

Biddulph High School Local Area Visits and Extra Curricular Fixtures Policy

Purpose and scope

This policy sets out how Biddulph High School plans, authorises and manages routine local area visits and extra curricular sports fixtures, during or after the school day. It applies to staff leading pupils off site for these activities and should be read alongside the school's educational visits, safeguarding, first aid, medicines, transport and emergency procedures. More complex visits, residential activities and adventurous activities require the relevant full educational visits approval process.

Roles and authorisation

The visit leader is responsible for planning, recording and running the visit, briefing pupils and staff, checking individual needs and communicating with families. The Educational Visits Coordinator (EVC) oversees the local visit arrangements and approves the appropriate route through EVOLVE. The office holds the live visit details and acts as the school contact. The member of SLT responsible for visits resolves any uncertainty about classification, staffing or additional controls before departure.

A fixture or local visit must be approved through the school's current EVOLVE process before it takes place. Enter the venue, purpose, timings, transport, staffing and pupil list. For fixtures, create the trip in Arbor and arrange cover and transport as needed, normally at least three school days beforehand. Short notice changes require the EVC's approval and prompt communication to the office and families.

Local area and permitted activities

The local area consists of familiar destinations used for routine school activities, including Biddulph Leisure Centre and regularly used schools, sports venues and facilities such as Fenton Manor, Northwood Stadium, Schools within the Staffordshire Moorlands and City Sports Associations as well as Staffordshire as a whole. The leader and EVC must confirm that the specific activity, venue and travel arrangements are suitable for the local visit procedure.

Pupils must not enter public shops or travel along public roads without the supervision specified in the visit plan. Staff accompany road crossings and use designated crossings wherever available, including at Fenton Manor. Swimming, water proximity and any activity with distinct hazards require activity specific arrangements and approval.

Planning and risk management

Use the school's established generic assessments for the activity and minibuss or coach where applicable. The leader makes a proportionate check of the specific route, venue, weather, transport, pupil needs and event arrangements. Record additional controls where the circumstances differ from the usual plan; a generic assessment alone must not be used to overlook a new hazard.

- Confirm competent staffing and a supervision plan suitable for the group, activity, travel and individual needs. Any remote supervision must be explicitly approved, with clear boundaries, check ins and pupils in at least pairs.
- Check traffic and crossings; members of the public and animals; separation from the group; uneven surfaces; weather; and activity specific hazards such as equipment, vegetation or litter.
- Check suitable clothing, footwear and protective equipment. Confirm the venue's first aid provision, the staff response and how emergency help will be obtained. Do not assume another organisation will provide a first aider without confirmation.
- Check relevant health, medical, SEND and safeguarding information; agree reasonable adjustments and ensure required medication, care plans and trained support are available.

Information and consent for families

Send the visit or fixture details through Arbor, normally at least three school days before a fixture. State the destination, activity, date, departure and expected return times, kit, transport, and collection arrangements. Ask parents or carers to check that contact and medical details in Arbor are current and to notify school of any change. Explain arrangements for medication in line with the school's medicines policy.

Routine curriculum visits within normal school hours generally do not need separate written parental consent, although families should be informed. For after school fixtures do not require parental consent as long as details are sent home. For higher risk activities and other non-routine visits, the leader must check the school or trust consent requirements with the EVC and obtain the necessary consent before participation. An invitation or information email is not itself proof that required consent has been obtained.

Departure, supervision and return

- Before leaving, check the final attendance against the approved list. Provide each accompanying member of staff with secure access to essential contact and medical information and leave the office a current pupil and staff list, destination, travel method, planned return time and working contact number. Handle and dispose of personal information under school procedures.
- Brief pupils on behaviour, boundaries, road crossings, what to do if separated and any venue specific rules. Count pupils at departure, arrival, changes of location and return. Staff maintain active supervision throughout travel and the activity.
- Take a charged staff phone, required medication and equipment, and any agreed first aid supplies. Follow the school's transport and driver requirements.
- On return, account for all pupils, apply the agreed collection arrangements and tell the office that the group has returned. Alert families and the office promptly to material delays or changes.

Incidents and emergencies

The leader first makes the group safe, contacts emergency services where needed and follows the school's emergency and safeguarding procedures. Notify the school office or designated emergency contact as soon as practicable; the school coordinates contact with parents and carers. Record and report incidents, injuries, near misses and safeguarding concerns through the school's reporting routes. If a pupil is missing, immediately secure and account for the rest of the group, alert the venue and school, and follow the missing pupil emergency procedure.

Monitoring and review

The EVC and relevant senior leader monitor visit records and any incidents, check compliance with the procedures at least termly, and amend arrangements when learning identifies a need. This policy is reviewed annually.

Appendix A

Fixtures Procedure for PE Staff

PE Staff will be expected to:

1. Create trip on Arbor and add staffing / students / venue / date & time (At least 3 days before fixture)
2. Send email home as below (3 days before fixture)
3. Print out copies of student list from Arbor including medical info and parent contacts (1 for each member of staff on the fixture and 1 to leave at reception)
4. Ensure you have all medication needed (asthma packs etc.) and care plans where required.

Parent / Guardian will be expected to:

1. Ensure all student and medical information is up to date on Arbor, as this is where we pull information from for fixtures.

Email home to be sent with each fixture (Change bold text to suit each fixture)

Appendix B

Example Fixture message to families

Dear Parent or Carer,

Your child has been selected to represent Biddulph High School in [sport and event] at [venue] on [date]. We will leave school at [time] and expect to return at approximately [time]. Pupils will travel by [method] and need [kit and equipment]. Please arrange for your child to be collected or to travel home from [location] at the return time.

Please check that your contact and medical information in Arbor is up to date and let the school know about any change relevant to this fixture. If your child needs medication during the event, please contact us in advance so that arrangements can be agreed under the school's medicines policy. [Insert consent or response instructions where required.]

Kind regards,
[Name and role]

Written by: David Ackerley (Head of PE)

Date: 24/09/2026

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