Local Area Visits

Chancel Primary School| November 2023 | Version 1

Process:

| Info Meeting with EVA

Is this right for the establishment?

Template document provided to help | → | Create a LV Policy and LLA Operating Procedures stand-alone or integrated into existing EV Policy | → | Upload Policy to Evolve and inform EVA. Module switched on | → | Book Staff VL training Demonstrate competency to operate with minimal oversight | → | Review Call with EVA team in 1 Term

Is this right for the establishment?

Policy & Practice |
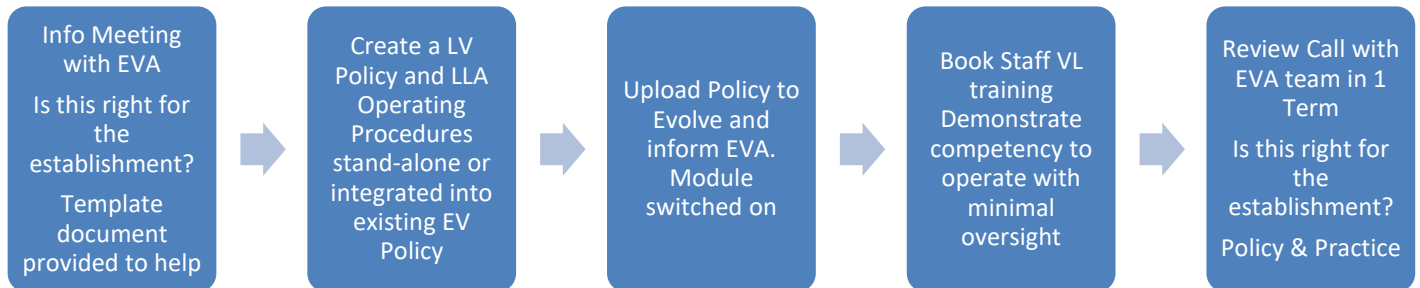
Template:

Local Visits Policy

This document has been prepared in accordance with:

https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits
https://oeapng.info/download/1184/ - OEAP NG 5.3b How to write an establishment visit policy.
https://oeapng.info/download/1144/ - OEAP NG 4.3c Risk management – an Overview

General

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day following the Operating Procedure below.

These visits/activities:
- must be recorded on a 'signing-out' sheet to be left with the office.
- do not require parental consent – parents will be informed via ClassDojo.
- do not normally need any additional risk assessments / notes (other than following the Operating Procedure below).

Boundaries

The boundaries of the Local Learning Area include, but are not limited to, the following frequently used venues:

e.g.
- St Augustine's Church
- St Augustine's Field
- The Old Chancel
- Rugeley Town Centre (i.e Choir performances)

- Lanrick House
- Rugeley Foodbank
- Rugeley Fire Station
- Rugeley Tesco, Morrisons (local stores)
- Rugeley Leisure Centre
- Rugeley Library
- Rugeley Cenotaph
- Hagley Field
- Rugeley Schools (within the Rugeley boundary)

'No-go' areas within the Boundaries
- Canal tow path

Transport to the Local Learning Area
The methods of transport will be in the control of the school, but will usually be on foot.

Local Learning Area LLA

Operating Procedure

The following are potentially significant issues/hazards within our Local Learning Area:
- Road traffic.
- Other people / 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).

These are managed by a combination of the following:

- The Head 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 shared with all new parents when their child joins the school, and is available via the School Website.
- There will normally be a minimum of two adults.
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- 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 done in 'buddy' pairs as a minimum.
- 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 complete a 'Signing out' sheet with the office.
- 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, masks…)

IMPORTANT
- Under no circumstances are pupils permitted to use the canal tow path.

First Aid Policy for LLA

Whenever possible a First Aider should accompany class visits. Staff leading the Local Learning Visit must always carry a portable First Aid Bag and the School Mobile. All pupils with medical needs i.e. asthma, must have access to their medication at all times.

Review Period for the Local Learning Area

This document will be reviewed, at least termly, and shared with staff and Governors.

Monitoring for the Local Learning Area

The Head, EVC or their delegate will take part in local visits to maintain an overview of potential risks and how to mitigate any such risks – adapting this document as necessary.