

Trusting in God; Growing in Wisdom



Local Area Visits (LAV) Policy

Date: November 2025

Review Date: November 2028

School Vision

With **thankful** hearts, we **trust** in God as we **grow** in his **love** which **shines** through us. We aim to live our **faith** and grow in **wisdom**.

And Jesus grew in wisdom and stature, and in favour with God and people. (Luke 2:52)

But the wisdom from above is pure first of all; it is also peaceful, gentle, and friendly; it is full of compassion and produces a harvest of good deeds; it is free from prejudice and hypocrisy. (James 3:17)

Contents

1. Introduction
2. Roles and responsibilities
3. Planning an LAV
4. Informing parents
5. Risk assessment process
6. First Aid and Insurance
7. Evaluating Trips and Visits

Appendix

- A. Risk Assessment
- B. Boundary Map

1. Introduction

Visits/activities within the 'Local Learning Area' are part of the normal curriculum, sporting fixtures or school representation.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to the following.

With thankful hearts, we trust in God as we grow in his love which shines through us. We aim to live our faith and grow in wisdom.

- The Health and Safety at Work etc. Act 1974
- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'
- DfE (2013) 'Driving school minibuses'

This policy operates in conjunction with the following school policies:

- Relationships Policy
- Charging for School Activities Policy
- Safeguarding Policy
- Compliments and Complaints Policy
- First Aid Policy
- Supporting Children with Medical Conditions Policy
- Educational Visits Policy

Definitions

'**In loco parentis**' means that the group leader Local Area Visits (LAV) has a duty of care over the children in place of a parent.

'**Local Area Visits (LAV)**' means any educational visit, sport fixture and/or representation of the school is within 10 miles or less from the school.

2. Roles and responsibilities

The Governing Board is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy complies with the Equality Act 2010.
- Ensuring educational visits positively impact on children's lives, teaching them life skills and providing new experiences.

The Headteacher is responsible for:

- Appointing an Educational Visits Coordinator (EVC), liaising with Cheshire West and Chester Council as necessary.
- Being part of the approval process for LAV.
- Ensuring the Educational Visits Coordinator is competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary.
- Overseeing the work of the Educational Visits Coordinator, ensuring a whole-school approach is adopted when planning and coordinating LAV.
- Making the final decision on attendance where there are concerns about safeguarding of children on a LAV.

The Educational Visits Co-ordinator is responsible for:

- The day-to-day implementation and management of this policy.
- Ensuring a risk assessment is in place for each LAV.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Overseeing all issues and controls regarding LAV.
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the LAV.
- Ensure that relevant information regarding any LAV is relayed to parents.
- Liaising between all appropriate parties, during the planning and organising of LAV when required.
- Ensuring the systems and procedures for dealing with LAV adhere to the requirements of this policy.
- Partaking in additional training to ensure they remain up-to-date with relevant educational trip information and health and safety guidance.
- Overseeing the planning of all LAV, by ensuring all essential documentation, including risk assessments, are up to date and appropriate for completion by the designated Visit Leader.
- Ensuring an appropriate and competent member of staff is assigned as designated leader for each LAV.
- Ensuring the competency of the designated leader, in consultation with the Headteacher, by organising training for staff and volunteers.

The leader of a visit is 'in loco parentis' and has a duty of care to all children on the trip. They are also responsible for:

- Identifying the educational purpose of the LAV presenting its benefits to the EVC.
- Ensuring a risk assessment is in place prior to an LAV to ensure child and staff safety.
- Informing parents of the LAV in advance, ideally with a minimum of 24 hours notice.
- Implementing safeguarding measures throughout the planning, organisation and delivery of the LAV.
- Ensuring all adults on the visits are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the Volunteering Policy.
- Ensuring that any incident occurring during the visit that may require the involvement of external authorities is reported to them without delay, for example:
 - a missing child
 - an injury requiring medical treatment
 - safeguarding concerns
- Ensuring that any incident occurring during the visit is recorded on CPOMS without delay.

Volunteers on the visit are responsible for:

- Adhering to this policy and applying its principles when participating in LAV.
- Supervising and ensuring the safety of the children by following the procedures outlined by the designated trip leader.
- Implementing safeguarding measures in line with the school's safeguarding policies and procedures.
- Ensuring all adults on the visit are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the Volunteering Policy.

3. Planning an LAV

Visit Leaders must be able to show relevance to the curriculum. The Visit Leader must do everything in their power to ensure that all children are given an opportunity to participate in LAVs.

There will be sufficient staff to cope in an emergency. Please see the Staff Handbook to ensure adult to child ratios are met. Where appropriate, the Visit Leaders will modify or curtail the visit or activity (e.g., Plan B) to suit changed or changing circumstances. For example, a sudden change in the weather.

Where there is a child with Special Educational Needs or Disabilities the Visit Leader must determine any reasonable adjustments for the child and adapt the staff to child ratio accordingly.

Visits within 0.5 miles of the school

These LAVs are considered as 'lessons or activities in a different classroom'. Please see the boundary map (Appendix B).

Walking within 0.5 miles of the school campus the Visit Leader must:

- Ensure that these visits take place within school hours.
- Have a school first aid contact in case of an emergency.
- When visiting church or taking part in Forest School at Church Wood, take a walkie-talkie for immediate contact with school.
- Allocate two members of staff when walking with groups of 10 children or more to walk at the front and one at the back.
- Ensure a 'parallel crossing' when crossing from/to St. Mary's Church Lych Gate.
- Have a risk assessment which focuses on significant hazards such as road traffic, road crossings, members of the public, animals, uneven surfaces, weather conditions, activity specific issues when doing fieldwork (nettles, brambles, midges etc.)

Visits between 0.5 miles and 10 miles of the school

Walking or Driving between 0.5 miles and 5 miles within the school campus the Visit Leader must:

- Allocate two members of staff when walking with groups of 10 children or more; one member of staff must walk at the front and one at the back.
- Have a risk assessment which focuses on significant hazards such as road traffic, road crossings, members of the public, animals, uneven surfaces, weather conditions, activity specific issues when doing fieldwork (nettles, brambles, rubbish etc.) **This must be submitted to Evolve three days before the visit taking place.**
- When travelling in staff cars, as per OEAP National Guidance, ensure that all vehicles are covered by business insurance and have an up-to-date MOT certificate. (Documentation is held by the school office, including driving licences for all staff.)
- When travelling in a mini-bus, as per OEAP National Guidance, ensure that the driver has the necessary training and qualifications and that the driver has carried out the necessary vehicle checks for roadworthiness.
- Ensure a First Aider attends the LAV in case of an emergency.

4. Informing Parents

Parental consent is not generally required for LAV that take place during school hours however adequate advance notice (a minimum of 24 hours) and details will be provided for activities beyond the immediate vicinity of the school. (Please see the boundary map – Appendix B.)

Written or digital consent is required for:

- Activities of an adventurous nature.
- LAV outside of school hours, this includes visits which start in the school day and end after the school day.
- Paid activities.

5. Risk assessment process

Our risk assessment process is designed to manage risks when planning visits, while ensuring that learning opportunities are experienced to the fullest extent. The individual carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.

The process is as follows:

- Identify hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record findings and implement them
- Review assessment and update if necessary

A risk assessment (Appendix 1) will be conducted for each school trip before it is undertaken to identify hazards and control measures specific to the visit. Some risk assessments, such as regular sporting events and visits to the church have a generic risk assessments which can be adapted to include the specific needs of the children involved in the visit.

In the unlikely event a visit has been authorised before after this time line, the risk assessment must be completed as soon as possible.

The risk assessment must be shared with all members of staff attending the visit prior to the trip or visit departure.

6. First Aid and Insurance

For all trips there must be:

- Adequate insurance coverage: When planning activities of any nature, the Visit Leader will check the school’s insurance policy ensures adequate protection and that medical cover is in place.
- Access to children’s medical needs, reasonable adjustments of children with SEND and emergency contact details.
- A fully equipped First Aid Kit.
- A registered First Aider when travelling more than 0.5 miles – 10 miles from the school estate.
- An emergency contact at school, usually the Headteacher, Deputy Headteacher/EVC or the SBM.

7. Evaluating trips and visits

Depending on the visit, the EVC will meet with any staff members present on the trip to assess the success of the trip in respect of both educational value and safeguarding effectiveness, including any adjustments made for children with special educational needs or disabilities. This process includes reporting of accidents and incidents, complying with employer requirements and Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013; in addition to recording ‘near accidents/near misses,’ including any resulting learning points and action.

Based on this assessment, recommendations will be made to improve LAVs.

Date of Policy: November 2025

PERSON RESPONSIBLE FOR POLICY:	CAROLINE MACKENZIE
APPROVED:	14.11.25

SIGNED:	<i>J BANCROFT</i>
TO BE REVIEWED:	NOVEMBER 2028

Appendix A

Educational Risk Assessment

This will always be completed on the current proforma provided by the Local Authority.

Visit to:		Date of visit:	
Leader in charge of visit:		Persons considered in the assessment:	
Carried out by:		Date of assessment:	

POTENTIAL HAZARDS	CONTROL MEASURES TO BE CONSIDERED	ESTABLISHMENT SPECIFIC CONTROL MEASURES, ARRANGEMENTS AND/OR ACTIONS TO BE TAKEN BY
ENVIRONMENTAL ISSUES e.g. Weather,	<ul style="list-style-type: none"> Weather forecast checked where appropriate Activities programme amended where necessary 	
TRANSPORT e.g. vehicles, drivers, arrival and departure of vehicles, breakdowns	<ul style="list-style-type: none"> Driving hours limited, with back-up driver on long journeys Appropriate car child restraint used at all times Marshalling as group leaves coach, etc Appropriate stops for eating and care arrangements en route LA guidance on transport in private cars, minibuses, and public transport followed. 	
EQUIPMENT CLOTHING SUBSTANCES	<ul style="list-style-type: none"> All clothing appropriate to the activities and location, including the use of weatherproof clothing 	

With thankful hearts, we trust in God as we grow in his love which shines through us. We aim to live our faith and grow in wisdom.

	<ul style="list-style-type: none"> • <i>Appropriate footwear worn</i> • <i>Special equipment checked</i> • <i>All equipment appropriate to the activities and location</i> 	
<p>ACTIVITIES and PROCEDURES e.g. Programme of activities, down time</p>	<ul style="list-style-type: none"> • <i>Detailed programme, including alternatives for bad weather</i> • <i>'Down time' arrangements</i> • <i>Adequate supervision at all times, with a duty rota in place</i> • <i>Agree standards of behaviour and conduct</i> • <i>Equipment suitable for activities and abilities of young people</i> 	
<p>SUPERVISION COMPETENCE DISCIPLINE</p>	<ul style="list-style-type: none"> • <i>Prior assessment of Leaders and helpers in relation to the visit, the young people involved and the activities taking place</i> • <i>Supervision ratio to keep sufficient check on all the party- including accompanying children other than young people</i> • <i>Code of conduct established and maintained</i> • <i>Adequate staffing numbers available</i> • <i>Appropriate voluntary helpers used and fully briefed on their responsibilities</i> • <i>DBS check for helpers under the Child Protection Act.</i> 	
<p>OVERALL PLANNING MONITORING AND CONTROL e.g. Accommodation Emergency Contacts and Communication Insurance LA Notification</p>	<ul style="list-style-type: none"> ▪ <i>Only suitable accommodation used and checked for appropriate facilities. Fire precautions and certification checked and a fire drill carried out "Fire procedure explained; evacuation points identified.</i> ▪ <i>Emergency arrangements include carrying the contact numbers for all</i> 	

<p>Medical Arrangements Parental Information Research Special Needs Visits Abroad</p>	<p><i>the participants, the emergency contact person at the establishment and for emergency services maintained by the Leader of the party</i></p> <ul style="list-style-type: none"> ▪ <i>Mobile telephone available for emergency use</i> ▪ <i>Established appropriate emergency contacts with schools or establishments and parents</i> ▪ <i>Critical incident procedure functions properly</i> ▪ <i>Set up effective communication procedures with the group</i> ▪ <i>Insurance cover checked and parents informed of the limits of cover provided</i> • <i>Prior approval/notification of adventurous activities, overseas visits or visits to challenging geographical areas</i> • <i>Specific adventure activity guidelines being followed</i> • <i>All relevant medical information of all participants maintained</i> • <i>All appropriate medical arrangements, including first aid</i> • <i>Special potential health hazards associated with the site</i> • <i>Is it necessary to notify parents. Check this document and local policy</i> • <i>Have you provided appropriate information for parents</i> • <i>Meeting with parents</i> • <i>Parental Consent</i> • <i>Do you need and have they given their consent</i> • <i>Researched the area, site accommodation, company</i> • <i>Pre visit carried out</i> 	
---	---	--

	<ul style="list-style-type: none"> • <i>Full account taken of any special needs involved</i> 	
Other		

A COPY OF THIS RISK ASSESSMENT, WITH VISIT SPECIFIC CONTROL MEASURES IS TO BE PROVIDED TO THE EVC AND ALL RELEVANT MEMBERS OF STAFF WITHIN THE TIMELINE STATED IN THE SCHOOL POLICY

Appendix B

Boundary Map

Coming soon