

Juniper Hill School

Local Visits Policy



Kindness Enjoyment Achievement

Reviewed January 2026

Juniper Hill School is committed to providing and maintaining a safe and healthy learning environment for children and this extends beyond the school facilities and grounds. Local trips and visits are an important of our enriched curriculum and help to promote our school value of Community.

1. Operating Procedure

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.

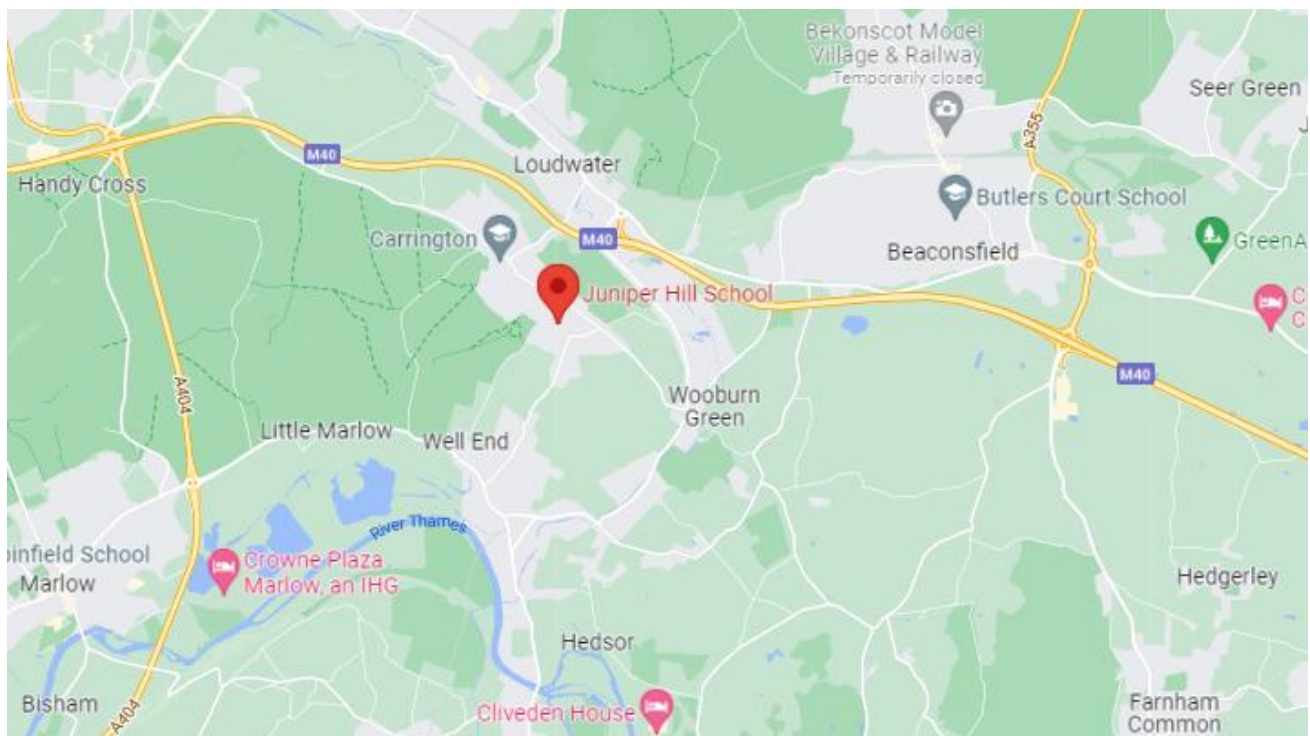
These visits/activities:

- 📍 Must be recorded on EVOLVE via the 'Local Area Visit' module.
- 📍 Do not require parental consent, however, parents will always be informed of the visit / trip in advance via ParentMail.
- 📍 Will require a local visit / trip risk assessment

2. Boundaries

The boundaries of the Local Learning Area are shown on the attached map. This area includes, but is not limited to, the following frequently used venues:









- 📍 Christ Church, Flackwell Heath
- 📍 Handy Cross Sports Centre
- 📍 Borlase Grammar School (Marlow)
- 📍 John Hampden Grammar School (High Wycombe)
- 📍 Bourne End Academy School
- 📍 Flackwell Heath Library
- 📍 Chiltern's Manor Care Home



3. Operating Procedures for Local Area Learning

3.1 Significant issues/hazards

















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

-  Road traffic
-  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).
-  Narrowed pavements due to outside seating / parked cars / rubbish bins etc.

3.2 Managing risk

Risks are managed by a combination of the following:

The following are generic and should be reviewed

-  A member of the Leadership Team or Educational Visit Coordinator (EVC) must give verbal approval before a group leaves.
-  There will normally be a minimum of three adults – the ratios for EYFS will be what is recommended by the government. A member of staff accompanying the visit / trip must be first aid trained.
-  All adults will wear high vis jackets.
-  All adults will follow the school mobile phone policy. Any photographs of children will be taken on a school device.
-  Only staff judged competent and physically fit to supervise the children in the environment will be approved to attend the visit / trip.
-  An individual risk assessment will be completed for children with physical disabilities / limited mobility, this will include how the child will travel to and from the venue.
-  The route selected will take in to account traffic, the least busy route will be selected for the group to use
-  Antibacterial wipes will be taken on the trip.
-  Staff will be familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
-  The children will have been spoken to before the visit about how to cross roads and the importance of following adult instructions.
-  Pupils' clothing and footwear will be checked for appropriateness prior to leaving school. The children may be allowed to wear trainers depending on the distance they are travelling.
-  A First Aid Kit will be taken on the visit / trip. Staff are aware of any relevant pupil's health care plans. Individual children's medication will be taken on the visit / trip.
-  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.
-  The EVC will prepare a trip pack for each adult with lists of children, mobile phone number and emergency information. This pack must be returned in full to the EVC at the end of the visit for GDPR reasons.
-  Appropriate personal protective equipment is taken when needed (e.g., gloves, bag for waste, tissues etc.)

NB: If the children are walking to a local site, the trip may be cancelled or postponed due to severe weather conditions.

This policy must be read in conjunction with the:

Child Protection Policy

Mobile Phone Policy

First Aid Policy

Health and Safety Policy