

# Off-Site Visit Policy



The Livingstone Road Primary Federation adopts the principles and procedures of this Policy for both Livingstone Road Infant School and Livingstone Road Junior School

Review Cycle: Annual

Responsible for Review: EVC/HT  
Next Review Date: January 2027

## Policy statement

We believe that learning experiences outside of the classroom and away from school are essential for children to Learn, Laugh, Dream and Grow into well-rounded individuals. Off-site visits support a range of children's personal skills and confidence in the wider world. Some may help to support their links with our community, others may be designed serve to enrich children's in-school learning through links to the curriculum. We also believe that participation in competition is important in preparing our children for their future.

Every child should be supported to participate in off-site visits, therefore, parents /carers of children in receipt of pupil premium may ask for additional funding support to enable them to access these opportunities and each request will be considered on an individual basis.

## Sources

This policy draws on the Outdoor Education Advisor's Panel (<https://oeapng.info>) and DfE guidance (<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>)

## Roles

'Head Teacher – all visits will have final approval by the Leader or Deputy Leader of the Federation.

'Educational Visits Coordinator' (EVC) – will support staff and leaders to ensure all visits are properly led, planned and risk assessed, and will also check risk assessments submitted on Evolve before they are passed onto the Head Teacher.

'Visit Leader' – all visits will have an appointed leader: a qualified teacher, assessed as competent to lead a visit by the EVC.

Staff and Volunteers – all other staff and volunteers should support the aims of the activity and the instructions of the Visit Leader during the visit to keep all children safe, and maintaining supervision of the children within their assigned groups.

Local Authority – details of visits, including risk assessments, will be submitted to the LA advisor via EVOLVE in reasonable time ahead of the visit for residential and adventurous activities (at least a month before the trip). Local Area Visits (as defined below) will be recorded on EVOLVE but will not be submitted to the LA for advice.

### **Local Area Visits**

A local area visit is a routine visit defined by this policy as:

1. Any visit where the majority of children can safely walk to the activity without a vehicle.
2. Where risks are everyday risks (slips, trips and falls) and no activity-specific risks exist to raise it above a **low** risk threshold (see 'risk thresholds').

Note: Where a minority of specific pupils require vehicular transport to enable them to access the activity, this can still be included within Local Area Visits.

The Local Area Visit Policy is a sub-policy detailed below. No specific risk assessment will be required.

### **Educational visits to a 'venue'**

Most visits not defined as Local Area Visits will be to a venue requiring vehicular transport: as defined in EVOLVE, a visit with no adventurous activity instruction, staffing or guiding. Swimming lessons fall under this definition.

These should be submitted via EVOLVE to the EVC no less than two weeks in advance of the visit.

Requested parent contribution amounts and dates should be communicated to parents as far in advance as reasonably possible.

### **Residential and/or adventurous activities to an 'external provider'**

Visits requiring an overnight stay (residential) or with an element of adventurous activity (as EVOLVE defines an external provider) should be submitted to the LA via EVOLVE no less than four weeks in advance of the visit.

The external provider must have appropriate safety standards and liability insurance. Organisations that hold the Learning Outside the Classroom (LOtC) Quality Badge can be assumed to have met these standards.

Where the requested parent contribution exceeds £20, these should be communicated to parents at least three months in advance and preferably further, especially where costs are higher.

### **Competitive activities**

Routine sporting activities are an essential part of school life and will usually be treated as visits to a venue.

### **Risk thresholds**

Risks should be balanced against the learning benefit to the child and mitigated wherever possible without inhibiting learning.

**Low** – Most visits where children are not undertaking strenuous activity, such as walking around a museum and travelling by school minibus or private hire coach.

**Medium** – Visits involving a strenuous activity with a higher than routine chance of physical injury. These risks will be managed by additional adults, training and availability of first aid. A residential/outdoor activity centre may fit this definitions.

**High** – Visits containing a significant risk of physical injury that cannot be fully mitigated.

### **Consent**

Parental consent is not required for Local Area Visits, within the normal school day, but parents will be informed of them in advance. Written consent will be sought for all other visits. Any visit involving nursery age children will require parental consent.

# Local Learning Area Policy

<b>General</b>	<p>These involve no more than an everyday level of risk, such as slips and trips and are covered by a school's current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip. They can be considered as lessons in a different classroom.</p> <p>Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.</p> <p>These visits/activities:</p> <ul style="list-style-type: none"><li>• must be recorded on EVOLVE via the 'Local Area Visit' module. <i>(Or if not activated: must be recorded on a 'Signing-out' sheet to be left with the office)</i></li><li>• do not require parental consent, though parents will be informed in advance.</li><li>• do not normally need additional risk assessments / notes (other than following the Operating Procedure below).</li></ul>
<b>Boundaries</b>	<p>The boundaries of the Local Learning Area are shown on the attached map (<i>optional</i>). This area includes, but is not limited to, the following frequently used venues: <i>e.g.</i></p> <ul style="list-style-type: none"><li>• <i>Livingstone Road</i></li><li>• <i>Turner's Field</i></li><li>• <i>Haskell's Recreation Ground</i></li><li>• <i>Branksome Recreation Ground</i></li></ul>
<b>'No-go' areas within the Boundaries</b>	<ul style="list-style-type: none"><li>• <i>The two roundabouts adjacent the Honda garage on Herbert Avenue.</i></li><li>• <i>Tower Park industrial estate.</i></li></ul>
<b>Operating Procedure for Local Learning Area</b>	<p>The below is simply a generic risk assessment for these routine activities</p>

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

- Road traffic.
- Other people
  - social distancing
  - members of the public
  - animals.
- Losing a child.
- 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 **'Head Teacher'** must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved as Visit Leaders.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all **existing parents and** new parents when their child joins the school.
- Regular handwashing or regular hand sanitising is in place.
- Students are briefed on keeping their distance from members of the public.
- The selected route takes the least busy option.
- There will normally be a minimum of two adults, including the Visit Leader
- Staff are familiar with the area, including any 'no-go' areas, and have practised appropriate group management techniques.
- Children **have been trained and have practised** standard techniques for road crossings in a group.
- Where appropriate, children are fully briefed on what to do if they become separated from the group – usually they should wait where they are, so long as it is safe to do so.
- Children's 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 record the activity on EVOLVE (Local Area Visit module).
- 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, facemasks, bag for waste, tissues etc.)
- Children should be briefed to avoid hazards such as sharp objects and animal waste.
- *When crossing the main roads, only designated crossings should be used.*
- *Children should stay in pairs within groups no larger than 10 children to 1 adult.*

### Notes

The below depicts the main area considered to fall within this policy. It is neither exclusive (other places outside this may be considered 'Local Area Visits' by the HeadTeacher) nor fully inclusive (no-go areas are listed above as requiring specific risk assessment).

