have written late-back procedures?
- ☐ Do you have accident/incident/near-miss reporting and action procedures?

11. Do you have a procedure for dealing with complaints?

12. Residential establishments only

- ☐ Will the group be required to share sleeping accommodation with others not from their group?
- ☐ Are staff bedrooms adjacent to young person bedrooms?
- ☐ Is sleeping accommodation secure from intruders?
- ☐ Can the emergency services access the site easily if required?
- ☐ Do you carry out a fire drill with the visiting group before their first night?

13. Staffed venues or activities only

- ☐ Please indicate (by checking the relevant boxes) the group types that you/your designated supervisory staff have experience of working with:

Primary schools <input type="checkbox"/>	Secondary schools <input type="checkbox"/>	Youth Groups <input type="checkbox"/>	Special schools <input type="checkbox"/>
Young people with challenging behaviour <input type="checkbox"/>	Sixth form and FE college students <input type="checkbox"/>		

- ☐ Do you provide regular opportunities for liaison between your staff and staff of the visiting group?
- ☐ Is there a clear definition of responsibilities between your staff and staff of the visiting group?
- ☐ How do you inform the leader of the visiting group about aspects of the visit for which they will have responsibility?
- ☐ Have any Provider staff who may have significant contact with young people undergone an enhanced CRB check?
- ☐ Are these staff also registered with the ISA?

14. Adventure activities only

- ☐ Do you offer adventure activities that are licensable under the Adventure Activities Licensing Regulations (for details please refer to www.aals.org)?

If **yes**, please list on separate sheet and attach to this form

- ☐ Do you provide any non-licensable adventure activities

If **yes**, please list on separate sheet and attach to this form

- ☐ Are records of activity leaders' experience and competence available for inspection on site required?

15. Please supply any additional information that you think may be helpful to the visit leader.

INFORMATION FOR OVERSEAS VISITS

Overseas expeditions organised through an independent provider

Acknowledgements

This section sets out common minimum standards for expeditions that are in line with current good practice, based on the following:

- Guidance for overseas expeditions prepared by Clive Atkins of *Clive Atkins Consultancy Ltd.*
- Outdoor Education Advisers Panel guidance on overseas expeditions 2002;
- Previous Assembly Government guidance;

A Compliance by the overseas expedition provider

In advance of making a booking, the school/centre should forward a copy of this section (Annex 10) of the guidance to the intended provider (A.1).

The provider is asked to confirm full compliance with this section (Annex 10, Educational visits) in writing to the school/centre (A.2).

If this is forthcoming the school/centre may apply for outline LA approval (Annex 10, form OE 1), and if granted may subsequently enter into a contract with the provider (A.3).

Where this is not possible, the provider is asked to indicate any areas of potential non-compliance, and these must be agreed or resolved to the satisfaction of the LA prior to a contract being made (A.4).

In order to do this, the school/centre should discuss any areas of non-compliance directly with the provider, and if appropriate with the Outdoor Education Adviser (A.5).

Please note that non-compliance does not necessarily mean that the expedition will not be approved by the LA. Rather, the purpose of this procedure is to highlight and resolve any potentially contentious issues at an early stage in the planning process and before a commitment is made (A.6)

Where a significant amendment to this section of the guidance is made subsequent to agreement by a provider, then the Outdoor Education Adviser will discuss the implications of the amendment directly with the provider (A.7).

B Terminology

The following terms are used in this section of the guidance:

School/centre leader - the named member of staff employed by the LA, and designated by the Head and EVC to be the school's/centre's visit leader. Also the 'pastoral' leader (B.1)

Expedition leader - the named (senior if more than one) leader from the third party provider, organisation or tour operator. Normally the 'technical' leader (B.2)

Provider - the third party agency, commercial company, or tour operator employed by the school/centre (B.3)

Staff - any adult from either the school/centre or the provider that is involved in the venture, who is not a student at the school/centre. This would include expedition 'assistants', or volunteers (B.4)

EVC - the Educational Visits Coordinator of the school/centre (B.5)

Note: Unless this is an agreed joint venture between two or more school/centres, other adults or young people may only be included in the expedition if they:

- are part of the school's/centre designated group (B.6) **or**
- are a designated representative of the school/centre or LA (B.7) **or**
- are an employee of the provider (B.8) **or**
- are engaged by the provider in a supporting or training capacity (B.9).

C Target Expeditions

'Overseas expeditions' typically take place in remote areas of the world and/or in developing countries, both of which present significant hazards and organisational challenges not normally encountered in the UK or Europe (C.1).

This guidance is targeted at an expedition that:

- in essence remains a school/college/youth group expedition
- is developed or commissioned as an educational package for the under 19's
- has trekking into remote areas as a component, which may involve fieldwork and community projects
- visits or journeys through one or more challenging environments (N.B. 'challenging' as compared to the current experience of the young people concerning high mountains, jungle, deserts or similar)
- is placed in a considerably contrasting culture(s) to those of the participants
- is designed to be of a team building nature
- raises young peoples' awareness and skills in assessing and managing risks.

It is not:

- an individual or small independent group's self led expedition
- an over 18's expedition
- an extreme challenge in hazardous environments
- an expedition requiring the young people to manage unknown risks; making decisions without training or relevant information; or to manage known risks without the support of a competent leader.

D Recommended Time-Scale

12-18 months before the venture	<p>Proposal initiated (D.1)</p> <p>School/centre Leader recommended to attend a Royal Geographical Society 'Overseas Expeditions' Course (D.2)</p> <p>Several companies approached (D.3)</p> <p>Teacher/youth worker leader(s) identified (D.4)</p> <p>Current provider risk assessments/research made available (D.5)</p> <p>School/centre to request and obtain outline LA approval (Form OE1) (D.6)</p> <p>Group formed (D.7)</p> <p>Communication with parents/carers (D.8)</p> <p>Area/Location(s) proposed (D.9)</p> <p>Itinerary options outlined (D.10)</p> <p>Approval framework agreed eg leadership team requirements (D.11)</p> <p>Contract agreed with provider and deposit forwarded (D.12)</p>
Continuous preparation	<p>Outdoor Education Adviser to contact EVC and school/centre Leader (D.13)</p>
Group liaison & communication	<p>Research continues (D.14)</p> <p>Group training programmed (D.15)</p> <p>Contact with major agencies, eg. RGS (D.16)</p>
4 months minimum (ideally 6 months)	<p>Expedition leader confirmed and agreed (D.17)</p> <p>All final details agreed (D.18)</p> <p>Training programme and preparation underway (D.19)</p> <p>Medical and other requirements completed (D.20)</p> <p>Specific risk assessment prepared (D.21)</p>
If issues still exist beyond that date	<p>Agree alternative location (D.22)</p> <p>Agree different Expedition Leader (D.23)</p> <p>Consider postponement (D.24)</p> <p>Cancellation (liaise with company over liability) (D.25)</p>
8+ weeks before	<p>School/centre requests meeting with LA representative (Annex 10, form OE 2), and</p> <p>Final LA approval (D.26)</p>

Note: A shorter timescale may be appropriate for certain shorter duration expeditions that take place 'closer' to home, eg Europe, Morocco, etc (D.27)

E Purpose of expedition

As with any other Educational Visit, the venture must have clearly defined educational aims, which are appropriate to the needs of the group generally, and to individuals within the group specifically (E.1).

The school/centre must consider whether these aims could be met more easily through a venture closer to home, for example in the UK or Europe, and if so should investigate this option (E.2).

F Responsibilities

There must be clarity amongst all parties as to where the responsibility lies for each aspect of the venture, for example the preparatory stages, training programme, itinerary, transport, accommodation, rest & relaxation periods, etc. (F.1). These responsibilities will lie with the provider, the school/centre, or the LA (F.2). Some aspects will be delegated, for example, to the expedition leader or school/centre leader (F.3).

There will be many occasions where liaison between various parties is essential (F.4), but there will be few occasions where the (legal) responsibility is shared (F.5). Areas of shared responsibility should be identified, clarified and documented in advance of the venture (F.6).

G Selection of provider

The school/centre should consider a number of providers prior to the selection of a specific one (G.1). This is primarily in order to ensure:

- best suitability of provision (G.2)
- that best value is obtained (G.3)

It is the school's/centre's responsibility to determine the suitability of a chosen provider (G.4), and the school/centre must have a clear rationale for its choice (G.5).

The LA does not recommend or approve overseas expedition providers (G.6).

H LA approval

LA approval is in two stages:

- Outline LA approval must be obtained prior to the school/centre making a commitment with a provider (H.1). The school/centre should forward Form OE1 to the LA after consultation with the intended provider. Outline approval will normally be granted within two weeks where the provider has agreed in writing to this LA guidance (Annex 10, Educational Visits) (H.2). Where a provider has indicated non-compliance with any aspect of the guidance, then the school/centre must contact the Outdoor Education Adviser in order to consider the issues concerned, **and must not enter into a contract with the provider.** (H.3). After granting outline approval the Outdoor Education Adviser may arrange a meeting with the school/centre leader and EVC (H.4).

- Final LA approval will be granted when all aspects of the venture have been addressed appropriately (H.5). The school/centre should forward Form OE2 to the LA (usually no less than 8 weeks prior to departure) (H.6). Upon receipt the Outdoor Education Adviser may arrange a further meeting with the school/centre leader and EVC prior to granting final approval (H.7).

Note: The LA approves the expedition, not the provider.

I Insurance

The level of insurance provision must meet LA requirements. The school/centre must check the insurance cover offered with their LA insurance section prior to making a commitment to the venture (I.1).

J Contracts & Legal Issues

There should be a written contract between the school/centre (on behalf of the young people and their parents/carers) and the commercial company (J.1). This contract should be similar to the contracts placed with other commercial providers, which agrees to the conditions as set out generally in the provider's brochure and for any specifications unique to the particular location or activity (J.2).

School/centre staff accompanying the expedition must do so as employees of the LA/school/centre and should not sign a separate contract with the Provider (J.3).

As with other visits the school/centre should retain financial control of the contract by collecting monies due in staged payments from the young people and paying the company directly through the school/centre accounting procedures (J.4).

Wherever possible, contract should not be signed between parents/carers and the Provider. If parents /carers do sign separate contracts with the Provider they should be advised that the school/centre/LA still has a Duty of Care with regards to the venture. (Certainly if something were to go wrong the school/centre/LA would have great difficulty in avoiding criticism.) Whilst no contract may exist between the school and the provider the school/centre/LA should at least advise parents of their **opinion** of the visit, and whether they believe it is being organised appropriately. Good practice suggests close cooperation between provider and the LA, even though no contract may exist between them (J.5).

The provider should illustrate the financial systems that exist to protect all aspects of the expedition's finances, including training weekends, etc (e.g. bonding) (J.6).

The commitment by the provider to adhere to this section of the guidance (or any variation/s agreed between the LA and provider) is central to LA approval (J.7). Where a provider revokes on a significant previously agreed arrangement (for example, if the provider is unable to supply an expedition leader with the previously agreed level of competence) and it is not possible to resolve the matter to the satisfaction of the school/centre and LA, then the school/centre reserves the right to cancel the venture (J.8), but see also J.9. There may be occasions where it is appropriate to make reasonable allowances for work carried out up until cancellation (J.9).

The provider's cancellation policy should be 'fair and reasonable' (J.10).

K School/centre leader and school/centre staff competencies & training

The school's/centre's Educational Visits Coordinator should assess the general competence of the designated school/centre leader and any other supporting school/centre staff (K.1).

Prior to making a commitment to the expedition, school/centre staff should liaise with the provider in order to ensure that young people and teachers/youth leaders have the required level of fitness (K.2).

The school/centre leader should hold a first aid qualification (K.3).

It is recommended that the school/centre leader has travelled abroad before, and attends the one-day 'RGS overseas expeditions and fieldwork course' (see L) (K.4).

School/centre staff should receive appropriate expedition specific 'training' by the provider (K.5).

Pre-expedition training courses for staff are encouraged; however incentives (such as ski-trips) that are not relevant to the expedition process itself should not be used during the sales process (K.6).

The Educational Visits Coordinator must consider the implications that would arise in the event that the designated School/centre Leader is unable to participate in the expedition (e.g. through job change, illness or injury), and must put in place appropriate contingency plans to allow for this eventuality (K.7).

L RGS overseas expeditions & fieldwork course for teachers and youth workers

It is recommended that the school/centre leader attend this one-day course (L.1).

The course is organised by the Royal Geographical Society and endorsed by the Outdoor Education Advisers' Panel, and is held at venues throughout the country (L.2).

The course programme includes the following (L.3):

- Setting educational objectives for your expedition
- Initial research: where to go for information, advice and inspiration
- Competence, leadership and supervision
- Expedition planning and administration
- Risk assessment and safety management
- Good practice guidelines
- Contingency and emergency planning
- Training and medical preparations
- Evaluation and reports

Ideally this should take place before selecting a provider, however it is acknowledged that this may not always be possible (L.4).

For further information contact:

Expedition Advisory Centre, Royal Geographical Society, 1 Kensington Gore, London, SW17 2AR. Tel. 020 7591 3030 Fax. 020 7591 3031 e.mail eac@rgs.org www.rgs.org/eac

M Information to parents/carers & parent/carer consent

Parents/carers should be invited to a meeting with the school/centre and the provider, prior to being invited to make a commitment to the venture (M.1). Clear and detailed information must be given to parents/carers (M.2). This is both the school's/centre's responsibility and the provider's (M.3). Parent/carer consent must be based on a full understanding of the expedition characteristics and programme (M.4). This information should include:

- ALL planned or possible activities, including any contingency activities (ie Plan B) (M.5)
- rest & relaxation periods (M.6)
- supervision arrangements (M.7)
- codes of practice (M.8)
- communication systems during all stages of the expedition (M.9)
- the pace and level of intensity of the expedition (M.10)
- injury, illness, incident, emergency and evacuation procedures (M.11)
- insurance arrangements (M.12)
- transport (M.13)
- accommodation (M.14)
- likely additional costs to participants, e.g. clothing, inoculations, visas, spending money, etc (M.15)

It is recommended that it is explained to parents/carers that, whilst every step will be taken to ensure the safety of the young people, such activities are by their very nature potentially hazardous (M.16). It is important to identify the risks and have them acknowledged by parents/carers on a fully informed basis. Of course this should be set against the benefits of the visit and against the (good) safety record of the school/provider on such visits (M.17).

As with any other educational visit, it is the responsibility of the school/centre to request and retain details of parent/carer consent (M.18). Where appropriate, the school/centre must liaise with the provider regarding relevant matters, for example medical issues, swimming ability, etc (M.19).

N Risk assessment

Visit leaders should also refer to the section on risk management in Section C9 of this guidance.

Written risk assessments must cover all stages of the expedition programme (N.1). They should be current, and prepared by someone with an appropriate level of competence and experience (N.2), and must include:

- all activities, including possible activities, and contingency plans (N.3)
- route choices (N.4)
- transport (N.5)
- accommodation, including suitability, security, safety precautions, and emergency evacuation (N.6)
- rest and relaxation periods (N.7)
- emergency procedures and evacuation (N.8)
- any other areas where a known significant hazard exists (N.9)
- culture: including food/drink, local customs, religion, expected behaviour/dress, gender issues, sanitary arrangements, corruption, political stability, local financial information (N.10)

Risk assessments should be prepared by the provider at an early stage in the planning process, and prior to the school/centre and parents/carers making a commitment to the venture (N.11).

In the final stages of planning, the risk assessments should be supplemented where appropriate with specific risk assessment (N.12). This process is the responsibility of the expedition Leader, following liaison with the school/centre Leader (N.13). It must take place before the commencement of the expedition, but by definition can only take place when:

- training sessions have been completed (N.14)
- the expedition leader has been appointed (N.15)
- the medical information of participants is known (N.16)
- participants' fitness levels, etc have been assessed (N.17)
- other relevant information about participants is known (N.18)
- the current situation in the country to be visited is known (eg political, etc) (N.19)

Where young people are required to make decisions (eg. regarding accommodation, transport, guides, etc.) all risk assessments must have been carried out in advance by the provider, although this may be unknown to young people (N.20). (The journey into the unknown should only apply to young people, not to staff).

Dynamic risk management:

Risks must be monitored throughout the visit and where appropriate activities modified or curtailed to suit changed or changing circumstances (N.21). The responsibility for this rests primarily with whoever has the principal duty of care of the participants at the time. Where more than one person has a duty of care each must be made aware of this and liaise with each other (N.22). See also Section Q: leader competencies.

O External reports & post-expedition reports

Contractors should provide details of any independent, inspection-based external verification. These should be forwarded by the provider to the school/centre prior to the school/centre making a commitment to the venture (O.1).

The school/centre leader should request sight of any post-expedition reports from similar expeditions (O.2), and where possible the provider should make those considered to be most suitable available to the school/centre (O.3).

P Preparation of young people & fitness

Unless the nature of the visit suggests otherwise, a training and induction programme (for example, including hill walking and carrying packs) should be planned for all participants including staff, and monitored jointly between the provider and the school/centre leader (P.1) to identify and improve:

- appropriate levels of fitness for the expedition (P.2)
- group dynamics and team work (P.3)
- personal confidence in the skills required (P.4)
- risk assessment and risk management awareness (P.5)

There must be sufficient flexibility within the expedition programme to allow for variations in final fitness levels (P.6).

Q Leader competencies

It is essential that the technical and pastoral aspects of the expedition leadership are understood (Q.1):

- **Technical competence** To plan, lead and manage activities undertaken in an active, on-going risk management context. This is normally the provider's expedition leader. This person would have the level of experience and qualifications outlined in the 'Expedition leader matrix' (Q.2).

- **Pastoral competence** To manage the care, welfare and experience of young people successfully according to their age, experience and needs. This is normally the school/centre leader. This person would have a nationally recognised qualification: teacher or youth worker for example (Q.3).

Just as pastoral competence is developed through positive experience, technical competence must be complemented by the experience of making active judgements/risk assessments in realistic contexts, gaining and developing the leader's experience (Q.4). The LA recognises the importance of this process.

In all but technical decisions relating to the welfare of the group, it is normally the (pastoral) school/centre leader who has the final say (Q.5) for example:

- the (technical) expedition leader may decide the group is not able to go on and explain their reasoning. The (pastoral) school/centre leader may ask for and challenge their reasons, but would not override any such technical decisions (Q.6)
- the (pastoral) school/centre leader may ask for an activity to stop, or request a rest or an alternative where their greater knowledge of the group health and welfare leads them to such a decision. The (technical) expedition leader may ask or challenge their reasons, but would not override any such decisions (unless there was a clear health and safety reason for doing so) (Q.7).

Should a leader have both technical and pastoral competence, they need to be very clear about their responsibilities (Q.8). Dual competence cannot mean a reduction in ratios, a competent assistant would be needed (Q.9).

R Liaison with expedition leader

Where the expedition leader is external to the group then sufficient time in training must be made available for that leader to:

- Become personally acquainted with the young people and their leaders to decide if they can work together (R.1), as well as to formulate aims and expectations (R.2).
- Make a proper assessment of individual (R.3), group (R.4), and assistant leader competences (R.5).

The expedition leader should be appointed to the group no less than 4 months (ideally 6 months) prior to the expedition (R.6), and work with the group soon after appointment, ideally as part of their training programme (R.7).

S Expedition leader matrix

The competence of the (technical) expedition leader is probably the single most important factor in ensuring a successful and safe expedition (S.1).

The school/centre and school/centre leader are not normally specialist in the area of overseas expeditions, and as such cannot be expected to have the expertise necessary in order to assess the competence of the provider's designated expedition leader (S.2). Therefore this section is aimed primarily at the provider (S.3).

The matrix in Table 1 focuses on expeditions on foot. Where the matrix does not cover the exact terrain, activity or circumstances, the below principles must be applied (S.4).

The basic principles are that:

- the expedition leader should be able to demonstrate an appropriate level of competence, in line with current good practice (S.5).
- there should be evidence of that competence through an assessment or judgement, made by a person of sufficient status, qualification and/or experience to make that judgement, and be recognised as being able to do so (S.6).

Two principal routes are taken in this matrix:

1. Recognised qualifications PLUS additional experience and local knowledge. The matrix accepts and promotes the value of a base line of technical competence given by a national governing body award such as a mountain qualification (S.7). It also accepts that in these contexts this is insufficient without additional experience of the activities in the region concerned (S.8), and the need for essential local knowledge (S.9). These elements need to be seen as complementary requirements.
 2. Where there is no recognised qualification (in the specific terrain, region, or culture) then it is most important that the principals are applied as realistically as possible (S.10).
- Where is the evidence of current good practice/competency? For example, the person should be an expeditioner known to recognised expedition groups or major agencies. Their competence would have been evidenced by others able to make a judgement. (S.11)
 - The person(s) making the judgement would need to be nationally recognised or recognised by others of such a standing; or part of an organisation that has such a clearly recognisable standing (S.12). In the absence of the moderation of an award, this person should be external to the expedition group or company concerned (S.13). (Applying the principles in this way allow for a realistic comparison to the first route in terms of the consistency of judgements made).

If the provider is unable to meet the above criteria relating to the competence of the expedition leader then this must be discussed with the Outdoor Education Adviser, and resolved, prior to the provider entering into a contract with the school/centre (S.14).

Table 1 Expedition leader matrix

Statements of Competence may be an equally acceptable alternative to an NGB award, particularly where the award was not designed for that environment.

Activity	Terrain	Expedition Leader qualification	Expedition Assistant Leader qualification	Additional Experience	Essential local knowledge
Day treks and trekking to fixed or mobile camps	Walking terrain in summer conditions	Mountain Leader (ML) Award (Summer)	Assessed competence in this terrain eg ML (Summer) training where assessment of competence available or Walking Group Leader (assessed)	journeying or expeditioning in the region concerned	<ul style="list-style-type: none"> * the availability and efficiency of: <ul style="list-style-type: none"> - transport systems - medical facilities - emergency support - guides - accommodation * local culture: <ul style="list-style-type: none"> - advantages/issues - crime - gender - religions
Day treks and trekking to fixed or mobile camps	Scrambling terrain requiring the use of ropes or fixed cables; in summer conditions	Mountaineering Instructor Award (MIA)	MIA training or ML (Summer) plus SPA	journeying or expeditioning and scrambling in the region concerned	<p>Important note: Jungle travel</p> <p>In order to obtain an equivalent to the 'assessed competence' in other activities, an MoD qualification or similar endorsement would be required from a recognised source, which in turn would need to be able to provide evidence of their ability and experience to make such an assessment. (This could be true of other journeying, eg arctic travel.)</p>
Day treks and trekking to fixed or mobile camps	Walking terrain above the snow line (non glacial)	ML (Winter) or European Mountain Leader (EML) Award where a winter component has been assessed	ML Winter training EML training with winter component	journeying or expeditioning in the region concerned	
Day treks and trekking to fixed or mobile camps	Scrambling terrain requiring the use of ropes or fixed cables including snow and ice conditions (non glacial)	Mountaineering Instructor Certificate (MIC)	MIA with Winter ML	good awareness of the region and its scrambling routes	
Day treks and trekking to fixed or mobile camps	Mountaineering requiring the use of ropes or fixed cables including glaciated snow and ice	UIAA Mountain Guide	MIC	good awareness of the region and its mountaineering routes	
Day treks and trekking to fixed or mobile camps	Jungle travel	Suitable MoD qualification or specific evidence of competence	Suitable MoD qualification or specific evidence of competence	journeying or expeditioning in the region concerned	

First aid competencies

The Expedition Leader must hold current first aid qualification, which is appropriate for the nature of the visit and the environment being visited. (T.1).

The school/centre leader should hold a first aid qualification and any supporting school/centre staff should, as a minimum, possess 'a good working knowledge' of first aid (T.2).

Ratios

Ratios will vary considerably, based on risk assessments in the particular environment and if the technical/pastoral roles are split (U.1). The major considerations are:

- A minimum of two leaders (see technical/pastoral comments) at all times, at least one of whom must be from the school/centre (U.2)
- A staff/student ratio in line with current good practice for similar expeditions, taking into account all variables, e.g. route, participants, possible weather conditions, plan B, emergency procedures, competence of staff, equipment, etc. (U.3)
- A balance of gender to reflect the group (U.4).

Emergency communications

The provider must use the most suitable emergency communication system that is active in the region(s) to be visited (V.1). Where mobile or satellite phones are known to operate in a region then this is the preferred choice (V.2). In remote locations, where there is only partial phone coverage, then this must be supplemented by another form of emergency communication, such as radio net and runner (V.3).

Emergency procedures and evacuation

Written and agreed emergency procedures and contingency plans should be fully understood by all involved in the expedition (W.1). It is the responsibility of the expedition leader and provider to ensure that appropriate emergency and evacuation procedures are in place (W.2). As part of this, it is essential:

- to have an accurate knowledge of the scope and limitations of the rescue services before making a decision on the viability of an area or specific route and its suitability for the group concerned (W.3).
- to understand the full implications of any individual or group evacuation if an incident or injury occurs (W.4). The evacuation of a student will require an accompanying teacher/youth worker (W.5), which has implications for the remaining group.
- that in the risk assessment of an area or route that the rescue and evacuation procedures are fully considered (W.6). Where a life-threatening injury or illness could not be evacuated with some efficiency and effectiveness, then the area is inappropriate (W.7).

- that the assistant leader's competence should be sufficient to successfully apply the emergency or incident management strategies should the leader become incapacitated (W.8).

Other adventure activities

The expedition leader is responsible for all adventure activities (X.1), unless a member of **school/centre** staff has been specifically approved by the Outdoor Education Adviser in advance (see Section P LA approval procedures).

Remote supervision

The presumption will be that young people will be directly supervised unless expressly agreed otherwise (Y.1). Should the aim of the expedition include more self-reliant activity, the decision to move to indirect supervision must only be made on observed evidence of the competence of the group (Y.2).

Indirect supervision still requires considerable thought. It may be possible to monitor the group from a distance and intervene quickly and directly if required (Y.3). This may not always be the case and systems of 'buddying' etc. may need to be employed (Y.4).

The use of guides

The ultimate responsibility for the selection and use of guides rests with the provider/expedition leader, even though the young people and school/centre leader may be involved in the process (Z.1).

If the use of guides is to be considered as a part of the leader competency in that they supply some local knowledge, then the following questions must be asked as far as is practical:

- Where is the evidence of current good practice/competency of the actual guides to be used? (Z.2)
- Are they a recognised company or individual guide? (Z.3) Have they been used before and to what effect? (Z.4) Evidence would need to be collected, in particular where there is no recognised guiding system (Z.5).
- Guides are normally employed for specific route-finding and technical knowledge, **and should not have any direct pastoral responsibility** (Z.6).
- It needs to be remembered that a good guide can complement the expedition leader, but must not replace the expedition leader (Z.7).
- Where there is not good evidence of their competence, then the expedition leader should have sufficient experience and local knowledge to manage without a guide (Z.8). This must be considered before routes are agreed (Z.9).
- Where an additional risk assessment is required to manage changing circumstances such as weather, fitness, injury, local conditions, etc. the expedition leader must satisfy him/herself that the guide and local information are of sufficient quality for them to go ahead (Z.10), or the expedition leader must use an already planned contingency alternative (Z.11).

The use of porters

Where the length of the expedition requires porters to support the carrying of equipment, the expedition leader must ensure that sufficient numbers are available (AA.1).

The experience and fitness of the young people allied to the demands of the terrain, environment and weather should determine the weight of the pack or load they can carry (AA.2).

Child protection

Written child protection procedures should be available and evidence of policies in action, e.g. Criminal Records Bureau (enhanced disclosure)/List 99/male-female leader ratios for mixed groups/accommodation/camp security (BB.1). Other individuals joining the group in-country who have not been CRB checked must not have direct unsupervised contact with young people (BB.2).

Environmental issues

The provider should be able to illustrate the known impact of their own and other groups in the same area, ie number of expeditions, expedition 'overload' (CC.1). The Young Explorers Trust '*Environmental Responsibility for Expeditions*' and '*Safe and Responsible Expeditions*' is recommended guidance (see www.theyet.org) (CC.2)

Request for outline LA approval for an overseas expedition organised through an independent provider

Name of school/centre.....

Name of EVC.....

Name of intended school leader.....

Approximate dates of intended expedition.....

Intended geographical area.....

Details of intended overseas expedition provider:

Name.....

Address

.....

Tel..... E.mail.....

☐ I attach a statement from the above named provider, which confirms complete compliance with the LA's guidance for overseas expeditions (Annex 10, Educational visits)

☐ The school/centre/provider is unable to comply with the following numbered statements in the LA's guidance for overseas expeditions (Annex 10, Educational visits) (e.g. C.1, F.2, etc)..... but nonetheless requests outline LA approval for this expedition (please attach further details).

Please return to the Outdoor Education Adviser, and await response prior to making a commitment with a provider.

FOR LA USE

☐ Outline LA approval is granted for this expedition. You may enter into a contract with the above named provider. The Outdoor Education Adviser will make contact with the school Leader and EVC during the preparatory stages. You should contact the Outdoor Education Adviser at any point during the planning stage if further advice is required.

☐ It is not possible to grant Outline LA approval for this venture at this stage. The Outdoor Education Adviser will contact you to discuss further.

Signed.....(Outdoor Education Adviser) Date.....

**Final LA approval for overseas expedition organised through an independent provider:
Request for meeting with Outdoor Education Adviser**

Name of school/centre.....

Name of EVC.....

Name of school leader.....

Dates of expedition.....

Geographical area.....

Name of overseas expedition provider.....

Name of expedition leader.....

Date outline LA approval granted.....

The following documents will be available for discussion at the meeting, and copies will be available for LA records:

☐ Final itinerary

☐ Form EV1 and EV2 (*Educational Visits*, Section Q, model forms 1 & 2) – only for schools/centres not able to access an electronic visit planning system

☐ Provider information including Risk Assessments

I confirm that:

☐ Insurance details have been approved by the LA Insurance Section

☐ All arrangements have been finalised in accordance with LA Guidance.

Signed.....(Head)
.....(date)

Signed.....(EVC)
.....(date)

Please return to the Outdoor Education Adviser at least 8 weeks prior to the expedition.

FOR LA USE

☐ Final LA approval is granted for this expedition and we wish you a successful venture. You should contact the Outdoor Education Adviser if any significant changes are proposed to the expedition prior to departure

☐ It is not possible to grant final LA approval for this venture at this stage. The Outdoor Education Adviser will contact you to discuss details.

Signed.....(Outdoor Education Adviser)
Date.....

Exchange Visits

Exchange visits

Exchange visits can provide valuable and often unique experiences for young people to experience other cultures, develop new friendships and broaden their horizons and knowledge. Spending time with a host family gives young people a first hand opportunity to use their language skills in a real context.

Exchange visits differ from other visits in that young people spend a lot of their time with host families and are, therefore, not always under the direct supervision of teachers/youth workers. Expectations and assurances should be established for all parties involved (young people, teachers/youth workers, host families and schools/centres) and these must be fair and reciprocal wherever possible.

In Ceredigion the policy is that children/young people will not stay overnight with host families. An agreed curfew time will be set, at which time the children young people will return to their accommodation.

Also when they are spending time with host families they will be in pairs. These two stipulations will apply to Ceredigion groups visiting abroad and groups from abroad visiting Ceredigion.

The following issues should be considered by visit leaders when planning an exchange visit:

- Are families and young people carefully matched with regard to issues such as gender, diet, religious belief, special needs etc?
- Are families known to the host school/centre and have they been confirmed as suitable?
- Are contingency plans in place to allow a young person to be moved at short notice?
- Has consideration been given to the safety and well-being of the young people during travel, and does this include appropriate drivers and transport whilst with the host family?
- Are young people and host families aware of emergency procedures including access to a 24 hour contact number?
- Will young people have access to a phone and/or can they use a mobile phone to call or text messages if necessary to staff?
- Have young people been briefed about personal safety?
- Have acceptable and unacceptable activities on 'family days' been discussed and has parent/carer agreement been sought prior to the visit if necessary?

Exchange visits: host families

Careful matching of exchange partners is central to successful visits and host families should be confirmed as suitable by the host school/centre. Factors to consider include:

- Code of Conduct;

- House rules;
- Home visit checks;
- Family activities;
- Transportation including drivers;
- Providing information to, and receiving information from host, families;

If the host school or placing agency does not have appropriate measures in place for carrying out relevant checks to ensure the health, safety and welfare of young people on the exchange, the visit leader should seek further assurances and/or reconsider whether the visit should take place.

Exchange visits: resources

"The Protection of Young People in the Context of International Visits"

City of Edinburgh Education Dept – obtainable from:

Wendy Laird
Publications Unit
City of Edinburgh Education Department
Level 2
Wellington Court
10 Waterloo Place
EDINBURGH EH1 3EG

Price £6.50

Tel: Wendy Laird, 0131 469 3328
E-mail wendy.laird@educ.edin.gov.uk

"Advice for Schools" (Child-safe Travel-safe) www.child-safe.org.uk

"Advice for Host Families" –as above

"Advice for Parents and Guardians" – as above

"Advice for Young People" pamphlet

Obtainable through website, or tel: 01737 812727, or by post from:

Child-safe Travel-safe
Avon and Somerset Constabulary
c/o Boffin Book Services
24 Walton Street
Walton on the Hill
SURREY KT20 7RT

Rhybudd o Benderfyniadau **Cyfarfod y CABINET** a gynhaliwyd yn **Siambwr y Cyngor**, Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron **ddydd Mawrth 09 Ebrill 2013**

Notice of the Decisions of the **Meeting of the CABINET** held in the **Council Chamber**, Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron on **Tuesday 09 April 2013**

Cyhoeddir y Rhybudd hwn am 5.00 pm ddydd Iau 11 Ebrill 2013. Y dyddiad olaf i dderbyn cais i alw unrhyw benderfyniad i mewn yw 5.00pm ddydd Iau 17 Ebrill 2013 drwy ei anfon at Bennaeth y Gwasanaethau Democrataidd. Daw'r penderfyniad i rym (os na fydd yna gais dilys i'w alw i mewn) ddydd Gwener 18 Ebrill 2013.

This Notice is published at 5.00 pm on Thursday 11 April 2013. The deadline for the receipt of requests to call-in any decision is 5.00 pm on Thursday 18 April 2013 to be delivered to the Head of Democratic Services. The decision will come into force (if no valid call-in application is received) on Friday 19 April 2013.

YN BRESENNOL: Y Cyngorydd E.E. ap Gwynn (Cadeirydd); Y Cyngorwyr T. P. L. Davies MBE, D.W. Edwards, R.G. Harris, C.J. Hughes, G.I. Lloyd, R.P. Quant MBE ac A. Williams.

PRESENT: Councillor E.E. ap Gwynn (Chairman); Councillors T. P. L. Davies MBE, D.W. Edwards, R.G. Harris, C.J. Hughes, G.I. Lloyd, R.P. Quant MBE and A. Williams.

HEFYD YN BRESENNOL:-

Y Cyngorwyr C W Davies, E Davies, D Rh W Evans, P B J Hinge, S G Hopley, A Li Jones, T H Lewis, W D L Lloyd, J E C Lumley, J E Roberts a W L Thomas.

ALSO PRESENT:-

Councillors C W Davies, E Davies, D Rh W Evans, P B J Hinge, S G Hopley, A Li Jones, T H Lewis, W D L Lloyd, J E C Lumley, J E Roberts and W L Thomas.

(10.00 a.m. – 1.25 p.m.)

(10.00 a.m. – 1.25 p.m.)

C375 Datgelu Buddiannau Personol/Buddiannau sy'n Rhagfarnu
Datgelodd y Cyngorwr E Davies fudd personol a budd sy'n rhagfarnu yn y mater y cyfeiriwyd ato yng Nghofnod 377 isod a gadawodd Siambwr y Cyngor tra ystyriwyd hyn,

C375 Disclosures of Personal / Prejudicial Interests
Councillor E Davies disclosed a personal and prejudicial interest in the matter referred to in Minute 377 below and left the Council Chamber during the consideration thereof.

C376 Cofnodion Cyfarfod y Cabinet a gynhaliwyd ar 19 Mawrth 2013 PENDERFYNIAD
Cadarnhau bod Cofnodion Cyfarfod y Cabinet a gynhaliwyd ar 19 Mawrth 2013 yn gywir.

C376 Minutes of the Meeting of the Cabinet held on 19 March 2013 DECISION
To confirm as a true record the Minutes of the Meeting of the Cabinet held on 19 March 2013.

C377 Materion sy'n codi o Gofnodion Cyfarfod y Cabinet a gynhaliwyd ar 19 Mawrth 2013.

C377 Matters arising from the Minutes of the Meeting of the Cabinet held on 19 March 2013.

a) Cofnod C353 ii) Dywedodd y Prif Weithredwr iddi dderbyn deiseb a gyflwynwyd gan nifer o fyfyrwyr chweched dosbarth

a) Minute C353 ii). The Chief Executive reported the receipt of a petition submitted by a number of sixth form students

yn Ysgol Bro Pedr ynglŷn â'r bwriad i gyflwyno talu ac arddangos wrth barcio ym maes parcio Cwmins, Llanbedr Pont Steffan. Nodwyd y byddid yn ystyried y sylwadau a wnaethpwyd yn ystod cyflwyno baeau parcio tymor hir a byr yn y maes parcio.

at Ysgol Bro Pedr concerning the proposal to introduce pay and display parking at the Cwmins car park, Lampeter. It was noted that consideration would be given to the representations made during the proposed introduction of long term and short term parking bays at the car park.

C378 Penderfyniad a alwyd i mewn - Cofnod C370: Ymweliadau Cyfnewid Ysgol
Esboniodd y Cynghorydd Paul Hinge, Cadeirydd Pwyllgor Trosolwg a Chraffu Cymunedau sy'n Dysgu, yn dilyn trafodaeth drylwyr mewn cyfarfod arbennig a gynhaliwyd i drafod y galw i mewn, wedi cytuno i beidio ag argymhell bod y penderfyniad yn cael ei gyfeirio yn ôl i'r Cabinet er mwyn ystyriaeth bellach.

C378 A decisions which have been called in - Minute C 370: School Exchange Visits
Councillor Paul Hinge, the Chairman of the Learning Communities Overview and Scrutiny Committee, explained that, following detailed discussion at the special meeting held to discuss the call-in, it had been agreed not to recommend that the decision be referred back to Cabinet for further consideration.

C379 Materion a gyfeiriwyd o'r Pwyllgorau Trosolwg a Chraffu
Dim

C379 Matters referred from Overview & Scrutiny Committees
None.

C380 Adroddiadau'r Prif Weithredwr
Ystyriwyd Adroddiad y Prif Weithredwr ynglŷn â'r materion sydd yng Nghofnod C381 hyd C384 isod, a gwnaethpwyd y penderfyniadau canlynol

C380 Chief Executive Reports
Consideration was given to the Report of the Chief Executive upon the matters referred to in Minutes C381 to C384 below, and the following decisions were taken.

C381 Ceredigion i Bawb- Cynllun Integredig Sengl Bwrdd Gwasanaethau Lleol Ceredigion PENDERFYNIAD
(i) cymeradwyo'r Cynllun Integredig Sengl – Ceredigion i Bawb a'i argymhell i'r Cyngor;
(ii) cymeradwyo paratoi Cynlluniau Gweithredu manwl i gefnogi'r Cynllun Integredig Sengl ac at ddibenion monitro; a
(iii) nodi cofnodion cyfarfodydd Bwrdd Gwasanaethau Lleol Ceredigion.

C381 Ceredigion for All - Ceredigion Local Service Board's Single Integrated Plan (SIP) DECISION
(i) to endorse the Single Integrated Plan – Ceredigion for All and to recommend accordingly to Council;
(ii) to endorse the preparation of detailed Action Plans to support the SIP and for monitoring purposes; and
(iii) to note the minutes of the

Talwyd teyrnged gan Arweinydd y Cyngor i bawb a fu'n rhan o broses datblygu'r Cynllun Integredig Sengl.

Rheswm dros y penderfyniad:-
er mwyn parhau â'r broses o baratoi a mabwysiadu cynllun integredig sengl ar gyfer Ceredigion.

Ceredigion Local Service Board meetings.

The Leader of the Council paid tribute to all the staff who had been involved in the process of developing the SIP.

Reason for decision:- *in order to progress the preparation and adoption of a statutory single integrated plan for Ceredigion.*

- C382 **Strategaeth Gorfforaethol a Chynllun Gwella- Amcanion 2013-14**
PENDERFYNIAD
(i) cymeradwyo'r Strategaeth Gorfforaethol Ddrafft 2013-2017 a'r Amcanion Gwella ar gyfer 2013-2014 er mwyn galluogi Swyddogion i ymgymryd â gwaith ymgynghori ac ymgysylltu â dinasyddion a rhanddeiliaid; a
(ii) cymeradwyo'r Weledigaeth a'r Amcanion Strategol ac i gymeradwyo yn unol â'r Cyngor ar 25 Ebrill 2013.

Rheswm dros y penderfyniad:-
er mwyn parhau â'r broses o baratoi a mabwysiadu'r strategaeth gorfforaethol statudol a'r cynllun gwella ar gyfer Ceredigion.

- C382 **Corporate Strategy and the Improvement Plan- Objectives 2013-14**
DECISION
(i) to endorse the draft Corporate Strategy 2013-2017 and Improvement Objectives for 2013-2014 to enable Officers to undertake an engagement and consultation exercise with citizens and stakeholders; and
(ii) to endorse the amended Vision and Strategic Objectives and to recommend accordingly to the Council on 25 April 2013.

Reason for decision:- *in order to progress the preparation and adoption of a statutory corporate strategy and improvement plan for Ceredigion.*

- C383 **Datganiad Llywodraethu Blynyddol**
PENDERFYNIAD
Cymeradwyo'r Datganiad Llywodraethu Blynyddol a'i argymhell i'r Cyngor ar 25 Ebrill 2013.

Rheswm dros y penderfyniad:-
Mae'n ofynnol cwblhau a chymeradwyo'r Datganiad Llywodraethu Blynyddol yn unol â'r cod ymarfer, a'i gynnwys yn y Datganiad Cyfrifon ar gyfer y flwyddyn ariannol hon.

- C383 **Annual Governance Statement**
DECISION
To approve the Annual Governance Statement and recommend accordingly to Council on 25 April 2013.

Reason for decision:- *to be completed and approved in accordance with the code of practice and be included with the Statement of Accounts for this financial year.*

- C384 **Adroddiadau'r Prif Weithredwr**
Nodi Adroddiadau canlynol y Brif Weithredwr ynghylch y materion isod

- C384 **Chief Executive Reports**
To note the following Reports of the Chief Executive upon the under-

er gwybodaeth:-

1. Gwesty'r Bae, Aberystwyth
2. Estyn y Cynllun Datblygu Gwledig (RDP) yng Ngheredigion a chael cyllid ychwanegol.

- C385 **Adroddiadau Cyllid
PENDERFYNIAD**
Nodi Adroddiadau canlynol y
Cyfarwyddwr Cyllid ynghylch y
materion isod er gwybodaeth:-
1. Rhoi Gostyngiad Adrethi Dewisol o
dan Adran 47 Deddf Cyllid
Llywodraeth Leol 1988
2. Gwariant rhaglen Gyfalaf 2012/13
hyd at ddiwedd Chwefror 2013.

- C386 **Adroddiadau Prifffyrdd, Eiddo a
Gwaith**
Ystyriwyd Adroddiad Cyfarwyddwr y
Prifffyrdd, Eiddo a Gwaith ynghylch y
materion sydd yng Nghofnod C387
hyd C389 isod a gwnaethpwyd y
penderfyniadau canlynol.

- C387 **Trin Gwastraff Gweddilliol
PENDERFYNIAD**
Nodi a chymeradwyo penderfyniad
Partneriaeth Gwastraff Canolbarth
Cymru o ran casglu gwastraff
gweddilliol.

***Rheswm dros y penderfyniad:-**
Llywodraeth Cymru wedi gosod
targedau ailgylchu heriol ar gyfer
Awdurdod Lleol Cymru er mwyn
cyflawni gofynion Deddfwriaeth
Ewropeaidd.*

- C388 **Teras Lewis, cei Newydd**
Wrth gyflwyno'r eitem, cyfeiriodd yr
Arweinydd yr Aelodau'r Cabinet at
ohebiaeth a dderbyniwyd ynglŷn â'r
mater hwn.

PENDERFYNIAD.

mentioned matters being reported for
information purposes:-

1. Bay Hotel Aberystwyth
2. Rural Development Plan (RDP) in
Ceredigion Extension and
Enhancements.

- C385 **Finance Reports
DECISION**
To note the following Reports of the
Director of Finance upon the under-
mentioned matters being reported for
information purposes:-
1. Grant Discretionary Charitable
Rate Relief under Section 47 of the
Local Government Finance Act
1988
2. 2012/13 Capital Programme
Expenditure Programme to the end of
February 2013.

- C386 **Highways Property and Works
Reports**
Consideration was given to the
Report of the Director of Highways,
Property and Works upon the matters
contained in Minutes C387 to C389
below, and the following decisions
taken.

- C387 **Residual Waste Treatment
DECISION**
To note and endorse the decision of
the Central Wales Waste Partnership
(CWWWP) for the procurement of a
residual waste solution.

***Reason for decision:-** to meet the
challenging recycling targets on
Welsh Local Authorities to meet the
requirement of European Legislation.*

- C388 **Lewis Terrace, New Quay**
In introducing the item, the
Leader referred the Cabinet Members
to the correspondence which had
been received in respect of this
matter.

DECISION

Y dylid gwrthod y cais am y rheswm canlynol:
Mae'r Adran Briffyrdd wedi ystyried y cais a nodi gan nad yw'r ffordd breifat sy'n rhedeg i'r gogledd o bwynt 168.2 metr yn ffordd drwodd ond yn hytrach yn arwain at cul-de-sac o chwech eiddo yn unig, y mae o'r farn na fydd cynyddu hyd y ffordd caiff ei chynnal a'i chadw ar gost y cyhoedd o fudd i'r cyhoedd yn gyffredinol be.

Rheswm dros y penderfyniad:-
er mwyn penderfynu ar y cais yn unol â'r polisi presennol.

That the request is refused for the following reason:
The Highways Department has considered the request and due to the fact that the private road running to the north of the 168.2 metre mark is not a through road and is a cul-de-sac of only six properties, it does not believe that increasing the length of highway maintained at the public expense would be in the wider public interest.

Reason for decision:- that the application be determined in accordance with current policy.

C389 Adroddiadau Priffyrdd, Eiddo a Gwaith
Nodi Adroddiadau canlynol Cyfarwyddwr y Priffyrdd, Eiddo a Gwaith ynghylch y materion isod er gwybodaeth:-
1. Partneriaethau Mewnol & Allanol
a) Cofnodion Uned Gorfforaethol Trafnidiaeth Teithwyr 2012-11-30
b) Cofnodion Pwyllgor Rheoli Traffig Aberystwyth 2012-12-10
2. Ffioedd a Chodiannau
3. Diweddariad ar y Grant Gwasanaethau trafnidiaeth Rhanbarthol. Nodwyd y byddai Pwyllgor Trosolwg a Chraffu Cymunedau sy'n Ffynnu yn edrych yn fanwl ar oblygiadau'r newidiadau arfaethedig, gan gynnwys rôl y gwasanaeth Bwcabws a chludiant cymunedol.

C389 Highways, Property and Works Reports
To note the following Reports of the Director of Highways, Property and Works upon the under-mentioned matters, for information purposes:-
1. Internal & External Partnerships
a) CPTU Minutes 2012-11-30
b) Aberystwyth Traffic Management 2012-12-10
2. Fees and Charges
3. Regional Transport Services Grant (RTSG) Update. It was noted that the Thriving Communities Overview and Scrutiny Committee would be looking in detail on the implications of the proposed changes, including the role of the Bwcabus service and community transport.

C390 Adroddiadau Adran y Gwasanaethau Amgylcheddol a Thai
Ystyriwyd Adroddiad Cyfarwyddwr y Gwasanaethau Amgylcheddol a Thai ynghylch y materion sydd yng Nghofnod C390 hyd C394 isod a gwnaethpwyd y penderfyniadau canlynol.

C390 Environmental Services and Housing Departmental Reports
Consideration was given to the Report of the Director of Environmental Services and Housing upon the matters contained in Minutes C390 to C394 below, and the following decisions taken.

C391 Cynllun Datblygu Lleol Ceredigion – Adroddiad yr Arolygydd a Mabwysiadu'r Cynllun

C391 Ceredigion Local Development Plan – Inspector's Report and Adoption

PENDERFYNIAD

Cymeradwyo fel a ganlyn i'r Cyngor ar 25 Ebrill 2013:

Yn unol ag Adran 67 Deddf 2004 a Rheoliad 25 Rheoliadau 2005, bod y Cyngor yn mabwysiadu'r Cynllun Datblygu Lleol yn amodol ar y newidiadau a argymhellwyd gan yr Arolygydd, a hynny ar unwaith.

Talwyd teyrnged gan Arweinydd y Cyngor a'r Prif Weithredwr i'r holl staff a fu'n rhan o'r broses datblygu'r Cynllun Datblygu Unedol.

Rheswm dros y penderfyniad:-
Sicrhau bod cynllun datblygu cyfoes wedi'i fabwysiadu ar gyfer Ceredigion.

**C392 Hawliau Tramwy Cyhoeddus-
Penderfynu ar newidiadau
cyfreithiol i'r Hawliau Tramwy
Cyhoeddus.**

(i) os na fydd unrhyw wrthwynebiad yn codi yn ystod y cyfnod ymgynghori anffurfiol (neu os caiff unrhyw wrthwynebiad ei ddatrys ar ôl hynny), bod y Gorchmynion Llwybrau Cyhoeddus yn cael eu gwneud mewn perthynas â'r Hawliau Tramwy uchod;
(ii) os na cheir unrhyw wrthwynebiad i Orchymyn (neu os caiff unrhyw wrthwynebiad ei ddatrys ar ôl hynny), bod y Gorchymyn yn cael ei gadarnhau; a
(iii) os oes unrhyw wrthwynebiadau i Orchymyn nad ydynt wedi'u datrys, bod y Gorchymyn yn cael ei gyfeirio at yr Arolygiaeth Gynllunio er mwyn iddi benderfynu amo.

Rheswm dros y penderfyniad:-
Penderfynu ar y cais yn unol â'r ddeddfwriaeth berthnasol.

**C393 Hawliau Tramwy Cyhoeddus-
Ystyried cais i Addasu'r Map
Terfynol: Llwybrau 67/64 a 72/35,
Cwm-meudwy, Llandysul**

DECISION

To recommend as follows to Council on 25 April 2013:

That, in accordance with Section 67 of the 2004 Act and Regulation 25 of the 2005 Regulations, the Council adopts the Local Development Plan subject to the modifications recommended by the Inspector with immediate effect.

The Leader of the Council and the Chief Executive paid tribute to all the staff who had been involved in the process of developing the LDP.

Reason for decision:- *To secure an up to date adopted development plan for Ceredigion.*

**C392 Public Rights of Way – to
determine legal changes to Public
Rights of Way (proposed path
diversions)**

DECISION

(i) if there are no objections raised at the Informal Consultation stage (or that any objections made are subsequently resolved); that Public Path Orders be made in respect of the above Rights of Way;
(ii) if there are no objections made to an Order (or that any objections made are subsequently resolved), that the Order be confirmed; and
(iii) if there are any unresolved objections to an Order, that the Order be referred to the Planning Inspectorate for decision.

Reason for decision:- *to determine the application in accordance with the relevant legislation. -*

**C393 Public Rights of Way- to consider
an application for the Modification
of the Definitive Map: Routes 67/64
& 72/35, Cwm-meudwy, Llandysul**

PENDERFYNIAD

Peidio â gwneud gorchymyn i ddiwygio'r Map a'r Datganiad Terfynol.

Rheswm dros y penderfyniad:-

Penderfynu ar y cais yn unol â'r ddeddfwriaeth berthnasol

(Dymunai'r Cyngorydd Peter Davies iddo gael ei gofnodi iddo ymatal rhag pleidleisio)

DECISION

Not to make an order to amend the Definitive Map and Statement.

Reason for decision:- *To determine the application in accordance with the relevant legislation.*

(Councillor Peter Davies wished it to be recorded that he had abstained from voting.)

C394 **Adroddiadau Adran y Gwasanaethau Amgylcheddol a Thai**
Nodi y Adroddiad Cyfarwyddwr Gwasanaethau Amgylcheddol a Thai ar gofnodion y cyfarfod o'r Fforwm Mynediad Lleol Ceredigion a gynhaliwyd ar 31 Ionawr 2013 er gwybodaeth.

C394 **Environmental Services and Housing Departmental Reports**
To note the report of the Director of Environmental Services and Housing on the Minutes of the Meeting of the Ceredigion Local Access Forum on 31 January 2013 for information.

C395 **Adroddiadau Adrannol Addysg a Gwasanaethau Cymunedol**
Ystyriwyd Adroddiad y Cyfarwyddwr Addysg ynghylch y materion sydd yng Nghofnod C396 i C399 isod a gwnaethpwyd y penderfyniadau canlynol.

C395 **Education and Community Services Departmental Reports**
Consideration was given to the Report of the Director of Education upon the matters in Minute C396 to C399 below, and the following decisions taken.

C396 **Cynnig i ymestyn oed derbyn Ysgol Gynradd Gymunedol Aberteifi i dderbyn plant o 3 oed yn rhan amser. Golyga hyn cynyddu ystod oedran Ysgol Gynradd Gymunedol Aberteifi i 3-11 o Ionawr 2014**
PENDERFYNIAD
(i) cytuno i ymestyn yr oed derbyn i 3 – 11; a
(ii) cymeradwyo Proses y Cynnig Statudol fel a amlinellir yn Atodiad 4.

C396 **Proposal to extend the Cardigan Community Primary School's admission age to include 3 year olds on a part time basis, consequently increase the age range at Cardigan Community Primary School from 3-11 as from January 2014**
DECISION
(i) to agree to extend the admission age to 3 – 11; and
(ii) to approve the Statutory Proposal Process as outlined in Appendix 4.

Rheswm dros y penderfyniad:- *Yn unol â'r cynllun Datblygu Addysg yng Ngheredigion 2020*

Reason for decision:- *In accordance the 'Developing Education in Ceredigion 2020' plan*

C397 **Cynrychiolwyr yr AALL ar Gyrff Llywodraethol Ysgolion**

C397 **LEA Representatives on School Governing Bodies**

PENDERFYNIAD

Cymeradwyo'r enwebiadau i wasanaethu ar Fyrddau Llywodraethu Ysgolion Cynradd Llandysul, Plascrug, Llanarth, Tregaron, Llanon, Rhydypennau yn unol â'r enwau yn yr Adroddiad.

Rheswm dros y penderfyniad:-
oherwydd bod angen cynrychiolwyr.

C398 Cynnydd o ran ehangu Dechrau'n Deg

PENDERFYNIAD

(i) nodi'r cynnydd a wnaed i estyn Dechrau'n Deg i Ardaloedd Cynnyrch Ehangach Lleol (LSOA) Llandysul ac Aberporth (2); a
(ii) cymeradwyo camau nesaf y cynlluniau i gyflawni buddsoddiad cyfalaf fel y'i nodir yn yr adroddiad ar gyfer Aberporth ac Aberteifi.

Rheswm dros y penderfyniad:-
mynd i'r afael â thlodi.

C399 Statws Amgueddfa Achrededig a diwygiadau i bolisiau Amgueddfa Ceredigion

PENDERFYNIAD

(i) cymeradwyo'r cais am statws Amgueddfa Achrededig; a
(ii) argymhell polisiau arfaethedig Amgueddfa Ceredigion i'w cymeradwyo gan y Cyngor ar 25 Ebrill 2013.

Rheswm dros y penderfyniad:-
fel rhan o'i chais am statws Amgueddfa Achrededig fel y'i gweinyddir gan CyMAL yng Nghymru.

C400 Cau allan y Cyhoedd a'r Wasg

Mae'r eitemau isod yn cynnwys gwybodaeth sydd wedi ei heithrio yn unol â'r paragraffau 15 Rhan 4, Atodlen 12A Deddf Llywodraeth Leol 1972 fel y'i diwygiwyd gan Orchymyn Llywodraeth Leol Cymru (Mynediad i Wybodaeth) (Amrywiad) 2007 ac yn unol ag Adran 100B(2) y Ddeddf ni

DECISION

To approve the nominations to serve on the Llandysul, Plascrug, Llanarth, Tregaron, Llanon, Rhydypennau Community Primary Schools Board of Governors as named in the Report.

Reason for decision:- *to have representation in place.*

C398 Flying Start Expansion progress

DECISION

(i) to note the progress made in expanding Flying Start to Llandysul and Aberporth (2) LSOAs; and
(ii) to approve the next stages of the plans to deliver capital investment as outlined in the report for Aberporth and Cardigan.

Reason for decision:- *to tackle anti-poverty with early intervention.*

C399 Accredited Museum status and revisions to Ceredigion Museum policies

DECISION

(i) to approve the application for Accredited Museum status; and
(ii) to recommend the proposed Ceredigion Museum policies for approval by Council on 25 April 2013.

Reason for decision:- *part of its application for Accredited Museum status as administered by CyMAL in Wales.*

C400 Exclusion of public and press

The following item contains exempt information as defined in paragraph 15, Part 4, Schedule 12A to the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Wales Order 2007 and in accordance with Section 100B(2) of the Act the papers in

chafodd y cyhoedd weld y papurau a oedd yn ymwneud â'r eitem.

Gofynnwyd i'r Aelodau ystyried, tra byddent yn ymdrin â'r eitem, a ddylid cau allan y cyhoedd a'r wasg o'r Cyfarfod.

Dywedodd y Swyddog Monitro y dylid ystyried yr eitem mewn pwyllgor o dan baragraff Deddf Llywodraeth Leol 1972 (fel y'i diwygiwyd) fel yr amlinellir uchod.

PENDERFYNIAD

Cau'r cyhoedd a'r wasg allan o'r cyfarfod yn ystod yr eitem ganlynol.

**C401 Cydweithio ym maes
Gwasanaethau Cymdeithasol gyda
Chyngor Sir Powys**

Cyflwynodd y Prif Weithredwr ei Hadroddiad yn fanwl a chyfeiriodd at:

- y crynodeb gweithredol a'r Achos Busnes Terfynol a baratowyd gan Price Waterhouse Coopers parthed sefydlu Gwasanaethau Cymdeithasol Canol Cymru
- papur cysyniadol ar wasanaethau cymdeithasol yn datblygu cydweithrediad rhwng ardal canol a gorllewin Cymru.

Dywedodd mai ei dealltwriaeth hi oedd bod Cabinet Cyngor Sir Powys yn ei gyfarfod y bore hwnnw wedi penderffynu:

- parhau â'r cydweithio gyda Cheredigion parthed datblygu'r gweithlu a chomisiynu a chaffael
- recriwtio ar gyfer swydd Cyfarwyddwr Strategol gyda chyfrifoldeb am Wasanaethau Cymdeithasol y Cyngor.

respect of the item were not available for public inspection.

Members were requested, when dealing with the item, to consider whether to exclude the public and press from the Meeting.

The Monitoring Officer advised that the item should be considered in committee under the paragraph of the Local Government Act 1972 (as amended) as outlined above.

DECISION

To exclude the public and press from the meeting for the following item of business.

**C401 Collaboration in Social Services
with Powys County Council**

The Chief Executive introduced her Report in detail and referred to:

- the executive summary and the Final Business Case prepared by Price Waterhouse Coopers on the establishment of a Central Wales Social Service
- a concept paper on social services developing social services collaboration in the mid and west Wales area.

She advised that it was her understanding that the Powys County Council Cabinet had, at that morning's meeting, decided to:

- take forward the collaborative work with Ceredigion in respect of workforce development and commissioning and procurement
- recruit to the position of Strategic Director with responsibility for Social services for the Council.

Pwysleisiodd yr angen a datganiad o ddymuniad y Cyngor i barhau i gydweithio ym mhob ffordd.

Nodwyd bod Pwyllgor Trosolwg a Chraffu Cymunedau iachach i gael cyfle i drafod yr Achos Busnes Terfynol cyn ei ystyried gan y Cyngor ar 25 Ebrill 2013.

PENDERFYNIAD

Argymhell i'r Cyngor:

- i) parhau i ddatblygu'r gwaith comisiynu a chaffael gyda Chyngor Sir Powys; cydnabod yr Achos Busnes Terfynol a'r arbedion cost posibl ac osgoi i'r Cyngor drwy fod yn rhan o'r cydweithio hwn;
- ii) nodi y byddai Pwyllgor Trosolwg a Chraffu Cymunedau iachach yn ystyried yr Achos Busnes Terfynol yn fanwl cyn iddo gael ei ystyried gan y Cyngor ar 25 Ebrill 2013;
- iii) nodi i'r Papur Cysyniadol gael ei baratoi fel sail y cydweithio gyda'r gwasanaethau cymdeithasol yn ardal canol a gorllewin Cymru a pharhau i gyfrannu i'r broses hon; a
- iv) nodi penderfyniad Cabinet Cyngor Sir Powys parthed swydd Cyfarwyddwr y Gwasanaethau Cymdeithasol ar gyfer y Cyngor hwnnw.

She emphasised the need and the Council's stated desire to progress collaboration on all fronts.

It was noted that the Healthier Communities Overview and Scrutiny Committee would be afforded the opportunity to discuss the Final Business Case prior to its consideration by the Council on 25 April 2013.

DECISION

To recommend to the Council:

- i) to take forward the workforce development and commissioning and procurement work with Powys County Council; acknowledging the Final Business Case and the possible cost savings and avoidance for the Council by being part of this collaborative work;
- ii) to note that the Healthier Communities Overview and Scrutiny Committee would be considering the Final Business Case in detail prior to its consideration by the Council on 25 April 2013;
- iii) to note the Concept Paper prepared as the basis of collaborative working in social services in the mid and west Wales area and to continue to contribute to this process; and
- iv) to note the decision of Powys County Council's Cabinet regarding the post of Director of Social Services for that Council.

Reason for the decision: in order to progress collaborative opportunities on all fronts.

CADEIRYDD/CHAIRMAN: _____

Dyddiad/Date: _____

Feedback from the Learning Communities Overview and Scrutiny Committee

The Committee met on 27 March to consider the decision of the Cabinet at its meeting held on 19 March 2013 in respect of School Exchange Visits (Minute C370 refers). The matter had been called-in by the following members: Councillors P. B. J. Hinge, D. R. Rees-Evans and B. G. Davies.

Following consideration of the call-in it was decided not to refer the original decision back to Cabinet. The Cabinet decision therefore came into immediate effect. The members welcomed the opportunity afforded to them for a full, frank and detailed debate on the matter. It was agreed that a Council workshop would be arranged to inform all members of the reasoning behind the decision within the context of safeguarding children and young people.

C370 School Exchange visits

DECISION

To approve the Policy for Educational Exchange Visits.

Reason for decision:- in order to reinforce the measures already in place to safeguard children and young people.

Lisa Saycell
Scrutiny Support Officer

21/03/2013

Dana Jones

01545 572031

Annwyl Syr/Fadam
Dear Sir/Madam

Ysgrifennaf i'ch hysbysu y cynhelir Cyfarfod Arbennig o'r Pwyllgor Trosolwg a Chraffu Cymunedau Sy'n dysgu yn Siambr y Cyngor, Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron ar ddydd Mercher 27 Mawrth 2013 am 9.30 a.m i drafod y materion canlynol:-

I write to inform you that a Special Meeting of the Learning Communities Overview and Scrutiny Committee will be held at the Council Chamber, Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron on Wednesday 27 March 2013 at 9.30 a.m. for the transaction of the following business:-

1. **Ymddiheuriadau**
1. Apologies
2. **Datgelu buddiant personol.**
2. Disclosures of personal interest.
3. **Gofynnir i'r Pwyllgor ystyried penderfyniad isod y Cabinet yn ei gyfarfod ar 19 Mawrth 2013 ynghylch Ymweliadau Cyfnewid ysgolion. Cafodd y mater hwn ei alw i mewn gan yr Aelodau canlynol: Y Cynghorwyr P B J Hinge, D R Rees-Evans a B G Davies.**
3. The Committee is requested to consider the decision of the Cabinet at its meeting held on 26 February 2013 in respect of School Exchange Visits. The matter has been called-in by the following Members: Councillors P B J Hinge, D R Rees-Evans and B G Davies.

C370

Ymweliadau Cyfnewid Ysgol / School Exchange visits

PENDERFYNIAD

Cymeradwyo'r Polisi ar gyfer Ymweliadau Cyfnewid Addysgol.

Cyfarfod: **Pwyllgor Arbennig Trosolwg a Chraffu'r Cymunedau
Sy'n Dysgu**

Meeting: **Special Learning Communities Overview and Scrutiny
Committee**

Dyddiad: **Dydd Mercher, 27 Mawrth 2013**
Date: **Wednesday, 27 March 2013**

Amser/Time: **9.30am**

Lleoliad/Venue: **Siambr y Cyngor / Council Chamber, Neuadd Cyngor
Ceredigion, Penmorfa, Aberaeron**

Cadeirydd/ Chairman **Cyng./Cllr. P B J Hinge**

Aelodau/Members: J M Cole E G James

Cyng/Cllr: B G Davies A LI Jones

D Rh Davies E L Jones-Southgate

C W Davies T H Lewis

E Davies D J Mason

J T O Davies C Miles

B T Evans D.R Rees-Evans

P G Evans J I Williams

Darparir Gwasanaethau Cyfieithu yn y Cyfarfod hwn.
A Translation Service will be provided at this Meeting.

Unrhyw ymholiadau i: **Dana Jones**
Any enquiries to: **(01545) 572031**

Cyngor Sir CEREDIGION

Rhif Ffôn y Cartref a Ffacs
Home Tel No. & Fax

e-bost/e-mail:

20 MARCH 2013



CEREDIGION County Council

Oddi wrth y Cyngorydd
From Councillor

A fydddech cystal â chyfeirio unrhyw lythr i:
Please address any correspondence to:

CYFEIRIAD CARTREF:
HOME ADDRESS:

CABINET DECISIONS 19 MARCH 2013
We the undersigned members of the
Learning Communities Overview & Scrutiny
Committee wish to call in item 10 point
4 "SCHOOL EXCHANGE VISITS" and require
the Department to refer the matter to
Scrutiny

P. B. J. HINGE

DR Ben Evans

B. S. Davies (aelod o'r mynegwyr)

P. Hinge CHAIRMAN

J. R. REES-EVANS V-CHAIR

Rheswm dros y penderfyniad:- er mwyn atgyfnerthu'r mesurau sydd eisoes yn eu lle i ddiogelu plant a phobl ifanc.

DECISION

To approve the Policy for Educational Exchange Visits.

Reason for decision:- in order to reinforce the measures already in place to safeguard children and young people.

A copy of the Report presented to the Cabinet is attached for your attention.

Yr eiddoch yn gywir

Yours faithfully

Denfer Morgan

Pennaeth y Gwasanaethau Democrataidd

Head of Democratic Services

At: Gadeirydd ac Aelodau'r Pwyllgor Trosolwg a Chraffu Cymunedau Ffyniannus

Weddill Aelodau'r Cyngor er gwybodaeth yn unig.

To: The Chairman and Members of the Thriving Communities Overview and Scrutiny Committee

The remaining Members of the Council for information only.

Adran Addysg a Gwasanaethau Cymunedol
Department of Education and Community Services

Report to:	Cabinet Members, Ceredigion County Council
Date:	19/3/13
Time:	10-00 o'clock
Venue:	Neuadd Cyngor Ceredigion
Title:	School Exchange Visits.
Pwrpas yr Adroddiad: Purpose of Report	To seek Cabinet approval for the Education Department Policy for School Exchange Visits.

1. In February 2012 the Education Management made the decision that as part of school/youth exchange visits children from Ceredigion should not stay overnight with host families. Likewise children from abroad should not stay overnight with host families in Ceredigion. This decision was based on safeguarding children and ensuring their safety. It was felt that despite undertaking CRB checks or similar and utilising family agreements there was still a largely unknown element to such arrangements.
2. It was agreed that exchange visits should still be undertaken because of the great benefits to the child but that this element of the trip should no longer take place. It was also agreed that children should still spend time with families as part of their visit but that this should be subject to:
 - a. Children to visit families in pairs.
 - b. Children to carry an emergency contact number at all times.
 - c. An agreed time when the children would return to their overnight accommodation.
3. Some visits had already been arranged when this decision was made and it was agreed that to avoid complication these visits should still go ahead. However, any new visits would have to use other forms of accommodation such as hotels, hostels etc.
4. All new exchange visits that have been organised over the past 12 months have now been organised to make the use of alternative forms of accommodation and no visits have been cancelled or failed to take place.

Recommendation

That Cabinet accept the Policy for Educational Exchange Visits and that it receives full Council approval.

Policy:	
Budget:	
Human Rights Act:	Compliant
Author:	Mr. Darryl Evans, Head of Educational Wellbeing.

Adran Addysg a Gwasanaethau Cymunedol

Adroddiad i:	Aelodau'r Cabinet, Cyngor Sir Ceredigion
Dyddiad:	19/3/13
Amser:	10.00 o'r gloch
Lleoliad:	Neuadd Cyngor Ceredigion
Teitl:	Ymweliadau Cyfnewid Ysgol
Pwrpas yr Adroddiad:	Gofyn am gymeradwyaeth y Cabinet i Bolisi'r Adran Addysg ar Ymweliadau Cyfnewid Ysgolion.

1. Yn Chwefror 2012, penderfynodd Rheolwyr yr Adran Addysg na ddylai plant o Geredigion letya dros nos gyda theuluoedd mewn gwledydd tramor fel rhan o'u hymweliadau cyfnewid ysgol/ieuenctid. Yn yr un modd, ni ddylai plant o wledydd eraill letya dros nos gyda theuluoedd yng Ngheredigion. Seiliwyd y penderfyniad hwn ar yr angen i warchod diogelwch y plant. Teimlwyd er bod archwiliadau CRB neu asiantaethau tebyg yn cael eu cynnal, ac er y defnyddir cytundebau teuluol, roedd y trefniadau hyn yn parhau i gynnwys elfennau oedd i raddau helaeth yn ddieithr.
2. Cytunwyd y dylid parhau i gynnal ymweliadau cyfnewid oherwydd y manteision mawr a gynigiant i'r plentyn ond y dylid hepgor yr elfen letyol dan sylw. Hefyd, cytunwyd y dylai'r plant barhau i dreulio peth amser gyda theuluoedd fel rhan o'u hymweliad ond y dylai hynny ond â digwydd os bydd:
 - a. y plant yn ymweld â theuluoedd mewn parau;
 - b. y plant yn cario rhif cyswllt argyfwng ar bob adeg;
 - c. amser wedi'i gytuno ar gyfer dychwelyd y plant i'w llety dros nos.
3. Roedd rhai ymweliadau eisoes wedi'u trefnu pan wnaed y penderfyniad hwn a chytunwyd bwrw ymlaen â hwy er mwyn osgoi cymhlethdod. Fodd bynnag, byddai'n rhaid i unrhyw ymweliadau newydd ddefnyddio mathau eraill o lety megis gwestai, hosteli ayyb.
4. Bydd pob ymweliad cyfnewid newydd sydd wedi'u trefnu dros y 12 mis olaf yn gwneud defnydd o fathau eraill o lety, ac nid oes unrhyw ymweliadau wedi'u canslo neu'u methu yn sgil yr uchod.

Argymhelliad

Bod y Cabinet yn derbyn y Polisi ar gyfer Ymweliadau Cyfnewid Addysg ac yn derbyn cymeradwyaeth lawn y Cyngor.

Polisi:	
Cyllideb:	
Y Ddeddf Hawliau Dynol:	Yn cydsynio
Awdur:	Mr Darryl Evans, Pennaeth Lles Addysgol

Rhybudd o Benderfyniadau **Cyfarfod y CABINET** a gynhaliwyd yn **Siambr y Cyngor**, Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron **ddydd Mawrth 19 Mawrth 2013**

Notice of the Decisions of the **Meeting of the CABINET** held in the **Council Chamber**, Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron on **Tuesday 19 March 2013**

Cyhoeddir y Rhybudd hwn am 5.00 pm ddydd lau 28 Mawrth 2013. Y dyddiad olaf i dderbyn cais i alw unrhyw benderfyniad i mewn yw 5.00pm ddydd lau 28 Mawrth 2013 drwy ei anfon at Bennaeth y Gwasanaethau Democrataidd. Daw'r penderfyniad i rym (os na fydd yna gais dilys i'w alw i mewn) ddydd Mawrth, 2 Ebrill 2013.

This Notice is published at 5.00 pm on Thursday 28 March 2013. The deadline for the receipt of requests to call-in any decision is 5.00 pm on Thursday 28 March 2013 to be delivered to the Head of Democratic Services. The decision will come into force (if no valid call-in application is received) on Tuesday, 2 April 2013.

YN BRESENNOL: Y Cyngorydd E.E. ap Gwynn (Cadeirydd); Y Cyngorwyr T. P. L. Davies MBE, D.W. Edwards, R.G. Harris, C.J. Hughes, G.I. Lloyd a R.P. Quant MBE.

PRESENT: Councillor E.E. ap Gwynn (Chairman); Councillors T. P. L. Davies MBE, D.W. Edwards, R.G. Harris, C.J. Hughes, G.I. Lloyd and R.P. Quant MBE.

Ymddiheuriadau: Y Cyngorydd A Williams, Mr Eifion Evans a Mr Bryan Thomas.

Apologies: Councillor A Williams, Mr Eifion Evans and Mr Bryan Thomas.

HEFYD YN BRESENNOL:-

Y Cyngorwyr T J Adams-Lewis, C W Davies, E Davies, B T Evans, D Rh W Evans, G E Evans, P G Evans, S G Hopley, G James, A Ll Jones, W D L Lloyd, J E C Lumley, C Miles a W L Thomas.

ALSO PRESENT:-

Councillors T J Adams-Lewis, C W Davies, E Davies, B T Evans, D Rh W Evans, G E Evans, P G Evans, S G Hopley, G James, A Ll Jones, W D L Lloyd, J E C Lumley, C Miles and W L Thomas.

(10.00 a.m. – 1.00 p.m.)

(10.00 a.m. – 1.00 p.m.)

C350 Datgelu Buddiannau Personol/Buddiannau sy'n Rhagfarnu

C350 Disclosures of Personal / Prejudicial Interests

a) Datgelodd y Cyngorwyr canlynol fuddiannau personol yn y materion y cyfeirir atynt isod:-

a) The following Councillors disclosed a personal interest in the matters referred to below:-

Aelod /Member	Cofnod/Minute
T J Adams-Lewis	C369
E E ap Gwynn	C372
B T Evans	C374
P G Evans	C374

b) Datgelodd y Cyngorwyr canlynol fuddiannau personol a buddiannau a oedd yn rhagfarnu yn y materion y cyfeirir atynt isod:-

b) The following Councillors disclosed a personal and prejudicial interest in the matters referred to below:-

Aelod /Member	Cofnod/Minute
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C W Davies	C354, C357
R G Harris	C354
S G Hopley	C354
A Ll Jones	C358
J E C Lumley	C354

- | | | | |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| C351 | <p>Cofnodion Cyfarfod y Cabinet a gynhaliwyd ar 26 Chwefror 2013
 PENDERFYNIAD
 Cadarnhau bod Cofnodion Cyfarfod y Cabinet a gynhaliwyd ar 26 Chwefror 2013 yn gywir.</p> | C351 | <p>Minutes of the Meeting of the Cabinet held on 26 February 2013
 DECISION
 To confirm as a true record the Minutes of the Meeting of the Cabinet held on 26 February 2013.</p> |
| C352 | <p>Materion sy'n codi o Gofnodion Cyfarfod y Cabinet a gynhaliwyd ar 26 Chwefror 2013.
 Nid oedd dim materion yn codi.</p> | C352 | <p>Matters arising from the Minutes of the Meeting of the Cabinet held on 26 February 2013.
 There were no matters arising.</p> |
| C353 | <p>Penderfyniad a alwyd i mewn - Pwyllgor Trosolwg a Chraffu Cymunedau Ffyniannus: Ffioedd Parcio Talu ac Arddangos 2013-14
 PENDERFYNIAD
 i) nodi nad oedd y mater wedi ei gyfeirio yn ôl at y Cabinet gan y Pwyllgor; a
 ii) chytuno bod y taliadau newydd i'w cyflwyno'n raddol mewn rhai meysydd parcio yn unol â'r trafodaethau, gyda'r bwriad o roi caniatâd parcio i drigolion yn debyg i'r trefniadau presennol sydd ar waith yn y meysydd parcio tymor hir.</p> <p><i>Rheswm dros y penderfyniad:- er mwyn bodloni ceisiadau penodol a dderbyniwyd mewn cysylltiad â chyflwyno taliadau mewn meysydd parcio newydd.</i></p> | C353 | <p>A decision having been called in - Thriving Communities Overview and Scrutiny Committee: Pay and Display Parking Fees 2013-14
 DECISION
 i) to note that the matter had not been referred back to the Cabinet by the Committee; and
 ii) to agree that the introduction of new charges be phased-in at certain car parks in line with discussions with a view of accommodating residents by way of permits, similar to arrangements at existing long stay car parks.</p> <p><i>Reason for decision:- in order to accommodate certain requests received in connection with the introduction of charges in new car parks.</i></p> |
| C354 | <p>Materion a gyfeiriwyd o'r Pwyllgor Trosolwg a Chraffu Cymunedau Ffyniannus – Ardrethi Annomestig Cenedlaethol
 PENDERFYNIAD
 Gwneud y sylwadau canlynol i Lywodraeth Cymru:-
 (i) cefnogi ailbrisio'r Ardrethi Annomestig Cenedlaethol yn 2015;</p> | C354 | <p>A Matter referred from the Thriving Communities Overview and Scrutiny Committee National Non Domestic Rates
 DECISION
 To make the following representations to Welsh Government:-
 (i) to support a revaluation of the</p> |

(ii) argymell cyflwyno rhyddhad rhag talu'r Ardrethi Annomestig Cenedlaethol ar gyfer busnesau newydd sydd â gwerth ardrethol hyd at 20,000; 100% ar gyfer y flwyddyn gyntaf a 50% ar gyfer yr ail flwyddyn; a
(iii) gofyn am beidio â chynnal yr adolygiad blynyddol arfaethedig o'r 'lluosydd' oherwydd yr amodau economaidd presennol.

Rheswm dros y penderfyniad:- er mwyn cynnal a chefnogi canol trefi bywiog.

**C355 Cynllun Gwella Drafft – Amcanion 2013-14
PENDERFYNIAD**

Gohirio ystyried cynhyrchu'r Cynllun Gwella Drafft – Amcanion ar gyfer 2013-14 a'i fod yn cael ei ystyried ar y cyd â chynhyrchu Strategaeth Gorfforaethol y Cyngor.

Rheswm dros y penderfyniad:- er mwyn gwella cydlynw cynhyrchu'r ddwy ddogfen.

**C356 Trefniant – Mater Brys
PENDERFYNIAD**

Nodi bod y Cadeirydd o'r farn fod y mater y cyfeirir ato yn y Cofnod canlynol at sylw brys y Cabinet, oblegid yr angen brys i benderfynu ar y mater er mwyn hwyluso datblygiad Dan Dre yn Aberystwyth.

**C357 Tir ger 28 Dan Dre, Aberystwyth
PENDERFYNIAD**

Bod y tir ger 28 Dan Dre, Aberystwyth i'w gynnwys gyda'r tir i'w werthu i'r datblygwr mewn perthynas â datblygiad Maes Parcio Dan Dre, ar delerau ac amodau i'w cytuno arnynt.

Rheswm dros y penderfyniad:- er mwyn hwyluso datblygiad Dan Dre.

National Non Domestic Rates in 2015;

(ii) to recommend introducing a relief from payment of NNDR for new businesses, with a rateable value of up to 20,000, of 100% for the first year and 50% for the second year; and
(iii) to request that the proposed annual review of the 'multiplier' be not undertaken because of the current economic conditions.

Reason for decision:- in order to support and sustain vibrant town centres.

**C355 Draft Improvement Plan – Objectives 2013-14
DECISION**

To defer consideration of the production of a Draft Improvement Plan – Objectives for 2013-14 and that it be considered in conjunction with the production of the Corporate Strategy for the Council.

Reason for decision:- in order to better co-ordinate the production of both documents.

**C356 Procedure – Urgent Business
DECISION**

To note that the Chairman was of the opinion that the matter referred to in the following Minute was for the urgent notice of the Cabinet owing to the urgent need to determine the matter in order to facilitate the Mill street development at Aberystwyth.

**C357 Land Adjacent to 28 Mill Street, Aberystwyth
DECISION**

That the land adjacent to 28 Mill Street, Aberystwyth, be included with the land to be sold to the developer in connection with the Mill Street Car Park development, on terms and conditions to be agreed.

Reason for decision:- in order to facilitate the Mill street development.

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>C358 Adroddiadau'r Adran Gyllid PENDERFYNIAD
 Nodi Adroddiadau canlynol y Cyfarwyddwr Cyllid ynghylch y materion isod er gwybodaeth:-
 1. Rhoi Rhyddhad Ardrethi Elusennol Dewisol o dan Adran 47 Deddf Cyllid Llywodraeth Leol 1988
 2. Cronfa'r Degwm 2012/13.</p> | <p>C358 Finance Departmental Reports DECISION
 To note the following Reports of the Director of Finance upon the under-mentioned matters being reported for information purposes:-
 1. Grant Discretionary Charitable Rate Relief under Section 47 of the Local Government Finance Act 1988
 2. Welsh Church Fund 2012/13.</p> |
| <p>C359 Adroddiadau Adran y Priffyrdd, Eiddo a Gwaith
 Ystyriwyd Adroddiad Cyfarwyddwr y Priffyrdd, Eiddo a Gwaith ynghylch y materion sydd yng Nghofnod C360 hyd C364 isod a gwnaethpwyd y penderfyniadau canlynol.</p> | <p>C359 Highways Property and Works Departmental Reports
 Consideration was given to the Report of the Director of Highways, Property and Works upon the matters contained in Minutes C360 to C364 below, and the following decisions taken.</p> |
| <p>C360 Ysgol Gynradd Gymunedol Pennant, Pennant, Llanon PENDERFYNIAD
 Ymestyn prydles hen Ysgol Gynradd Gymunedol Pennant i'r grŵp <i>Cymuned Pennant Community (CPC)</i> am gyfnod pellach o 12 mis o 2 Mawrth 2013 i 2 Mawrth 2014, am rent y farchnad bresennol, er mwyn caniatáu mwy o amser i'r grŵp sicrhau cyllid grant i'w alluogi i brynu'r eiddo. Os na fydd CPC yn gallu codi digon o gyllid i brynu'r eiddo erbyn 2 Mawrth 2014, bydd adroddiad pellach yn cael ei gyflwyno i'r Cabinet.</p> <p><i>Rheswm dros y penderfyniad:-</i>
 cynorthwyo'r prynwr i gael cyllid grant.</p> | <p>C360 Pennant CP School, Llanon DECISION
 The lease of the former Pennant C P School to <i>Cymuned Pennant Community (CPC)</i> be extended for a further period of 12 months from 2nd March 2013 to 2nd March 2014, at the existing market rent, to allow the group further time to secure grant funding to enable them to purchase the property. If CPC is unable to raise sufficient funds to purchase the property by 2nd March 2014 a further report will be presented to Cabinet.</p> <p><i>Reason for decision:-</i> to assist the purchaser in obtaining grant funding.</p> |
| <p>C361 Diwygiadau arfaethedig i Orchymyn Cyngor Sir Ceredigion (Gwahardd a Chyfyngu ar Aros, Llwytho a Dadlwytho (Cydgrynhoi) 2012 PENDERFYNIAD
 Bod y Gorchymyn Rheoleiddio Traffig drafft angenrheidiol, yn unol â'r Atodlenni Map sydd wedi'u hamgáu gyda'r adroddiad hwn, yn cael ei gyhoeddi ac, ar yr amod na cheir</p> | <p>C361 Proposed amendments to the Ceredigion County Council (Prohibition and Restriction of Waiting and Loading and Unloading) Consultation Order 2012 DECISION
 The necessary draft Traffic Regulation Order, as per the Map Schedules enclosed with this report, be published and, subject to no</p> |

unrhyw wrthwynebiadau, bod y Gorchymyn yn cael ei gyflwyno.

Rheswm dros y penderfyniad:-
Cydymffurfio ag adolygiad y gorchmynion rheoleiddio traffic.

**C362 Opsiynau ar gyfer Casgliadau Gwastraff Gwyrdd
PENDERFYNIAD**

- (i) y Cyngor yn cyflwyno opsiwn 4.2, sef casgliad bob pythefnos o fis Mawrth i fis Tachwedd, ar gyfer gwastraff gwyrdd mewn bagiau plastig gan ddefnyddio system archebu;
- (ii) cynyddu pris y bagiau i £1 y bag er mwyn adlewyrchu'r gost o ddarparu'r gwasanaeth yn well; a
- (iii) adolygu'r gwasanaeth eto cyn adnewyddu'r lorïau casglu gwastraff.

Rheswm dros y penderfyniad:- er mwyn darparu gwasanaeth ar gyfer casglu gwastraff gwyrdd.

**C363 Rhes Lewis, Cei Newydd - Deddf Priffyrdd Adran 228
PENDERFYNIAD.**

Wedi'i ohirio i'w ystyried yng nghyfarfod nesaf y Cabinet.

Rheswm dros y penderfyniad:- er mwyn sicrhau fod yr holl wybodaeth berthnasol wedi dod i law.

C364 Adroddiadau Adran y Priffyrdd, Eiddo a Gwaith

Nodi Adroddiadau canlynol Cyfarwyddwr y Priffyrdd, Eiddo a Gwaith ynghylch y materion isod er gwybodaeth:-

1. Adroddiad o Ddeiseb yn gwneud cais am derfyn cyflymder 30mya yn Nhynygraig ar y B4340 rhwng

objections being received, the Order be introduced.

Reason for decision:- to comply with the review of the traffic regulation orders.

**C362 Options for Green Waste Collections
DECISION**

- (i) the Council introduces Option 4.2, a fortnightly collection, March to November, of green waste in plastic bags using a booking-in system;
- (ii) the cost of the bags is increased to £1 per bag to better reflect the cost of providing the service; and
- (iii) the service is reviewed again prior to renewal of the waste collection fleet.

Reason for decision:- in order to provide a service for the collection of green waste.

**C363 Lewis Terrace, New Quay- Highway Act Section 228
DECISION**

Deferred for consideration at the next meeting of the Cabinet.

Reason for decision:- in order to ensure that all relevant information was to hand.

**C364 Highways, Property and Works
Departmental Reports**

To note the following Reports of the Director of Highways, Property and Works upon the under-mentioned matters, for information purposes:-

1. Report of a Petition requesting 30 mph speed limit at Tynygraig on the B4340 between Aberystwyth and Pontrhydfendigaid.

Aberystwyth a
Phontrhydfendigaid
2. Partneriaethau Mewnol ac
Allanol
AMG A - Bwrdd Partneriaeth
Gwastraff Canol Cymru,
dyddiedig 7 Rhagfyr 2012
AMG B - Cyfarfod Arbennig
o Fwrdd Partneriaeth
Gwastraff Canol Cymru,
dyddiedig 30 Ionawr 2013.

2. Internal and External Partnerships
ENC A- Central Wales Waste
Partnership Board dated 7th
December 2012
ENC B – Special Meeting of the
Central Wales Waste Partnership
dated 30th January 2013.

C365 Hawliau Tramwy Cyhoeddus
Ystyriwyd adroddiad Cyfarwyddwr y
Gwasanaethau Amgylcheddol a Thai
ynghylch yr Hawliau Tramwy
Cyhoeddus.
PENDERFYNIAD

- (i) oni fydd gwrthwynebiad yn
ystod y cyfnod ymgynghori
anffurfiol (neu os caiff
unrhyw wrthwynebiadau a
wneir eu datrys wedi
hynny), dylid gwneud
Gorchmynion Llwybrau
Cyhoeddus parthed yr
Hawliau Tramwy uchod;
- (ii) oni fydd gwrthwynebiad i
Orchymyn (neu os caiff
unrhyw wrthwynebiadau a
wneir eu datrys wedi
hynny), dylid cadarnhau'r
Gorchymyn; ac
- (iii) os bydd unrhyw
wrthwynebiadau i
Orchymyn heb eu datrys,
dylid cyfeirio'r Gorchymyn
at yr Arolygiaeth Gynllunio
i'w benderfynu.

Rheswm dros y penderfyniad:-
*er mwyn penderfynu ynglŷn â'r cais
yn unol â'r ddeddfwriaeth berthnasol.*

**C366 Adroddiadau Adrannol Addysg a
Gwasanaethau Cymunedol**
Ystyriwyd Adroddiad y Cyfarwyddwr
Addysg ynghylch y materion sydd yng
Nghofnodion C367 i C374 isod, a
gwnaethpwyd y penderfyniadau
canlynol.

C365 Public Rights of Way
Consideration was given to the
Report of the Director of
Environmental Services upon Public
Rights of Way
DECISION

- (i) if there are no objections
raised at the Informal
Consultation stage (or that
any objections made are
subsequently resolved);
that Public Path Orders be
made in respect of the
above Rights of Way;
- (ii) if there are no objections
made to an Order (or that
any objections made are
subsequently resolved),
that the Order be
confirmed; and
- (iii) if there are any unresolved
objections to an Order, that
the Order be referred to the
Planning Inspectorate for
decision.

Reason for decision:- *to determine
the application in accordance with
relevant legislation.*

**C366 Education and Community
Services Departmental Reports**
Consideration was given to the
Report of the Director of Education
upon the matters in Minutes C367 to
C374 below, and the following
decisions taken.

C367	<p>Cyfranogiad Plant a Phobl Ifanc – Canllawiau Statudol PENDERFYNIAD</p> <ul style="list-style-type: none"> (i) nodi'r ddyletswydd newydd i hybu a hwyluso cyfranogiad gan blant a phobl ifanc mewn penderfyniadau sy'n effeithio arnynt; (ii) nodi sefyllfa bresennol y Cyngor Sir o ran bodloni'r gofynion newydd a chynorthwyo'r swyddogion i gynnal a datblygu ymhellach gyfranogiad effeithiol gan blant a phobl ifanc yng Ngheredigion; a (iii) chefnogi camau i estyn y ddyletswydd uchod i gynnwys yr holl benderfyniadau a'r polisiau perthnasol a phriodol sy'n effeithio ar blant a phobl ifanc. 	C367	<p>Children and Young People's Participation – Statutory Guidance DECISION</p> <ul style="list-style-type: none"> (i) to note the new duty to promote and facilitate the participation of children and young people in decisions that affect them; (ii) to note the current position of the County Council in meeting the new requirements and support officers in maintaining and further developing the effective participation of children and young people in Ceredigion; a (iii) to support the extension of the above duty to include all relevant and appropriate decisions and policies that affect children and young people.
	<p>Rheswm dros y penderfyniad:- cydymffurfio â dyletswyddau statudol.</p>		<p>Reason for decision:- to comply with statutory duties.</p>
C368	<p>Asesiad o Ddigonolrwydd Cyfleoedd Chwarae 2013 PENDERFYNIAD</p> <ul style="list-style-type: none"> (i) cymeradwyo Asesiad o Ddigonolrwydd Cyfleoedd Chwarae a Chynllun Gweithredu Ceredigion cyn eu cyflwyno i Lywodraeth Cymru a'u cyhoeddi ar wefannau'r Cyngor; a (ii) threfnu bod cynnydd y Cynllun Gweithredu yn cael ei gyfeirio at y Pwyllgor Trosolwg a Chraffu perthnasol. 	C368	<p>Ceredigion Play Sufficiency Assessment 2013 DECISION</p> <ul style="list-style-type: none"> (i) to approve the Ceredigion Play Sufficiency Assessment and Action Plan prior to submission to Welsh Government and publication on Council website; and (ii) to arrange that the progress of the Action Plan be referred to the relevant Overview and Scrutiny Committee.
	<p>Rheswm dros y penderfyniad:- cydymffurfio â dyletswyddau statudol</p>		<p>Reason for decision:- to comply with statutory duties.</p>
C369	<p>Cynrychiolwyr yr AALL ar Gyrff Llywodraethol Ysgolion PENDERFYNIAD Cymeradwyo'r enwebiadau i wasanaethu ar Fyrddau</p>	C369	<p>LEA Representatives on School Governing Bodies DECISION To approve the nominations to serve on the Board of Governors for the</p>

	<p>Llywodraethu'r Ysgolion yn unol â'r enwau yn yr Adroddiad.</p> <p>Rheswm dros y penderfyniad:- oherwydd bod angen cynrychiolwyr.</p>		<p>Schools as named in the Report.</p> <p>Reason for decision:- to have representation in place.</p>
C370	<p>Ymweliadau Cyfnewid Ysgol PENDERFYNIAD</p> <p>Cymeradwyo'r Polisi ar gyfer Ymweliadau Cyfnewid Addysgol.</p> <p>Rheswm dros y penderfyniad:- er mwyn atgyfnerthu'r mesurau sydd eisoes yn eu lle i ddiogelu plant a phobl ifanc.</p> <p>Rhoddwyd cyngor gan y Swyddog Monitro a Phennaeth y Gwasanaethau Democraataidd nad oedd y polisi hwn yn un a oedd angen cymeradwyaeth y Cyngor gan ei fod yn dod o fewn pwerau gweithredol y Cabinet.)</p>	C370	<p>School Exchange visits DECISION</p> <p>To approve the Policy for Educational Exchange Visits.</p> <p>Reason for decision:- in order to reinforce the measures already in place to safeguard children and young people.</p> <p>(The Monitoring Officer and Head of Democratic Services advised that this policy was not one which needed Council approval as it fell within the Cabinet's executive powers.)</p>
C371	<p>Dirprwyo'r Swyddogaeth Arlwyio i Ysgolion Cynradd PENDERFYNIAD</p> <p>Cymeradwyo bod gwasanaeth arlwyio'r ysgolion cynradd yn cael ei ddirprwyo o 1 Ebrill 2013.</p> <p>Rheswm dros y penderfyniad:- er mwyn bod ysgolion yn cael eu dirprwyo â 85% o'r cyllidebau sy'n gysylltiedig â'u hysgol o 1 Ebrill 2013.</p>	C371	<p>Delegation of Primary School Catering DECISION</p> <p>To approve the delegation of the primary school catering function from 1 April 2013.</p> <p>Reason for decision:- in order that schools are delegated at least 85% of their school-related budgets with effect from 1 April 2013.</p>
C372	<p>Ysgol Gynradd Gymunedol Talybont - Offeryn Llywodraethu PENDERFYNIAD</p> <p>Newid cyfansoddiad Corff Llywodraethu Ysgol Gynradd Gymunedol Talybont.</p> <p>Rheswm dros y penderfyniad:- er mwyn adlewyrchu dymuniadau'r corff llywodraethu.</p>	C372	<p>Talybont Community Primary School- Instrument of Government DECISION</p> <p>To change the constitution of the Governing Body of Talybont Community Primary School.</p> <p>Reason for decision:- in order to reflect the wishes of the governing body.</p>
C373	<p>Grŵp Gweithredol Bwrdd Gwasanaethau Lleol i Blant a Phobl Ifanc Ceredigion - Cofnod gweithredu a phenderfyniadau PENDERFYNIAD</p> <p>Nodi cofnodion y cyfarfod a gyfarfu ar</p>	C373	<p>Ceredigion Local Service Board Executive Group for Children and Young People - Action and Decision Record DECISION</p> <p>To note the minutes of the meeting</p>

C374 Rhaglen Ysgolion ar gyfer yr 21ain Ganrif

Ystyriwyd Adroddiad ar y Cyd y Cyfarwyddwr Cyllid, y Cyfarwyddwr Addysg a Gwasanaethau Cymunedol a'r Cyfarwyddwr Prifffyrdd, Eiddo a Gwaith ar y Rhaglen Ysgolion ar gyfer yr 21ain Ganrif.

PENDERFYNIAD

- (i) cymeradwyo datblygu ysgol 3-19 yn Llandysul;
- (ii) cymeradwyo ysgol fro 3-11 yn Nrefach;
- (iii) cymeradwyo penodi Tîm Prosiect; a
- (iv) chytuno i gyhoeddi Hysbysiadau Statudol yn unol â chanllawiau addrefnu ysgolion newydd sy'n dod i rym o Hydref 2013.

Rheswm dros y penderfyniad:-
bww ymlaen â Chynllun Amlinellol Strategol Ceredigion.

C374 21st Century School Programme

Consideration was given to the Joint Report of the Directors of Finance, Director of Education and Community Services and the Director of Highways, Property and Works on the 21st Century School Programme.

DECISION

- (i) to approve the development of the 3-19 school at Llandysul;
- (ii) to approve a 3-11 area school at Drefach;
- (iii) to approve the appointment of a Project Team; and
- (iv) to agree to publish Statutory Notices in line with new school re-organisational guidelines which come into effect from October 2013.

Reason for decision:- to proceed with the Ceredigion Strategic Outline Plan (SOP)

CADEIRYDD/CHAIRMAN: _____

Dyddiad/Date: _____

Lis Williams

From: Ceredigion Press Office.
Sent: 19 March 2013 13:56
To: Addysg Education
Cc: Ceredigion Press Office
Subject: Ymateb ar Twitter - Ymweliadau tramor

Follow Up Flag: Follow up
Flag Status: Completed

Er mwyn i ni fedru ymateb i sylw ar dudalen *Twitter* y Cyngor, gofynnwn i chi roi gwybod i ni cyn gynted â phosibl a oes modd rhoi sylw ar y mater isod

MAE ANGEN YMATEB ERBYN: Cyn gynted â phosib

1. **Stón Jobbins @MarchGlas**

Plis @CSCeredigion - synnwyr cyffredin? Peidiwch amddifadu pobl ifanc o'r cyfle i ddysgu iaith a diwylliat tramor. <http://ht.ly/jcQO3>

Mae'n cyfeirio at y stori yma ar wefan Golwg360 - <http://www.golwg360.com/newyddion/cymru/103777-ceredigion-trafod-atal-plant-rhag-aros-gyda-theuluoedd-dramor> - sydd hefyd wedi ennyn sylw gan ddarllenwyr

Anfonwch eich ymateb at PressOffice@ceredigion.gov.uk

SWYDDFA'R WASG
Adran y Prif Weithredwr
Cyngor Sir Ceredigion, Neuadd Cyngor Ceredigion,
Penmorfa, Aberaeron, Ceredigion, Cymru. SA46 0PA

☎ 01545 572003

✓ swyddfarwasg@ceredigion.gov.uk



Cyngor Sir
CEREDIGION
County Council

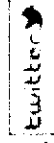
PRESS OFFICE

The Chief Executive's Department,
Ceredigion County Council, Neuadd Cyngor Ceredigion,
Penmorfa, Aberaeron, Ceredigion, Wales. SA46 0PA

☎ 01545 572003

✓ pressoffice@ceredigion.gov.uk

Dilynwch ni ar

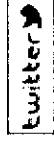


Ymwadiad

Er y cymerir pob gofal posib i sicrhau cywirdeb unrhyw wybodaeth a chynghor a roddir yn yr ohebiaeth hon, ni dderbynir atebolrwydd am unrhyw golledion a all godi o unrhyw gangymeriadau sy'n gynwysedig ac fe'ch atgoffir o'r angen i chi ofyn am gyngor proffesiynol eich hun.

- **YSTYRIWCH! Oedwch rhag argraffu'r neges hon yn ddiangen!**

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and



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While reasonable care is taken to ensure the correctness of any information and advice given in this correspondence no liability is accepted for losses arising from any errors contained in it and you are reminded of the need to obtain your own professional advice.

- **THINK! Refrain from needlessly printing this message.**

Suzanne Fearn

From: Addysg Education
Sent: 09 May 2013 14:25
To: Suzanne Fearn
Cc: Addysg Education
Subject: FW: Cyfnewid Aberystwyth Yosano Exchange
Attachments: Educational Visits Guidance English (Cere new)2 Mar2013.doc; Educational visits Guidance Welsh (Cere new) 2 Mar 2013.doc

Suzanne, rhagor i ddod. wendy

Annwyl

Mewn ymateb i'ch e-bost:

1. Atodir y fersiwn diweddaraf o Ganllawiau'r Sir ar gyfer Ymweliadau Addysgol. Mae'r ddau dudalen olaf yn ymwneud ag Ymweliadau Cyfnewid ac yn nodi'r ffordd y mae'r Sir yn disgwyl i ymweliadau gael eu trefnu.
2. Parthed y posibilrwydd o gael cyllid oddi wrth y Cyngor i gyfrannu at y costau, awgrymaf eich bod yn cysylltu â Meinir Davies, sef y Swyddog Cyllid sy'n goruchwyllo grantiau. Mae yna grantiau sirol ar gael ar gyfer gweithgareddau diwylliannol a allai fod o gymorth.

Yn gywir

Eifion Evans

Dear.

In response to your email:

1. Attached is an updated version of the County Guidance for Educational Visits. The last two pages are about Exchange Visits and include how the county would expect visits to be arranged.
2. With regard to possible Council Funds that may be available to contribute to costs, I would suggest you contact Meinir Davies the Finance Officer that over sees Grants. There are county grants available for cultural activities which may be of help.

Yours sincerely

Eifion Evans

From:
Sent: 08 March 2013 08:13
To: Eifion Evans; Darryl Evans
Cc: Ellen Ap Gwynn; Hag Harris; Ceredig Wyn Davies; AdrianWells; ADRIAN (cartref)WELLS; HaydnDavey; GwenalltIfan
Subject: Cyfnewid Aberystwyth Yosano Exchange

This is a bilingual message

Annwyl Eifion a Darryl

Diolch yn fawr am gyfarfod gydag Adrian Wells a minnau ym mis Ionawr i drafod y ddau gynllun cyfnewid rhwng Aberystwyth a dwy dref yn Siapan.

Yn y cyfarfod cytunwyd ar ddau beth:

1. Byddai'r Sir yn hysbysu pwylgorau'r ddau gynllun cyfnewid o'r union ddull roedd y Sir am i'r cyfnewidiadau gael eu trefnu, a
2. Y byddai modd i'r ddau gynllun wneud cais am arian o un o gronfeydd y Sir i gyfrannu tuag at y gost ychwanegol o weithredu'r teithiau oherwydd gorfod lletya myfyrwyr (o'r ddwy wlad) mewn hostel yn hytrach na gyda theuluoedd.

Rydym yn dal i ddisgwyl am unrhyw ymateb pellach parthed y ddau bwynt yma.

Mae gwir angen ymateb y Sir i bwynt 1 gan fod angen i'r ddau bwylgor ystyried oblygiadau gofynion y Sir ar sut i weithredu'r cyfnewidiadau. Bydd hynny, yn ei dro, hefyd yn golygu cynnal trafodaethau sensitif iawn gyda chysylltiadau'r ddau gynllun yn y ddwy dref yn Siapan. Mae'n fater o frys mawr felly i ni gael y wybodaeth er mwyn medru cychwyn ar ystyried ein cynlluniau ar gyfer anfon grwpiau o fyfyrwyr allan yn yr haf hwn ac yn yr hydref.

Yn ail, byddai'r ddau gyfnewid yn ddiolchgar am gael gwybod yn union i ba gronfeydd y dylid gwneud ceisiadau am arian i gyfrannu at y costau lletya ychwanegol. Yn y cyfarfod, nodwyd yr egwyddor y byddai angen yr un wybodaeth ar gyfer cynlluniau cyfnewid cyffelyb ar wahân i'r ddau gynllun yma yn Aberystwyth. Edrychwn ymlaen at dderbyn y wybodaeth berthnasol yn fuan, eto er mwyn medru cychwyn ar ein cynlluniau.

Yn ddiffuant

Cymdeithas Gyfeillgarwch Aberystwyth-Yosano

Dear Eifion and Darryl

Many thanks for meeting with Adrian Wells and I in January to discuss the two exchange programmes that exist between Aberystwyth and two towns in Japan.

Two points were agreed at the meeting:

1. That Ceredigion would inform the committees of both programme of exactly how the county wanted the exchanges to be arranged, and
2. That both programmes could apply for funding from one of Ceredigion's funds to contribute towards the additional costs incurred because of having to accommodate students (from both countries) in hostels rather than with families.

We still await a response to both of these two points.

The county's response to point 1 is needed urgently as both committees need consider the implications of the county's requirements as to how the exchanges need to be arranged. That, in turn, will also mean that sensitive discussions will need to be had with both programmes' contacts in the two Japanese towns. It is a matter of urgency, therefore, for us to receive the information so that we can begin our planning for sending groups of students out to Japan this coming summer and autumn.

Secondly, both exchange programmes would be grateful to receive details of exactly which county funds to apply to for money to help with the additional accommodation costs. In the meeting, the principle that this information would also be needed by similar exchange programmes in addition to these two Aberystwyth programmes. We look forward to receiving the relevant information soon, again so that we can begin planning our programmes.

Sincerely

Aberystwyth-Yosano Friendship Association

Suzanne Fearn

From: Addysg Education
Sent: 10 May 2013 14:04
To: Suzanne Fearn
Cc: Addysg Education
Subject: FW: Ymweliadau Cyfnewid Exchange Visits

Dyma'r e-bost aeth allan i'r ysgolion yn Chwefror 2012.

From: Addysg Education

Sent: 28 February 2012 11:14

To: Barry Rees; Michael Carruthers; Gillian Evans; Mary Davies; Rhian Arch.Rees; Nerys Llewelyn Davies; Christine Williams; Suzanne Fearn; Nia James; Lynda Stubbs; Aled Evans; Elen James; Gwynfor Griffiths; Nia Vaughan; Aberaeron; Aberbanc; Aberporth; Aberteifi; Beulah; Blaenporth; Bro Sion Cwilt; Bronnant; Cei Newydd; Cenarth; Cilcennin; Ciliau Parc; Coedybryn; Comins Coch; Craig yr Wylfa; Cwmpadarn; Cwrtnewydd; Dihewydd; Felinfach; Ffynnonbedr; Glynarthen; Llanafan; Llanarth; Llanddewi Brefi; Llandysul; Llanfarian; Llanfihangel y - Creuddyn; Llangeitho; Llangwryfon; Llanilar; Llannon; Llanwenog; Llanwnnen; Llechryd; Llwynyresos; Mair Wynn Potter; Mydroilyn; Myfenydd; Mynach; Penllwyn; Penparc; Penrhyncoch; Penuwch; Plascrug; Pontgarreg; Pontrhydfendigaid; Pontsian; Rhydlewis; Rhydypennau; St Padarn; Syr John Rhys; Talgarreg; Tal-y-Bont; Trefilan; Tregaron; Trewen; Ysgol Gymraeg; Ysgol Rhosywlad; Ysgol y Dderi; Aberteifi; Dyffryn Teifi; Gyfun Aberaeron; Llanbedr P.S.; Margaret Davies; Penglais; Penweddig; Sian Jones; Tregaron
Cc: Darryl Evans; Eifion Evans; Arwyn Thomas; Alun Williams; Rhodri LL. Morgan
Subject: FW: Ymweliadau Cyfnewid Exchange Visits.

At eich sylw – for your attention

Polisi'r Sir ynglŷn ag Ymweliadau Cyfnewid

Ni ddylai plant o Geredigion aros gyda theuluoedd mewn ardaloedd eraill. Hefyd, ni ddylai plant o ardaloedd eraill aros gyda theuluoedd yng Ngheredigion. Dylai'r holl grwpiau hyn gael eu hannog i ddefnyddio mathau eraill o letya lle gellir goruchwyllo plant a phobl ifanc gan staff.

County Policy on Exchange Visits

Children from Ceredigion should not stay with host families. Also children from other areas should not stay with Ceredigion host families. All groups should be encouraged to use alternative forms of accommodation where children and young people are supervised by staff.

Lis Williams/Wendy Lloyd
Ysgrifenyddion/Secretaries
Adran Addysg a Gwasanaethau Cymunedol/
Education and Community Services Department
Canolfan Rheidol
Rhodfa Padarn
Llanbadarn Fawr
Aberystwyth
Ceredigion
SY23 3UE

01970 633601/633602
e-bost/e-mail: addyg@ceredigion.gov.uk

Suzanne Fearn

From: Eifion Evans
Sent: 28 February 2013 09:36
To: A Wells
Subject: Re: Funding for international exchanges

Bore da Adrian,

I would suggest you contact Gwyn Jones, Director of Finance. He would be the best person to point you in the right direction.

Regards

Eifion

Sent from my iPad

On 27 Feb 2013, at 10:55, "A Wells" <ASW@penglais.org.uk> wrote:

Bore da Eifion

I have visited Plas Dolau at your suggestion, and have a provisional booking for accommodation for the period of our exchange visit.

However I have serious reservations about meeting the additional costs (£2220, 12 persons for 10 nights @ £18.50 ppn), you mentioned that we might be able to access the community chest funding stream (?). How does one do this and is it likely that it has sufficient funds available to meet this level of requirement?

We fund all trips and activities for our exchange students from money that we have to raise, there is no scope for funding from school budget (not unreasonably this is to be targetted at teaching and learning), the prospect of a shortfall in meeting the accommodation costs would lead to the potential cancellation of these visits.

I hope that you are able to advise us further.

Hwyl

Adrian

JAMES CNEWS 25.02.13

QUESTION

I've just been informed the department of education have decided that no Ceredigion pupil can stay with a host family abroad on an exchange trip and that no pupil from a broad will be allowed to stay with a Ceredigion host family. I understand this may be in relation to an audit of services that found major gaps in the way Pembrokeshire Council was doing things and from demands by Estyn. I've also been told German has been dropped as a subject at Ysgol Penglais. Would you be able to send me a statement and some information about all this? Why has this been introduced and was there any discussion with schools, parents, twinning associations etc? When will the changes on exchange trips come into effect and when was the decision made? Was any consideration given to the many advantages children get from staying with a host family abroad and vice versa? Previously, was parental consent enough to allow a child to stay with a host family? Has there ever been an incident of impropriety reported by children or staff from Ceredigion whilst staying abroad? Had there been any school exchanges arranged for the near future that will now need to be cancelled? Will it only effect pupils up to 16 or will it include A level students too? Would this effect other visits eg by the Aberystwyth Scouts/Guides? Can you confirm this has already affected the exchange visits to Japan by Ysgol Penweddig? Has German been dropped from all secondary schools in the county? If not, which schools will still be teaching it to new year 7 pupils in September? What languages are taught in Ceredigion schools all together?

ANSWER

In February 2012 the Education Department made the decision that as part of school /youth exchange visits children from Ceredigion should not stay overnight with host families. Likewise children from abroad should not stay overnight with host families in Ceredigion. This decision was based on safeguarding children and ensuring their safety. Exchange visits are still undertaken because of the great benefits to the child but this element of the trip no longer takes place. All exchange visits that have been organised over the past 12 months have now been organised to make the use of alternative forms of accommodation and no visits have been cancelled or failed to take place. This applies to all children with regard to school visits and we can confirm that there have been no incidences of impropriety on Ceredigion school exchange visits. All questions relating to the curriculum should be directed to the individual schools.

JAMES 25.02.13

QUESTION

As mentioned, the letter I received said that in a meeting between AKPA and Mr Eifion Evans, he said the decision was based on directives handed down by the Welsh G

overnment and ESTYN in particular with relation to safeguarding children. I wanted to confirm this was the case if possible.

ANSWER

Here is a response on behalf of Ceredigion County Council: In February 2012 the Education Department made the decision that as part of school/youth exchange visits children from Ceredigion should not stay overnight with host families. Likewise children from abroad should not stay overnight with host families in Ceredigion. This decision was based on safeguarding children and ensuring their safety. Exchange visits are still undertaken because of the great benefits to the child but this element of the trip no longer takes place. All exchange visits that have been organised over the past 12 months have now been organised to make the use of alternative forms of accommodation and no visits have been cancelled or failed to take place. This applies to all children with regard to school visits and we can confirm that there have been no incidences of impropriety on Ceredigion school exchange visits. All questions relating to the curriculum should be directed to the individual schools.

JAMES 27.02.14

QUESTION

Did you ever get a response to the follow up question I'd asked about the exchange trips? In your first response it said: □ This decision was based on safeguarding children and ensuring their safety. □ Would you be able to elaborate on that to say exactly what the council are worried about?

ANSWER

The County Council has a responsibility to ensure that all children within its responsibility are safe and kept from harm. The measures brought in in relation to systems for exchange visits have been put in place to ensure that this is the case and that children and young people can benefit from visits abroad in a healthy and safe manner.

SIAN LLOYD BBC 07.03.13 A CHRIS WALSH - HERON BBC A DEREK BELLIS

QUESTION

Newydd weld erthygl am dripioau ysgolion a Cheredigion yn y Telegraph - am y datganiad a anfonwyd atynt.

ANSWER

Here is a response on behalf of Ceredigion County Council: In February 2012 the Education Department made the decision that as part of school/youth exchange visits children from Ceredigion should not stay overnight with host families. Likewise children from abroad should not stay overnight with host families in Ceredigion. This decision was based on safeguarding children and ensuring their safety. Exchange visits are

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CEMLYN BBC 07.03.13

QUESTION

A'i Ceredigion yw'r unig sir sydd yn gweithredu'r cynllun newydd am dripiâu cyfnewid i blant?

ANSWER

Unable to comment

CRAIG DUGGAN 18.03.13

QUESTION

Am gyfweiliad cyfrwng Cymraeg gyda rhywun heddiw ar gyfer radio cymru - ac un fory wedi'r cyfarfod ar gyfer teledu yn trafod y rhesymeg y tu ol i'r penderfyniad ' school exchange trips.'

ANSWER

Gwrthod

DANIEL DAVIES BBC 19.03.13 a RHYDIAN JONES GOLWG

QUESTION

Am wybod penderfyniad y Cabinet am ymweliadau cyfnewid Addysg

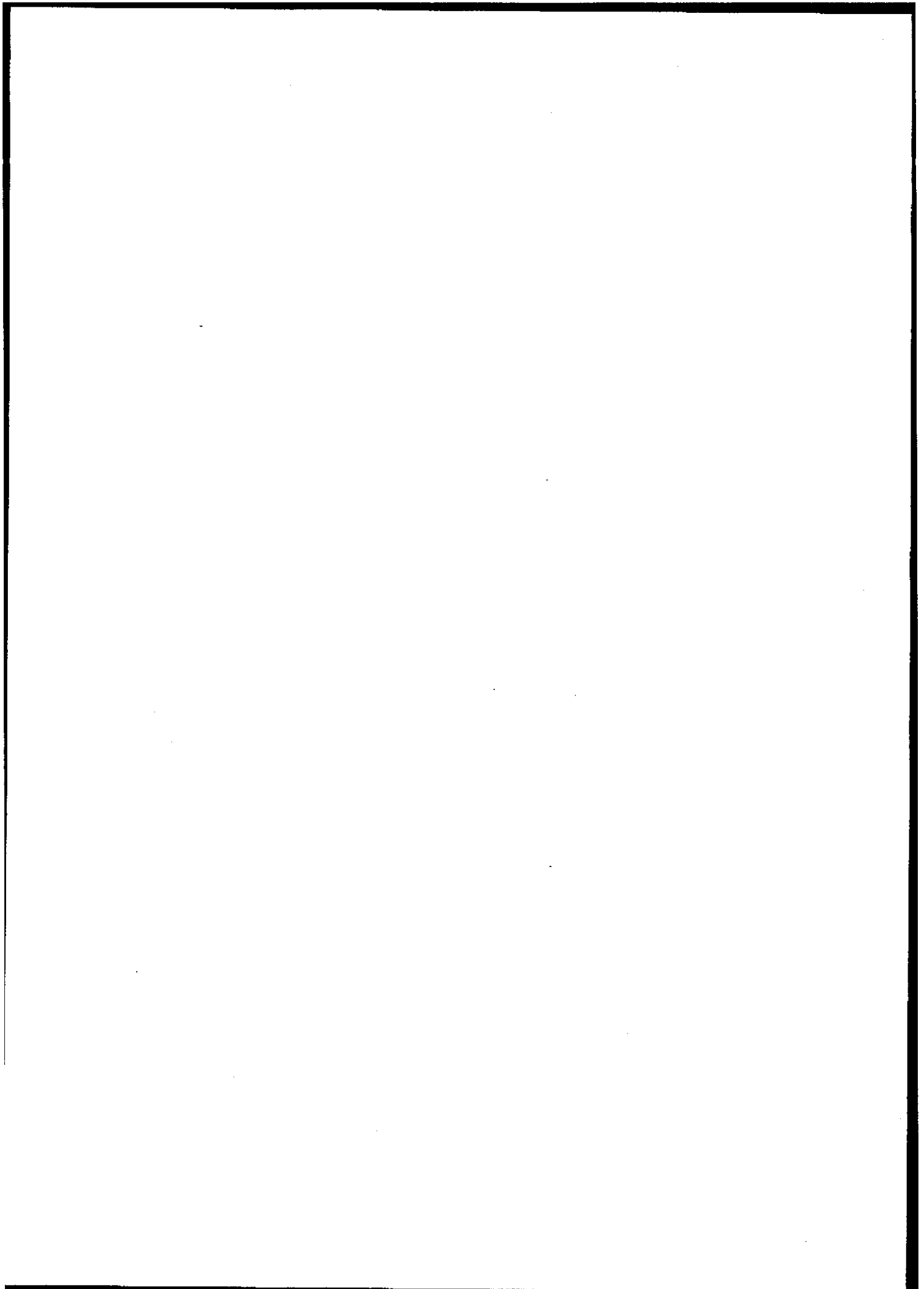
ANSWER

Cytunodd Cabinet Cyngor Sir Ceredigion heddiw (19.03.13), yn unfrydol, i gymeradwyo argymhelliad yr Adran Addysg i fabwysiadu Polisi newydd ar gyfer ymweliadau cyfnewid addysgol. Mae'r Polisi'n datgan na ddylai plant o Geredigion letya dros nos gyda theuluoedd mewn gwledydd tramor fel rhan o'u hymweliadau cyfnewid ysgol/ieuenctid, ac na ddylai plant o wledydd eraill letya dros nos gyda theuluoedd yng Ngheredigion. Cytunwyd y dylid parhau i gynnal ymweliadau cyfnewid oherwydd y manteision mawr a gynigiant i'r plentyn ond y dylid hepgor yr elfen letyol dan sylw. Hefyd, cytunwyd y dylai'r plant barhau i dreulio peth amser gyda theuluoedd fel rhan o'u hymweliad ond ddim yn aros dros nos. Bydd po

b ymweliad cyfnewid newydd sydd
wedi'i drefnu dros y deuddeng mis olaf yn gwneud defnydd o fathau eraill o
lety, ac nid oes unrhyw ymweliadau wedi'u canslo neu'u methu yn sgil yr uchod.

Dear Mr Evans,

Good to e-mail your reply to me. I would have sent this to you by e-mail, but I was unable to find a contact for you on the Connexion website.



AKPA

Ffôn/Tel:
E-bôst/E-mail:

7.2.13

Mr Eifion Evans,
Director of Education and Community Services



Re: private hosting of visiting foreign school pupils

Dear Mr Evans,

AKPA is the association which deals with Town Twinning between Aberystwyth and our twin-town in Germany, Kronberg-im-Taunus. The towns have been officially twinned since 1997; but the link goes way back to the late 1960s when the secondary schools in Aberystwyth and Kronberg initiated a series of annual exchanges where pupils from one country would go over and stay with families in the other country. These exchanges were very valuable to the pupils from both schools, and to the wider community.

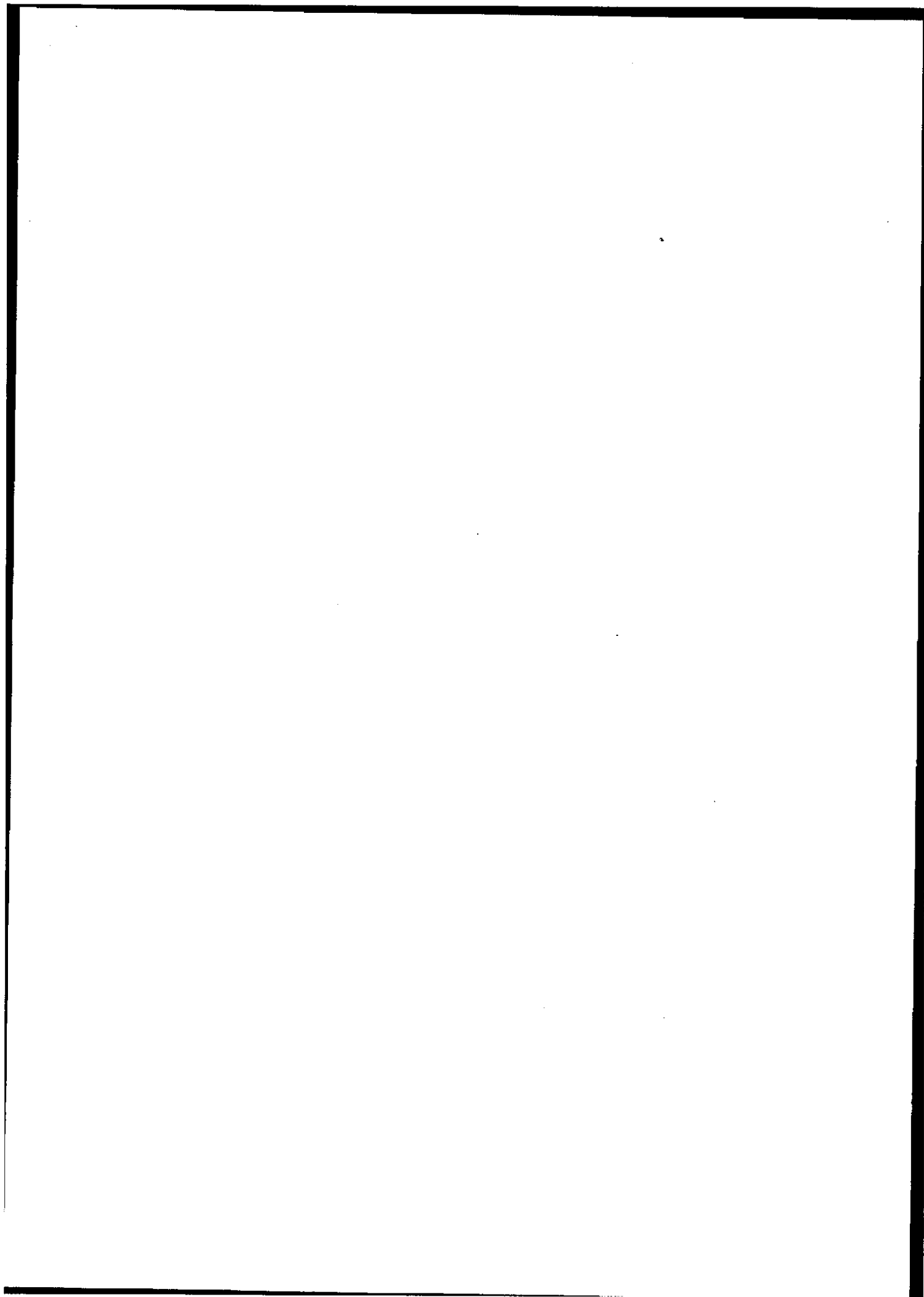
At our regular meeting yesterday, we were informed that the cabinet of Ceredigion Council had made a decision at its meeting last week that the policy of Ceredigion Council would be changed. From henceforward, the Council would not allow any Ceredigion pupil to go abroad to be hosted privately with a family; and any foreign school pupil coming to Ceredigion would not be allowed to attend any school in Ceredigion if they were being privately hosted.

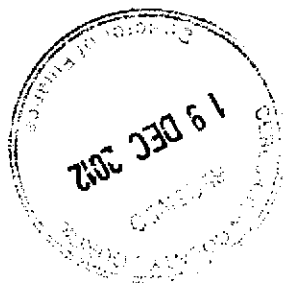
Clearly, if the cabinet had made this decision, it would have a seriously detrimental effect on any future school exchanges, which would put the long-term future of our town twinning in doubt as well. Of course, it may be that the unofficial report given to us yesterday was not exactly what the cabinet did decide. I am writing to you to find out exactly what the decision was and how this will impact on future town twinning activities. I would be grateful if you could let me know exactly what the cabinet did decide and when they plan to implement any changes in their present policies on foreign student swaps.

I apologise for any extra work this will cause you. This is, however, a matter of great importance to the Twinning Committee and an early response would be appreciated.

Yours sincerely,

Secretary, Aberystwyth Kronberg People in Partnership Association





Bow Street
Aberystwyth
Ceredigion

14 Rhagfyr 2012

Cymdeithas Cyfeillgarwch Aberystwyth-Yosano Friendship Association

At sylw:

Cyng Eilen ap Gwynn, Arweinydd y Cyngor
Cyng Hag Harris, Aelod Cabinet Addysg a Dysgu Gydol Oes
Cyng. Ceredig Davies, Cadeirydd Pwyllgor y Gwasanaethau Democrataidd
Mr Eifion Evans, Cyfarwyddwr Addysg a Gwasanaethau Cymunedol

Ysgrifennaf atoch ynglŷn â'r rhaglen gyfnewid myfyrwyr hir sefydlog sy'n bodoli rhwng pobl ifanc Aberystwyth a phobl ifanc tref Yosano, Siapan.

Sefydlwyd y Gymdeithas i hyrwyddo dymuniad y diweddar Mr Evans i adeiladu pontydd rhwng pobl Siapan a phobl Cymru.

Bu Mr Evans yn garcharor rhyfel mewn gwaith nicel yn nhref Yosano yn Siapan adeg yr Ail Ryfel Byd. Fel y dwedodd Mr Evans, er na allai fyth anghofio ei brofiadau ef a'i gyd-garcharorion, fe allai faddau.

Aeth Mr Evans yn ôl i Yosano yn ystod yr 80au. Yn sgil hynny ffurfiwyd Cymdeithas Cyfeillgarwch yma yn Aberystwyth a hefyd yn Yosano. Ers 1992 bu yna raglen o ymweliadau cyfnewid gan ddisgyblion hŷn y ddwy dref. Bellach cyflawnwyd deg cylch o ymweliadau. Aeth disgyblion o Aberystwyth allan i Siapan yn 1992, 1994, 1996, 1998, 2000, 2003, 2005, 2007, 2009 a 2011. Cafodd pob un groeso arbennig iawn gan ein ffrindiau yn Yosano. Yn dilyn eu hymweliad â Yosano, cadwodd sawl disgybl eu cysylltiadau gyda'r teuluoedd yn Yosano ac fe fu sawl cyn disgybl 'nôl yn Siapan wedi hynny gan gynnwys rhai a gafodd swyddi yno. Daeth disgyblion o Yosano i Aberystwyth yn 1993, 1995, 1997, 1999, 2002, 2004, 2006, 2008, 2010 a 2012. Datblygodd cyfeillgarwch cryf rhwng pobl o'r ddwy dref yn ystod y cyfnod hwn.

Mae'r Gymdeithas ar fin cychwyn ei chynlluniau i ddanfôn grŵp o fyfyrwyr chweched dosbarth i Yosano yn ystod yr hydref 2013.

Hysbyswyd y gymdeithas gan benaethiaid Penglais a Phenweddig fod yr Awdurdod Lleol wedi gwahardd pob rhaglen gyfnewid sy'n ymwneud â myfyrwyr ysgol Ceredigion.

Ysgrifennaf ar ran y Gymdeithas i holi os yw'r gwaharddiad hwn yn gymwys i raglen gyfnewid y Gymdeithas.

1

I danlinellu peth o'r wybodaeth a nodwyd uchod, mae'r cyfnewid ond yn cynnwys myfyrwyr chweched dosbarth, ôl-16. Fe weithredodd yn llwyddiannus am ugain mlynedd. Bu teuluoedd Aberystwyth a fu'n rhan o'r cyfnewid, yn hollol ymwybodol fod y rhaglen wedi'i rhedeg ar sail ymddiriedaeth gilyddol. Tra, hyd y gwyddom, nad ydy Cymdeithas Yosano yn ymgymryd â phroses fetio ffurfiol, gwyddom o brofiad ei bod yn dethol teuluoedd lletya gyda gofal mawr. Gwnawn ninnau, ar ein rhan ninnau, yr un peth. Rydym yn adnabod darpar deuluoedd lletya yn dda, gan eu bod yn rhieni i fyfyrwyr chweched dosbarth sy'n adnabyddus i ni.

Darparodd y cyfnewid brofiadau bywyd gwerthfawr tu hwnt i bobl ifanc Aberystwyth ac Yosano sydd wedi gwireddu gweledigaeth a gobeithion. Evans yn llawn.

Hyderwn y medr y Gymdeithas barhau i redeg y cyfnewid blwyddyn nesaf a thu hwnt fel gall mwy o bobl ifanc gael budd ohono.

Yn ddiffuant

Cymdeithas Gyfeillgarwch Aberystwyth-Yosano Friendship Association

Nodyn: Mae Yosano yn gyfuniad o dair tref gan gynnwys tref Kaya. Lleolwyd y gwersyll lle'r oedd Evans yn garcharor rhyfel yn nhref Kaya. Cyfunwyd Kaya a dwy dref arall gan alw'r dref newydd yn Yosano. Mae'r dref hon wedi ymrwymo'n llawn i gynnal y Gymdeithas Gyfeillgarwch ffyniannus sydd wedi bodoli ers ymweliad Evans i Kaya rhai blynnyddoedd yn ôl.



Suzanne Fearn

From: Eifion Evans
Sent: 07 January 2013 09:38
To: 'A Wells'
Subject: RE: International Exchange

Blwyddyn Newydd Dda Adrian,

Due to the constant exchange of e-mails between a number of people on this issue, I have asked Lis to organise a meeting. I will also invite to the meeting.

Regards

Eifion

From: A Wells [<mailto:ASW@penglais.org.uk>]

Sent: 18 December 2012 09:14

To: Eifion Evans

Subject: International Exchange

Bore da Eifion

I apologise for returning to this issue but am under some significant pressure to move this forward.

I fully understand your concerns with safeguarding young people but am also aware of the value of homestay as opposed to group accommodation.

Is it acceptable that we have our potential host families CRB checked? If each family were to have an enhanced check then we could not be accused of failing in our duty. I am more than prepared to deal with the administration of the multiple applications. In some cases, potential hosts already have enhanced clearance.

I should also point out that all Japanese students are above the age of 16, and we have comprehensive procedures and lines of communication in place to ensure their safety at all times.

We, as a school, are committed to the continuation of this long running and mutually beneficial exchange but need to find an acceptable method of complying with your instructions.

Nadolig llawen

Adrian Wells

Suzanne Fearn

From: Addysg Education
Sent: 09 May 2013 15:58
To: Suzanne Fearn
Cc: Darryl Evans; Arwyn Thomas; Addysg Education
Subject: FW: - Cymdeithas Cyfeillgarwch Yosano

Nifer o geisiadau am wybodaeth – ymateb i

Dear Mr.

Re: Eich Llythr 14/12/12 – Cymdeithas Cyfeillgarwch Aberystwyth-Yosano Friendship Association

I am pleased that the association is continuing to provide exchange opportunities for young people from the Aberystwyth area, and likewise Japan.

In February last year the decision was made that exchange visits by schools from Ceredigion should continue due to the whole host of benefits for the young people and children that take part. However, the decision was also made that participants in the programmes would not stay with host families. This decision was based on the complexity of the safeguarding issues associated with this type of arrangement.

Many exchange visits have taken place since this decision was made with participants staying in alternative forms of accommodation. Participants have also visited the homes of host families but the children and young people have not stayed overnight.

Please do not hesitate to get back to me if you require any further clarification.

From: Addysg Education
Sent: 20 December 2012 15:35
To: Eifion Evans; Arwyn Thomas; Darryl Evans; Barry Rees
Cc: Addysg Education
Subject: - Cymdeithas Cyfeillgarwch Yosano

At eich sylw. wendy

Suzanne Fearn

From: Eifion Evans
Sent: 19 November 2012 17:23
To: 'A Wells'
Cc: 'Mr H Davey'
Subject: RE: International Exchange Visits

Dear Adrian,

I have discussed the situation with Haydn earlier today. Due to the increased emphasis on safeguarding nationally, there is no way that we can sanction such arrangements in the future.

I am sorry it is bad news but the safety of the children must be the main priority.

Regards

Eifion

-----Original Message-----

From: A Wells [<mailto:ASW@penglairs.org.uk>]
Sent: 19 November 2012 15:47
To: Eifion Evans
Cc: Mr H Davey
Subject: RE: International Exchange Visits

Dear Mr Evans

I wonder if you have been able to facilitate a meeting with one of your officers to discuss the issue of international exchange visits, I am under some pressure to respond to our partners in Osaka, as they are keen to recruit their next group of students. I have copied my recent email to you for information.

Yours

Adrian Wells

From: A Wells
Sent: 12 November 2012 21:17
To: eifion.evans@ceredigion.gov.uk
Subject: International Exchange Visits

Dear Mr Evans

I have recently become aware of a potential issue in terms of a long standing cultural and educational exchange with our partner school in Japan. A colleague has informed me that Ceredigion LEA will not allow Ceredigion pupils to be hosted by families when they go abroad or for Penglairs families to host students from abroad.

Penglais has been partnered with Otemae High School, Osaka for the last 10 years, following the placement of Ms Masako Kawaguchi in Penglais and Penweddin. During this time some 55 Penglais students and 10 Penglais Staff have had the opportunity to experience, at first hand, the culture, language and education in Japan. A similar number of post 16 Japanese students and teachers have enjoyed the reciprocal arrangement. The students, who are typically aged 16 or over, stay with host families.

As part of their involvement in the world today, and as a part of their Welsh Baccalaureate, all the students speak in glowing terms of their experience and the value of this exchange in terms of a greater understanding of the international nature of world peace.

Students from Otemae have to apply for a place on the exchange and competition is fierce, with over 120 applications for just 8 places. An element of their costs are met by the Otemae Alumni Association but in order to make the trip economically viable students have enjoyed homestays with Host Students and their families. All visits whilst in Ceredigion are funded by monies raised by the hosts and staff from Penglais, it would be beyond our capacity to raise sufficient money to provide alternative accommodation. The visit by Penglais students to Japan will typically cost our students the cost of the airfare and their personal spending money.

Now that I am aware of recent guidance from your office relating to home stays by students, I am seeking advice on how we can continue with this mutually beneficial arrangement. I am conscious of concerns in terms of safeguarding young people and always give these issues the highest priority.

Otemae High School, Osaka is currently selecting pupils to visit Ceredigion next summer and I am responsible for planning the hosting and activity arrangements. It is therefore important that I am able to discuss any concerns that the LEA may have regarding this type of exchange visit with a representative of the Education Department in the next few weeks.

I thank you for taking the time to consider this issue and I look forward to hearing from you.

Yours

Adrian Wells