

Local Area Visits Policy Template

<p>General</p>	<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"> • must be recorded on EVOLVE via the ‘Local Area Visit’ module. • do not require parental consent. (<i>State if there are any situations where you would like parents to be informed in advance, eg. via EVOLVE or a slip sent home</i>). • do not normally need additional risk assessments / notes (other than following the Operating Procedure below).
<p>Boundaries</p>	<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> <p>Oxton Village Williamson Art gallery Birkenhead Library Sainsburys Prenton Lidl Birkenhead Swimming Guinea Gap or Europa (arranged by LA) Arno Prenton Christ Church Church Life Centre Birkenhead</p> <p>Amenities close to school such as post box/zebra crossing</p>
<p>‘No-go’ areas within the Boundaries</p>	

Operating Procedure for Local Learning Area

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

- Road traffic.
- Other people
 - social distancing
 - members of the public
 - animals.
 - Etc.
- Losing a pupil.
- 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 or deputy must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school, and a synopsis is in the School Prospectus, however we will inform parents of local visits via social media and or by letter.
- 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.
- *The SAGED model will be used (Staff, Activity, Group, Environment, Distance from base) will be used to inform ratios*
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the Local Learning Area is suspended.
- Pupils' 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.)

Notes

Once you have completed and agreed the policy with your Governing body please complete the short form via this link [Microsoft Forms](#) and we will activate the Local area visits module on EVOLVE withing 10 working days