



Local Area Visits Policy



<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 the villages of Huxley and Hargrave.</p> <p>This area includes, but is not limited to, the following frequently used venues: e.g.</p> <ul style="list-style-type: none"> • St Peter’s Church, Hargrave • Local farms • Public Footpaths in the local area
<p>‘No-go’ areas within the Boundaries</p>	<p>Busy roads with no footpaths (school minibus will be used instead)</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.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).
- Car Parks at the Church

These are managed by a combination of the following:

- The Head (and EVC) 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 and office.
- 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.
- 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
- Use antibacterial wipes to clean any equipment before use
- There will normally be a minimum of two adults however 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.
- All pupils will be allocated a group adult. 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.)
- Mini bus risk assessment completed should the bus be needed for short trip within local area e.g. field trips

