



FOUNTAINS

PRIMARY SCHOOL

Always achieving our potential

Educational Visits & Local Area Visit Policy

Written: August 2025

To be reviewed: August 2026

Policy Owner: Mrs Laura Kobylanski (Educational Visits Coordinator/Head of School)

Ratified: Mrs Nicola Price (Executive Headteacher)



1. Introduction

At Fountains Primary School, we recognise that learning extends beyond the classroom. Educational visits and local community experiences are vital in providing our pupils with opportunities to develop life skills, independence, confidence, and engagement with the wider world.

As a Special Educational Needs (SEN) primary school, we place particular emphasis on ensuring that visits are safe, inclusive, accessible, and meaningful for all pupils, taking into account individual needs and vulnerabilities.

This policy sets out the principles, responsibilities, and procedures for the safe and effective management of educational visits and local area outings.

2. Aims

- To enrich pupils' curriculum and personal development through real-world experiences
- To promote independence, social interaction, and confidence in community settings.
- To ensure all visits are safe, well-planned, inclusive, and aligned with pupils' EHCP outcomes.
- To comply with statutory and local authority requirements.

3. Scope

This policy applies to:

- Local area walks (e.g., shops, library, post office, parks).
- Educational day visits within and beyond Staffordshire.
- Regular off-site activities (e.g., swimming, parks, shops).
- Residential and adventurous visits (with additional approval processes).

4. Legal Framework and Guidance

This policy is underpinned by:

- DfE Guidance: Health and Safety on Educational Visits (2018).
- Staffordshire County Council procedures, including use of EVOLVE.
- Keeping Children Safe in Education (2023).
- The Equality Act 2010.
- School's Safeguarding, Health & Safety, and First Aid policies.

5. Roles and Responsibilities

Headteacher:

- Holds overall responsibility for offsite visits.
- Approves all visits (with residential and adventurous activities referred to the local authority and Local Area Visits approved by the EVC).

Educational Visits Coordinator (EVC):

- Trained and accredited in line with LA expectations.
- Ensures all visits comply with school/LA requirements.
- Supports staff in planning, risk assessing, and recording visits on EVOLVE.
- Approves Local Area Visits.

Visit Leaders:

- Plan and lead visits, ensuring risks are assessed and mitigated.
- Carry emergency contacts, medical information, and relevant paperwork.
- Brief staff, pupils, and volunteers before departure.

Support Staff:

- Follow Visit Leader's instructions.
- Provide targeted support in line with pupils' EHCPs, medical, and behaviour plans.

Governors:

- Approve this policy and review its effectiveness.

Parents/Carers:

- Provide consent (annual consent for local visits; specific consent for others).
- Supply up-to-date medical and contact information.

6. Planning and Risk Assessment

- All visits require risk assessments: generic, site-specific, and pupil-specific where appropriate.
- Local visits may be covered by annual blanket consent.
- Pre-visits are strongly recommended, particularly for new or complex venues.

Risk assessments must consider:

- Supervision ratios
- Road safety and travel routes
- Medical and care needs

- Behavioural and sensory needs
- Accessibility and mobility issues
- Safeguarding risks

7. Inclusion and Accessibility

- All pupils will have the opportunity to participate in offsite visits.
- Adjustments will be made (e.g., wheelchair access, sensory adaptations, additional staff).
- Visual supports, social stories, Makaton, or PECs may be used to prepare and support pupils during the visit.
- Decisions to exclude a pupil will only be taken where risks cannot be reasonably managed.

8. Supervision and Ratios

- Ratios are set according to pupil needs, not just numbers.
- Staff will be allocated specific pupils or groups.
- Volunteers may be used but never replace school staff.

9. Behaviour and Personal Care

- Individual behaviour support plans are followed on visits.
- Staff are trained to de-escalate and manage behaviour safely in public settings.
- Quiet/low-stimulation spaces are identified in advance.
- Personal care needs (toileting, changing) are managed with dignity, in line with school policy.

10. Transport

- Approved and accessible transport providers are used.
- School minibuses comply with all legal and safety requirements.
- Pupils wear seatbelts and appropriate restraints at all times.
- Medical equipment and emergency medication are carried.

11. Safeguarding

- All visits comply with the school's Part 2 Child Protection and Safeguarding Procedures.
- A DSL or deputy is always contactable.
- Pupils are never left unsupervised.
- Staff are alert to risks from members of the public.
- Missing child procedures are reviewed before departure.

12. Medical and First Aid

- At least one trained first aider accompanies each visit.
- Medication is administered according to pupils' care plans.
- Emergency care plans are carried for relevant pupils.

13. Communication

- Parents are informed of visits in advance (except where covered by blanket consent).
- Emergency contacts for staff and pupils are carried at all times.
- The school office is contactable during visits.
- An alternative contact will be provided if the visit takes place outside of school hours. This will be a member of SLT.

14. Local Area Visits

Local area visits are regular, low risk activities that our pupils would access in the community. These would include visiting the local park, village church, shops and communal areas of the countryside. Access to these will be predominantly through group walks but access could be gained via the school owned Mini Bus. Regular weekly visits to a local leisure center i.e. swimming lessons are also under the Local area visits policy. Visits that require external transport agencies must be uploaded to the Evolve alongside the accompanying risk assessments. Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day following the Operating Procedure below.

These visits/activities:

- must be recorded on EVOLVE via the 'Local Area Visit' module. In exceptional circumstances, if the EVOLVE LAV module cannot be accessed, these may be recorded on a 'Signing-out' sheet which is approved and signed by a member of SLT.
- do not require parental consent. (Parents will sign a blanket consent form for Local Area Visits on their child's induction to the school).
- do not normally need any additional risk assessments / notes (other than following the Operating Procedure below).

15. Local Area Visits Operating Procedure

The following are potentially significant issues/hazards within our Local Learning Area:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).



These are managed by a combination of the following:

- The Headteacher or EVC must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school, and a synopsis is in the School Prospectus.
- There will be a minimum of two adults.
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will either record the activity on EVOLVE (Local Area Visit module) and leave a completed 'Signing out' sheet with the office.
- A mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves,)

16. Residential Visits

- Require additional planning and LA approval. Timescales for residential visit form submissions these can be found on the EVOLVE platform.
- Parents will be invited to information sessions prior to the visit.
- Staffing ratios will be reviewed in detail based on the children's needs.
- Safeguarding and personal care needs are planned thoroughly.

15. Insurance and Financial Arrangements

- The school has an RPA (Risk Protection Arrangement) Insurance from the Department for Education
- Parents are informed of any voluntary contributions or charges, in line with school charging policy.

16. Monitoring and Evaluation

- Staff will be asked to complete a short evaluation after visits via the EVOLVE platform.
- Any incidents are reported and reviewed.
- Governors receive an annual summary of visits.

17. Policy Review

- This policy will be reviewed annually, or sooner if required by:
 - A significant incident.
 - Changes in statutory guidance.
 - Local authority or Ofsted requirements.

Appendix 1 - Emergency Procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.

Appendix 2 – Generic Local Area Risk Assessment

Generic Risk Assessment – Local Area Visits			
1. Purpose To ensure the safety and wellbeing of pupils and staff during short local visits, while maximising opportunities for learning, social development, and independence.			
2. Hazards and Control Measures			
Hazard	Persons at Risk	Control Measures in Place	Residual Risk
Road crossings / traffic	Pupils & staff	-Route pre-assessed for safe crossings - Staff positioned-front, rear, and alongside pupils	Low–Medium

		- Use of pedestrian crossings where available - High staff-to-pupil ratios - Pupils in high-vis jackets or identifiers	
Pupil absconding or becoming lost	Pupils	- Individual risk assessments for pupils known to abscond - 1:1 staffing where required - Staff maintain clear line of sight - Meeting points agreed - Emergency procedures in place (call school/999 if needed)	Medium
Contact with strangers / public	Pupils & staff	- Pupils supervised at all times - Staff intervene in all interactions - DSL contactable - Staff alert to safeguarding concerns	Low
Medical needs or health emergencies	Pupils	- First aider present - First aid kit and pupil medication carried - Health care plans reviewed - Emergency contacts carried - Staff trained in administering medication	Medium
Weather (heat, cold, rain, snow)	Pupils & staff	- Weather checked in advance - Suitable clothing required (coats, hats, sunscreen)	Low

		- Visits postponed or shortened if unsafe	
Slips, trips, falls	Pupils & staff	- Routes assessed for uneven terrain - Suitable footwear required - Staff provide mobility support if needed	Low
Incidents of challenging behaviour	Pupils & staff	- Staff aware of individual behaviour plans - Quiet space identified (e.g., park bench, library area) - De-escalation strategies in place - Emergency return to school possible	Medium
Sensory overload (noise, crowds, smells)	Pupils	- Staff aware of triggers - Sensory tools carried (ear defenders, fidget items) - Visits scheduled at quieter times - Shortened visits if required	Low–Medium
Toileting / personal care	Pupils	- Local facilities identified in advance - Staff follow school's intimate care policy - Spare clothing and care items carried - Staff respect privacy and dignity	Low
Infectious diseases (e.g., COVID-19, flu)	Pupils & staff	- Good hygiene practices - Hand sanitiser carried - Avoid overcrowded indoor areas - Follow current public health advice	Low
3. Supervision & Staffing			

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| <ul style="list-style-type: none">- Minimum staffing ratio: To be set according to pupil needs.- Competent visit leader – approved by EVC/Headteacher- Staff roles: Defined before departure (i.e. designated 1:1s/ First Aiders).- Volunteers: Only used under direct supervision of staff. |
| 4. Emergency Procedures <ul style="list-style-type: none">- Lead staff carry mobile phone(s).- Contact numbers for school and DSL carried.- Emergency return plan in place (e.g., quickest route back, taxi, or school minibus).- Serious incidents reported via school procedures and EVOLVE where required. |
| Risk Assessment carried out: 26.08.25 By Laura Kobylanski (Educational Visits Coordinator & Head of School)
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