
Feniscowles Primary School

Livesey Branch Road, Blackburn, BB2 5BU

Educational Visits Policy

2026–2027 — aligned to Blackburn with Darwen Borough Council arrangements and current DfE, Keeping Children Safe in Education, UKHSA and OEAP National Guidance

Policy owner	Employer (Blackburn with Darwen Borough Council) and the Governing Body
Operational lead	Headteacher, who also holds the role of Educational Visits Coordinator
Applies from	September 2026
Review cycle	Annually, and sooner following material legal, DfE, UKHSA, OEAP or local authority change
Status	Awaiting approval by the Full Governing Body (FGB)
Approved by / date	Full Governing Body (FGB) — November 2026

This policy sets the minimum standards for planning, approving, leading, supporting, monitoring and evaluating educational visits and adventurous activities. It should be read alongside the school's safeguarding, medical conditions, allergy safety, charging and remissions, behaviour, data protection, first aid, transport and emergency-management arrangements.

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1 Purpose and scope

Educational visits are an important part of a broad and ambitious curriculum. They are inclusive and purposeful, and are managed through sensible precautions that enable pupils to take part safely — not through unnecessary paperwork or blanket restrictions.

This policy applies to any off-site learning, visit, activity, residential, expedition, sporting fixture, local-area learning, water activity or adventurous activity arranged by the school, whether during or outside normal hours. It applies to employees, governors, volunteers, contractors and any other adults acting on the school's behalf.

It does not replace the separate arrangements required for alternative provision, work experience or work-related learning. Where a visit includes those elements, this policy applies in addition to the relevant specialist procedures.

2 Principles and legal framework

The employer retains overall responsibility for health and safety. The Governing Body must assure itself that suitable policies, competent people, training, monitoring and access to competent advice are in place. Staff must follow this policy and the procedures adopted under it.

- Planning is proportionate to the genuine and foreseeable risks presented by the group, the activity, the environment and the journey.
- Routine local visits involving everyday risks are normally covered by approved standard operating procedures. More complex visits require additional planning and recorded controls.
- No pupil is excluded because of disability, SEND, medical need, allergy, disadvantage or other protected characteristic unless the school can demonstrate that participation cannot be made safe through reasonable adjustments.
- The child's welfare and best interests take priority. All adults remain responsible for safeguarding throughout a visit.
- Educational purpose, curriculum value and pupil voice inform the decision to run, amend or cancel a visit.

This policy has regard to the Health and Safety at Work etc Act 1974, the Children and Families Act 2014, the Equality Act 2010, the Education Act 1996, the EYFS statutory framework, Keeping Children Safe in Education, DfE advice on educational visits, DfE allergy safety guidance, UKHSA health protection guidance, adventure activities licensing requirements and current OEAP National Guidance.

3 Roles and responsibilities

Role	Core responsibility
Employer	Provide policy, competent advice, training, monitoring and a clear approval framework.
Governing Body	Assure itself annually that the policy is implemented, charging is lawful, monitoring occurs, and that material incidents or trends are learned from.
Headteacher	Hold overall responsibility for visits; ensure staff, insurance, emergency arrangements and safeguarding systems are effective. At Feniscowles Primary School, the Headteacher also holds the Educational Visits Coordinator role below.
Educational Visits Coordinator (EVC)	Advise on competence and planning; scrutinise and submit visits; maintain records and training; monitor practice; escalate concerns.
Visit leader	Plan and lead the visit; brief adults and pupils; manage dynamic changes; stop or amend activity when safe supervision cannot be maintained.
Assistant leaders and volunteers	Understand assigned duties, group information, safeguarding procedures and emergency actions; remain within their competence.
Base contact	Remain independent of the visit team; hold access to current details; operate the communications and emergency plan.
Parents and carers	Provide current information, medication and permissions; discuss adjustments; remain contactable.
Pupils	Follow agreed expectations, contribute to risk awareness where appropriate, and report worries promptly.

4 Establishment systems and competence

At Feniscowles Primary School, the Headteacher holds the role of Educational Visits Coordinator, combining both responsibilities. The Headteacher is an experienced visit leader, has sufficient authority to challenge practice, and can assess the competence of colleagues and providers.

Single-postholder limitation

Because the Headteacher and EVC are the same person, there is no independent second check at the point of approval. For Level 3 visits, and for any visit the Headteacher intends to lead personally, an experienced senior leader is nominated to carry out the EVC scrutiny in the Headteacher's place, so that a genuinely separate pair of eyes reviews the plan before it is approved.

- The EVC completes employer-approved training and refreshes it at least every three years, or sooner if required locally.
- All leaders and accompanying adults receive a role-specific briefing before each visit.
- Competence is judged against the planned activity, group, environment, supervision role, technical requirements, first-aid needs and previous relevant experience.
- Qualifications, licences and permissions for staff-led adventurous activities are recorded in EVOLVE before approval.
- The school maintains its local Educational Visits Policy, approved Local Learning Area and Standard Operating Procedures on EVOLVE (see Appendix F).

5 Visit categories and approval

Every visit requires advance approval. The school uses EVOLVE and local forms as set out below. Local authority requirements take precedence where they impose a higher standard.

Category	Definition	Record and approval
Level 1	Routine local visit with everyday risks, within the approved Local Learning Area or an established SOP.	EV1 or equivalent; EVC checks; Headteacher or a formally delegated senior leader approves. EVOLVE recording is recommended.
Level 2	Further-afield or more complex visit, including longer journeys, large events, evening theatre, public transport or significant group factors.	EVOLVE form and attachments; EVC scrutiny; Headteacher approval.
Level 3	Residential, overseas, adventurous or on-site adventurous activity.	EVOLVE form and full attachments; EVC scrutiny; Headteacher authorisation; local authority approval where required.

Indicative submission times are seven days for Level 1, 14 days for Level 2, and at least six weeks before the visit for Level 3. Level 3 visits requiring local authority approval must be submitted at least 28 days before departure, unless the local authority agrees an exception. The Headteacher may set longer deadlines for complex visits.

6 Planning and proportionate risk management

Risk management is integral to planning. The visit leader identifies what is materially different from normal provision and records only the controls needed to manage significant risks. Generic risk assessments are never used as a substitute for visit-specific thinking.

Planning factors

- Staffing — competence, experience, familiarity with the group, qualifications, fatigue, roles and contingency cover.
- Timing — weather, daylight, transport timetable, duration, rest, meals, religious observance and base-contact availability.
- Activity — purpose, technical demands, equipment, provider arrangements and non-taught time.
- Group — maturity, behaviour, SEND, medical needs, allergies, safeguarding vulnerabilities, water confidence and previous experience.
- Environment — route, venue, crowds, terrain, weather, water, accessibility, communication and emergency access.
- Remoteness — distance from support, transport options, medical response time and reliable communications.

The leader undertakes a pre-visit where it adds value, and identifies clear stop, modify and Plan B criteria. Dynamic changes on the day are recorded where they materially alter the plan. A visit will not proceed, or will be stopped, if the leader, EVC or Headteacher judges that effective supervision or safe participation cannot be maintained.

7 Safeguarding and pupil welfare

All adults follow the school's safeguarding policy, staff code of conduct and current KCSIE procedures. The visit leader identifies relevant pupil vulnerabilities and shares the minimum necessary information with adults who need it to keep a pupil safe.

- The visit plan names the DSL or deputy available during the visit, including out of hours, and states how concerns, disclosures, allegations and low-level concerns will be reported.
- Adults are openly observable where possible, maintain professional boundaries, avoid private messaging, and follow the school's rules for physical contact, photographs and social media.
- For residentials, the plan sets out sleeping arrangements, overnight supervision, staff gender mix, room checks, privacy, toilet and changing arrangements, and arrangements for pupils whose needs require individual consideration.
- Start and end arrangements, including late return, collection, pupil registration and handover, are explicit.
- Volunteers and contractors are subject to the school's safer-recruitment and DBS risk-assessment procedures. Adults without appropriate checks are not left unsupervised and do not undertake regulated activity.
- A missing child response is a safeguarding response. Immediate action, police involvement where necessary, parent communication and local authority reporting follow the emergency procedure (Appendix B).

8 Inclusion, SEND and medical needs

The visit leader plans for every pupil to participate safely and with dignity. Reasonable adjustments are considered before any decision is made to alter or restrict participation. Parents are not required to accompany a pupil as a condition of participation unless this is a freely agreed arrangement that is genuinely necessary, and it does not replace the school's duty to make appropriate provision.

- The leader reviews relevant Education, Health and Care plans, individual healthcare plans, risk assessments, and behaviour and support plans with the pupil, parents and appropriate staff.
- The plan identifies the adjustments, named adults, equipment, communication approaches, supervision, food, travel, breaks, sensory needs, medication and contingency arrangements required.
- Any medical procedure or prescription medicine is supported only by trained, competent and insured staff, in accordance with the pupil's plan. A first-aid qualification alone is not condition-specific training.
- Medication is accessible without delay, stored appropriately, and checked before departure. The base contact holds relevant emergency information securely.
- The visit leader ensures the information is current and reconfirms any significant change before departure.

9 Allergy safety

The school implements its separate published Allergy Safety Policy on every visit. The named Allergy Safety Lead assures the visit process and supports the EVC where a pupil has an allergy or anaphylaxis risk.

- Each relevant individual healthcare plan and Allergy or Asthma Action Plan is reviewed before approval. The plan states triggers, prevention measures, medication, trained staff, action in an emergency, food arrangements and how information will be shared.
- The leader makes safe food arrangements with venues, caterers and providers, including allergen information, avoidance of cross-contamination and packed-lunch controls. A venue's declaration that it is “nut free” is not sufficient assurance on its own.
- Prescribed adrenaline auto-injectors and asthma inhalers travel with the pupil or are immediately accessible, with in-date backup arrangements specified. The leader confirms mobile-phone coverage and emergency-service access.
- All adults know how to recognise anaphylaxis, respond immediately, and follow the pupil's plan. Serious allergic incidents and near misses are reported, investigated and used to improve future arrangements.
- Allergy arrangements are designed to enable participation in trips and visits, not to create avoidable barriers.

10 Parents, consent, charging and information

Parents receive timely, clear information about the educational purpose, arrangements, supervision, costs, clothing, medication, behaviour expectations, emergency contact and consent route for every visit.

- Written consent is always required for nursery-age children. For other pupils, routine curriculum visits during normal hours may be covered by informed annual or whole-time consent; parents are still informed and able to raise concerns.
- Specific written consent is required for higher-risk, adventurous, residential and overseas visits, and normally for visits outside normal hours.
- The school keeps contact, medical, dietary and access information current. Verbal consent is exceptional, is obtained only from a person with parental responsibility, and is recorded with date, time and name.
- Charging and remissions comply with the Education Act 1996 and the school's charging policy. Voluntary contributions are clearly voluntary; no child is treated differently or excluded because a parent cannot or will not pay.
- Where a visit cannot proceed without contributions, the parent letter says so at the outset. For chargeable residential board and lodging, eligible families are told about statutory remission and the support available.

11 Staffing, supervision and conduct

There is no universal staff-to-pupil ratio for visits. The EVC, Headteacher and visit leader make a recorded professional judgement using the planning factors in Section 6. Effective supervision may be direct, indirect within clear boundaries, or remote only where the group and activity justify it.

- Early years statutory ratios are a minimum. Additional adults are provided whenever necessary for effective supervision away from the normal setting.
- Every visit has a competent leader and, unless genuinely disproportionate, a designated deputy. The plan allocates pupils to named adults and includes headcount or check-in arrangements.
- All accompanying adults are briefed on the itinerary, group information, safeguarding, first aid, allergies, behaviour, boundaries, emergency actions and communication protocol.
- Adults supervising pupils remain alcohol and impairment free throughout the visit, including overnight. The employer's alcohol and drugs policy applies in full.
- Staff do not make unapproved changes to adventurous activities during a visit.

12 Transport

Transport is planned as a core element of the visit. The leader considers route, timings, seats and restraints, driver competence, fatigue, supervision, pick-up and drop-off, breakdown, accessibility, weather and contingency.

- Coach and bus companies are suitable and checked through the provider assurance process (Appendix C). The leader confirms arrangements for seat belts, driver hours, emergency exits, luggage and pupil supervision.
- Private-car transport requires Headteacher approval, appropriate insurance, and compliance with the school's safeguarding and lone-working arrangements.
- Minibus drivers meet the legal driving-licence and permit requirements and the employer standard. Employees of Blackburn with Darwen Borough Council hold current MiDAS certification or an evidenced equivalent. Drivers complete pre-use checks and comply with local vehicle, defect-reporting and journey procedures.
- A Section 19 permit, insurance position and licence entitlement are checked where relevant. Driving abroad requires separate legal and insurance checks.

13 External providers and accommodation

The school remains responsible for the overall welfare of pupils even when a provider leads an activity. A provider holding a Learning Outside the Classroom Quality Badge may be relied upon for detailed safety assurance, but the visit leader still confirms that the provider is suitable for this group and agrees responsibilities in writing.

- For providers without the Quality Badge, the school obtains and records assurance on public liability insurance, legal compliance, any relevant activity licence, staff competence, safeguarding, risk management, emergency arrangements, transport, accommodation, food, accessibility and subcontracting.
- Where applicable, an EV4 Provider Statement and current public liability certificate are attached to EVOLVE.
- The plan states precisely who supervises pupils at every stage, including travel, meals, free time, evenings, transitions and emergencies.
- Accommodation is assessed for suitability, security, fire and evacuation arrangements, room allocation, accessibility, food safety, first aid, communications and safeguarding.

14 First aid, insurance and emergency planning

Every visit has first-aid provision appropriate to the activity, environment, group and response time. Residential and adventurous visits require a qualified first aider, or demonstrably equivalent access to competent first-aid provision, available 24 hours a day where relevant.

- The leader carries the group list, EV7 emergency card, an appropriate first-aid kit, a charged school mobile phone, relevant medication and essential medical information.
- The independent base contact holds the group list, current contacts, EV7 and EV8 cards, and 24-hour access to visit details.
- The visit plan includes an emergency response and communications plan: scheduled check-ins, failure-to-check-in escalation, emergency numbers, media and parent communication, delegation, logging and return arrangements (Appendix B).
- The Headteacher ensures insurance is adequate for the activity, staff, volunteers, pupils, cancellation, personal effects where offered, overseas medical treatment, repatriation and all declared activities. The Risk Protection Arrangement or other cover is checked against the specific visit.

15 Adventurous activities, water and swimming

Adventurous activities require enhanced planning, leader competence and the approval route set out in Section 5. They include activities such as climbing, caving, hillwalking, water sports, high ropes, snowsports, open-water swimming, non-lifeguarded pools, camping, and activities involving inherently adventurous skills. Where uncertain, the leader treats the activity as adventurous and seeks advice before booking.

- A provider must hold any required adventure activities licence. Staff-led adventurous activity requires specific local authority approval, appropriate qualifications, current evidence and operation within the limits of the leader's competence.
- Water-margin activity, water-based activity and swimming are classified and planned separately. Lifeguarding arrangements, water confidence, environmental conditions, equipment, emergency rescue and local advice are confirmed before the activity begins.
- Hotel and overseas pools require particular scrutiny. Where qualified lifeguarding is not provided, the visit requires formal approval of the person taking responsibility for swimming safety.
- For snowsports, pupils wear helmets; appropriate qualified instruction is provided; and staff supervision, group monitoring, weather, equipment, piste boundaries and off-piste controls are made explicit.

16 Residential, overseas, exchange and expedition visits

- Residentials require explicit overnight safeguarding, welfare, staff rota, medication, food, sleep, personal care and communication arrangements.
- Overseas planning includes current FCDO travel advice, passports, visas or ETAs, consent to travel, insurance, destination health advice, vaccination and medication rules, currency, local law, cultural considerations, transport, accommodation, emergency healthcare, and a credible evacuation or return contingency. FCDO advice is checked at booking, before final payment, and immediately before departure.
- Exchange and homestay arrangements require host suitability, safeguarding, emergency contacts, welfare checks and clear responsibility for every pupil.
- Overseas expeditions follow BS 8848 principles and require early local authority engagement. Providers hold a Quality Badge, are a member of the Expedition Providers Association, or evidence conformity with BS 8848.
- Duke of Edinburgh expeditions are recorded and approved through EVOLVE as an adventurous activity. Routes, remote supervision, qualification, communication and emergency arrangements are attached.

17 Infection prevention and control

Visits follow current UKHSA health protection guidance and the school's infection-control procedures. The visit leader considers exclusion advice, ventilation, hygiene, food and water safety, outbreaks, vulnerable individuals, and the arrangements required by venues or destination countries.

The previous stand-alone COVID risk-assessment model is not used as a default. Instead, the leader applies the current all-infections approach and has proportionate contingency arrangements if a participant develops symptoms or requires medical support during a visit, particularly overseas.

18 Incidents, missing children, evaluation and records

All accidents, incidents and near misses are reported promptly through the employer's health and safety system and attached to the visit record where appropriate. Serious events are escalated immediately to the Headteacher, employer and local authority in accordance with local reporting thresholds.

- If a pupil is missing, the leader implements the emergency procedure immediately, notifies the base contact, and involves police or children's social care where required. The local authority missing-child form is completed even where the child is found quickly.
- Following every Level 2 and Level 3 visit, and following any incident on a Level 1 visit, the leader evaluates learning outcomes, safeguarding, supervision, provider performance, medical arrangements, and pupil and parent feedback, and identifies improvements.
- The EVC reviews patterns, incidents and near misses termly, and reports material findings to the Headteacher and Governing Body.
- Personal and medical information is shared only with people who need it, stored securely, transported securely, and retained or disposed of in line with the school's records-retention schedule and data protection policy.

Appendix A — Approval and planning checklist

- ☐ Educational purpose and expected learning outcomes are clear.
- ☐ Provisional Headteacher agreement is obtained before any financial commitment.
- ☐ Correct visit category, EVOLVE record and approval route are confirmed.
- ☐ Leader, deputy, staffing, competence, roles and supervision plan are approved.
- ☐ Proportionate risk management, Plan B, and stop or modify criteria are complete.
- ☐ Pupil safeguarding, SEND, medical, allergy, behavioural and access arrangements are agreed.
- ☐ Medication, named trained adults, medical equipment and emergency information are checked.
- ☐ Provider, transport and accommodation assurance is complete and attached.
- ☐ Parent information, consent, and lawful charging or remission arrangements are complete.
- ☐ Base contact, communications plan, EV7, EV8 and emergency access are in place.
- ☐ All adults and pupils are briefed and the final attendance list is confirmed.
- ☐ Post-visit evaluation and incident-reporting responsibilities are allocated.

Appendix B — Emergency response procedure

Step	Action
1. Protect	Take immediate action to prevent further harm. Call emergency services where needed. Do not move a casualty unless necessary for safety.
2. Lead	The visit leader takes operational control; the deputy maintains group supervision; adults follow their allocated roles.
3. Inform	Contact the base contact using the EV7 card. The base contact informs the Headteacher and activates local authority or employer arrangements.
4. Record	Keep a contemporaneous log of facts, actions, times, decisions and communications. Preserve evidence where appropriate.
5. Communicate	Only authorised people communicate with parents, media or on social media. No one speculates, admits liability, or publishes images.
6. Safeguard	For welfare concerns or a missing child, follow the safeguarding procedure and contact the police or children's social care immediately where required.
7. Recover	Arrange care for pupils and adults, safe return or alternative arrangements, reporting, debrief and review.

Appendix C — Provider assurance checklist

- Quality Badge status, or alternative assurance, checked.
- Public liability insurance and any required adventure activity licence checked.
- Written allocation of supervision, safeguarding and emergency responsibilities agreed.
- Staff competence, ratios, DBS or safeguarding arrangements and subcontracting checked.
- Venue, transport, accommodation, food, accessibility and medication arrangements checked.
- Activity-specific risk management and emergency procedures understood.
- Provider has the capacity and willingness to make reasonable adjustments for this group.

Appendix D — Individual visit inclusion and medical profile

Prompt	Record required
Pupil needs	Relevant plan reference; strengths; communication; triggers; early signs of distress; agreed support.
Adjustments	Travel, activity, clothing, equipment, sensory, meals, rest, access, staffing and Plan B.
Medical and allergy	Medication, storage, access, expiry checks, trained adults, action plan, emergency services and parent contact.
Safeguarding	Minimum necessary information; trusted adults; collection and handover arrangements; reporting route.
Pupil and family voice	What helps the pupil participate; concerns considered; agreement reached; outstanding action.

Appendix E — Policy audit schedule

Frequency	Assurance activity
Before each visit	EVC and Headteacher approval; competence, inclusion, medical, safeguarding and emergency checks.
Termly	EVC sample of approvals, training, incidents, near misses, provider performance and Local Learning Area use.
Annually	Governing Body receives an assurance report; policy, SOPs, insurance, contacts and training are reviewed.
After a material event	Immediate debrief; report; action plan; policy, SOP, training or provider status updated as required.

Appendix F — Local Learning Area: Standard Operating Procedures

F.1 Purpose and status

This appendix designates a Local Learning Area (LLA) for Feniscowles Primary School under Section 5 and Section 8.2 of the Blackburn with Darwen Borough Council (BwDBC) Educational Visits Policy, which permits frequent, low-risk, routine Level 1 visits to be risk-assessed once under an agreed set of Standard Operating Procedures (SOPs), rather than re-assessed for every individual visit.

Once approved by governors and confirmed with the LA Educational Visits Adviser, visits to the four sites below are recorded under the Local Area Visits module on EVOLVE rather than requiring an individual event-specific risk assessment each time.

This SOP set does not replace the BwDBC Educational Visits Policy.

It sits alongside it, and should be read together with this policy, the school's Safeguarding Policy, and the school's Behaviour Policy.

F.2 Sites covered by this LLA

- Feniscowles & Pleasington War Memorial Recreation Ground (“the Rec”), accessed via the public footpath
- The nature area adjoining the Rec, off Preston Old Road
- Cherry Tree Library
- Witton Park (orienteering)

F.3 General provisions — all sites

F.3.1 Staffing ratios

The following ratios apply as the default for LLA visits under this appendix. A visit leader may increase (never reduce) the ratio where SEND, medical needs or group behaviour require it, and this is recorded on the EVOLVE Local Area Visits entry.

Key stage	Ratio (adults : pupils)
Reception (EYFS)	1 : 6
Key Stage 1	1 : 10
Key Stage 2	As appropriate to the needs of the children in the group — set by the class teacher/visit leader and confirmed with the Headteacher/EVC before the visit, taking account of group size, behaviour and SEND/medical needs.

F.3.2 Named roles

- Every visit under this LLA has a named Group Leader (the class teacher or a nominated senior adult) and a named Deputy, agreed before departure and recorded on the class visit register.

- The Group Leader carries the school mobile phone and the EV7 emergency card, or names the specific adult who does.
- The Deputy carries the first aid kit and the group list, or names the specific adult who does, and takes the rear position on any walking route.
- Every accompanying adult knows who the Group Leader and Deputy are before the visit begins.

F.3.3 Supervision

- All visits under this LLA use direct, active supervision — staff leading and positioned with the group throughout, not indirect or remote supervision (Section 11 of this policy).
- A headcount is taken before departure, on arrival at the site, before leaving the site, and on return to school. For Cherry Tree Library and Witton Park, an additional headcount is taken at every road crossing (see F.4.3 and F.4.4).

F.3.4 Rendezvous and lost-child point

If the group becomes separated at any of the four sites, the standing instruction is: stop, do not search alone, and the Deputy remains with the main group while the Group Leader (or a second named adult) returns along the route just walked. The rendezvous point for each site is stated in its individual SOP below. If a child cannot be located within a few minutes, the Group Leader escalates immediately via the emergency procedure (Appendix B) — this is a safeguarding response, not something to resolve informally first.

F.3.5 Documentation and equipment carried on every visit

- Group list of all staff and pupils
- EV7 emergency card
- First aid kit — the class grab-and-go bag
- School mobile phone, signal-checked as part of pre-visit planning for Cherry Tree Library and Witton Park
- Any pupil medical information or medication required, including any adrenaline auto-injectors or inhalers

F.3.6 Public access

- All four sites involve shared public space (footpath, park, library, or public highway). Staff maintain a lead and rear position on the group, brief pupils on courteous behaviour toward other path/park users and dogs, and do not use children's names visibly (e.g. on clothing) in public areas.

F.3.7 Weather and Plan B

- The Rec, footpath and nature area: in poor weather (heavy rain, high winds, ice), the visit is run in the school grounds instead.
- Cherry Tree Library and Witton Park: in poor weather, or if a walking route becomes unsuitable (e.g. icy pavements), the visit is postponed.

F.3.8 Consent

Covered under the school's annual/blanket consent arrangements for Level 1 visits (Section 10 of this policy); no additional specific consent is required for the sites in this LLA.

F.4 Site-specific SOPs

F.4.1 Feniscowles & Pleasington War Memorial Recreation Ground ("the Rec")

Access	School gate → fenced public footpath (no road crossing) → enclosed Rec
Distance / journey time	Immediately adjoining the school site
Classification	Non-adventurous — Level 1 (BwDBC policy Section 6.1 / 11)
Ratio	As stated in F.3.1
Rendezvous point	The school-gate entrance to the footpath — the fixed point pupils are told to return to, or wait at, if separated from the group
Toileting	Pupils use the school toilets before departure. None available at the Rec itself, so the visit is timed accordingly.
Hazards identified	<ul style="list-style-type: none"> • Other path/park users and dogs • Football posts/goals when the Rec is in use by Feniscowles & Pleasington JFC • General trips/falls on grass • Vehicle movement in the car park at the far corner, by the café
Control measures	<ul style="list-style-type: none"> • Footpath is fenced along its length — no road exposure • Rec is fully enclosed • Group routed away from the car park corner unless it is the designated pick-up/drop-off point • Lead and rear supervising adult on the footpath
LA approval required	No — Level 1, recorded on EVOLVE Local Area Visits module (recommended, not mandatory)

F.4.2 Nature Area (adjoining the Rec, off Preston Old Road)

Access	Directly from the Rec (not via the school gate)
Distance / journey time	Immediately adjoining the Rec
Classification	Non-adventurous — Level 1
Ratio	As stated in F.3.1
Rendezvous point	The point of access from the Rec into the nature area
Toileting	Pupils use the school toilets before departure, as for the Rec. None available in the nature area.
Hazards identified	<ul style="list-style-type: none"> • Uneven woodland terrain, roots, undergrowth • Boundary runs adjacent to Preston Old Road • Other public users of the area

Control measures

- Preston Old Road boundary is not accessible from within the area and is kept secure through active supervision — staff position themselves between the group and that boundary
- River Darwen is not accessible from this area — no water-margin provisions required
- Group kept on informal paths; staff walk the boundary and point it out to pupils at the start of every visit

LA approval required

No — Level 1, recorded on EVOLVE Local Area Visits module

F.4.3 Cherry Tree Library — detailed walking SOP

Route: approximately 0.7 miles each way; allow at least 25 minutes for the group walk, crossings, headcounts and contingency time.

Route description

- Leave school through the agreed pedestrian gate and assemble pupils safely away from the road.
- Use the zebra crossing on Livesey Branch Road to move to the pavement required for the route. Do not cross elsewhere.
- Walk north along Livesey Branch Road in pairs, remaining on the pavement.
- At the junction with Preston Old Road (A674), turn towards Cherry Tree and follow the pavement along Preston Old Road.
- Continue on the same side of the A674 wherever practicable. Cross side-road entrances only when necessary to remain on the agreed pavement; do not cross the A674 informally.
- Continue past The Arches and along Preston Old Road towards Cherry Tree.
- At the final approach, follow the pavement into/along Cherry Tree Lane to Cherry Tree Library. Assemble outside the library entrance, clear of driveways and the carriageway.

Identified crossings and controls

Crossing point	Required control
1. Livesey Branch Road, by school	Use the zebra crossing only. Lead adult checks traffic has stopped; pupils cross in a single continuous group.
2. Junction of Livesey Branch Road and Preston Old Road	Treat as a high-attention junction. Cross only the minor side road/pavement continuation if required; do not cross the A674 at this point.
3. Side-road junctions along Preston Old Road	Adults stop the group before each dropped kerb; check for turning vehicles, including vehicles emerging from side roads and driveways.
4. Final junction/approach to Cherry Tree Lane	Pause, regroup and cross only where the pavement route requires it, following the same “stop, assess, cross together” routine.
Distance / journey time	≈ 0.7 miles each way; at least 25 minutes each way allowing for crossings, headcounts and contingency
Classification	Non-adventurous — Level 1, as a routine, curriculum-linked visit on a known, regularly-walked route
Ratio	As stated in F.3.1

Rendezvous point	Outside the library entrance (arrival) and the school pedestrian gate (return). If separated en route, the standing instruction is to stop at the last crossing point passed and wait there.
Toileting	Pupils use the toilet at school before departure. Toilets are available at the library if needed while there; an adult accompanies any pupil using them, following the school's usual off-site toileting safeguards.
First aid	Class grab-and-go bag, carried by the Deputy
Hazards identified	<ul style="list-style-type: none"> • Sustained walk alongside a through-road (Preston Old Road) with vehicle traffic • Multiple road crossings and junctions en route (see table above) • Pavement condition / street furniture
Control measures	<ul style="list-style-type: none"> • Walk in pairs, lead and rear supervising adults, hi-vis where the school's normal local-walk practice requires it • Named crossing points used consistently, each with its own control as set out above — no informal crossing of the A674 • Headcount at departure, at each of the four crossing points, on arrival, and on return
LA approval required	No

F.4.4 Witton Park (orienteering) — detailed walking route SOP

Use this route only when the Visit Leader has completed the pre-visit check and confirmed that the footways, crossing arrangements and weather conditions remain suitable. The route has no planned carriageway crossing; the A6062/A674 roundabout is the principal traffic interface.

Route	School to Witton Park Play Area
Walking distance	1.6 miles each way
Typical walk time	35 minutes each way
Group allowance	Allow 45 minutes each way

Route description

- Leave Feniscowles Primary School and proceed towards Livesey Branch Road (A6062). Turn left and remain on the pavement.
- Continue to the A6062/A674 roundabout. Keep the whole group on the pavement and follow the outside pedestrian route to the first exit, Preston Old Road (A674). Do not step into the carriageway or use the roundabout as a crossing point.
- Continue north along the Preston Old Road (A674) footway for approximately 0.7 miles. Keep pupils in pairs, with adults positioned at the front, middle and rear of the line.
- Turn left onto The Crescent. After approximately 260 feet, turn right to remain on The Crescent. Continue along the route into Witton Country Park.
- Follow the traffic-free park path for approximately 0.8 miles to Witton Park Play Area. Enter the play area as a group, complete a headcount and reconfirm the return meeting point before any activity starts.

Crossings and traffic controls

Location	Crossing status	Required control	Adult action
School exit and Livesey Branch Road (A6062)	No crossing planned	Leave the school onto the same-side pavement. Assemble the group before joining the public footway.	Lead adult checks the route ahead; rear adult holds the group until it is fully formed.
A6062/A674 roundabout	Traffic interface — no road crossing planned	Keep to the pavement around the outside of the roundabout and take the first exit to Preston Old Road (A674). This is not an acceptable place to improvise a carriageway crossing.	Lead adult pauses before the roundabout; middle and rear adults close gaps. Complete a headcount once clear.
Preston Old Road (A674) to The Crescent	No crossing planned	Remain on the route-side footway and turn left onto The Crescent. Do not cross the A674.	Lead adult confirms the turn; rear adult confirms the whole group is clear of the junction.
The Crescent and park access points	Vehicle access and path junctions	Treat driveways, access tracks and path junctions as controlled crossing points. Stop the group, check for vehicles and cross only on the lead adult's instruction if the pre-walk requires a change of side.	Lead adult gives the command to cross; one adult positions at the rear to prevent children moving ahead.

Operating controls

- The Visit Leader must pre-walk the route and record any change to traffic conditions, construction work, path closures or visibility on the visit plan before departure.
- Keep pupils in pairs. The lead adult controls pace and all stopping points; the rear adult ensures no pupil falls behind. Use additional adults in the middle of longer groups.
- Complete headcounts at departure, after the roundabout, on entering the park, on leaving the play area, after the roundabout on return, and on arrival at school.
- If a pavement is obstructed, a crossing point is unavailable, visibility is poor, traffic is heavy, or the group cannot be kept together, stop. Do not improvise a crossing of the A674. Amend the plan or return to school.

Pre-departure check

Confirm before leaving school	Yes / No	Visit Leader initials
The group can remain on the pavement around the A6062/A674 roundabout and along the A674.	☐ Yes ☐ No	
There are no closures, works, flooding, ice or other obstructions requiring an unplanned carriageway crossing.	☐ Yes ☐ No	
The weather, visibility, adult-to-pupil ratio and pupils' footwear are suitable for a 3.2 mile return walk.	☐ Yes ☐ No	
First-aid arrangements, medication, contact details and the return timing are confirmed.	☐ Yes ☐ No	

Return journey

Use the same route in reverse. Regroup and headcount before leaving the play area. Reassess the A6062/A674 roundabout on return; if conditions have changed, stop and follow the visit contingency plan rather than crossing the A674 informally.

Seasonal restriction	Not scheduled November to March inclusive, owing to reduced daylight over the walk and activity time. Visits run April to October only.
Activity classification	“Orienteering in Parks (e.g. Witton)” is explicitly listed as Normal/Routine (non-adventurous) in the BwDBC policy's adventurous-activities table — as distinct from “Orienteering in Open Country”, which is adventurous
Course	The school's official orienteering course, staying entirely within the park boundary; groups always led and directly supervised by adults throughout (not self-managed/indirect supervision)
Ratio	As stated in F.3.1
Rendezvous point	Witton Park Play Area entrance — the headcount and return meeting point reconfirmed on arrival, per Step 5 of the route above. If a group is separated on the course itself, pupils are briefed beforehand to stay at their last marker/control point and wait for an adult.
Toileting	Pupils use the toilet at school before departure. Public toilets are available at Witton Park; these are not school-controlled facilities, so an adult always accompanies a pupil to the entrance, waits immediately outside, and checks in verbally before and after use. No pupil uses the public toilets unaccompanied or without another adult aware of the check.
First aid	Class grab-and-go bag, carried by the Deputy
Hazards identified	<ul style="list-style-type: none"> • The A6062/A674 roundabout as the principal traffic interface on the walk • Sustained walk along Preston Old Road (A674) and The Crescent • Within the park: the River Darwen, and adjacent adventurous-activity land (Go Ape, riding club) that must be stayed clear of • Other park users • Use of public toilet facilities (safeguarding) • Reduced daylight outside the April–October window (addressed by the seasonal restriction above)
Control measures	<ul style="list-style-type: none"> • Route and crossings followed exactly as set out above — no informal crossing of the A674 or the roundabout • Pre-departure check completed and signed off by the Visit Leader before every visit • Course boundary kept entirely within the maintained park area, well clear of the riverbank, Go Ape site and riding club land • Direct adult-led supervision of every group at all times — no indirect/self-managed orienteering • Public toilet use follows the accompanied, checked-in routine set out above • No visits scheduled November–March
LA approval required	The orienteering activity itself does not require LA approval; the visit as a whole is treated as Level 1 under this LLA.

F.5 Review and sign-off

These SOPs are reviewed annually, or immediately if any of the following change: the physical boundaries of a site, access routes, the presence of new hazards, or BwDBC/OEAP National Guidance.

Drafted by	Educational Visits Coordinator, in consultation with the Headteacher
Approved by	Full Governing Body (FGB)
Date of approval	September 2026

Sources informing this policy

Department for Education, Health and safety on educational visits; Keeping Children Safe in Education 2026; Supporting pupils at school with medical conditions; Allergy safety in schools statutory guidance, July 2026; EYFS statutory framework; Charging for school activities; Department for Transport and DfE, Driving school minibuses; UKHSA, Health protection in children and young people settings; HSE adventure activities licensing; FCDO travel advice; OEAP National Guidance.

Sources are rechecked at each annual review.