



## ST. ANNE'S C.E.(VC) PRIMARY SCHOOL



### LOCAL VISITS POLICY

'Together with God, Making Learning a Life Long Friend'

Approved:	18.03.2024
Review Date:	31.03.2026

We are a Church of England School and our policies are written with a commitment to our Christian Character, which is rooted in the Bible.

*Start children off on the way they should go and even when they are old they will not turn from it (Proverbs 22:6)*

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; however, parents and carers will be notified via Dojo or, text message or email.
- do not normally need any additional risk assessments / notes other than following the Operating Procedure below. However, we hold Risk Assessments that are updated annually for local walks, visits to the church and visits to the school playing field.

### **Boundaries**

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

- Brown Edge Park
- St Anne's Church

- Knypersley Reservoir
- Marshes Hill
- Endon High School
- Brown Edge Village from the school to B5051



### **'No-go' areas within the Boundaries**

South of the B5051, unless walking to Endon High School  
Canal Feeder path when bulls are present in the field

### **Transport to the Local Learning Area**

The methods of transport should be wholly in the control of the school, such as walking or private coach. If using an outside provider we would revert to the full visit form.

# Local Learning Area LLA

## Operating Procedure

The below is simply a generic risk assessment for these routine activities and could be placed into a table similar to the risk assessment template. This should be used alongside the specific risk assessments that have been created e.g. Local Walk.

**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).
- Knypersely Reservoir including the canal feeder

**These are managed by a combination of the following:**

- The Headteacher 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. This includes all teachers.
- 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.
- 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.
- 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 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 leave a completed '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,)
- When crossing B5051, only the crossing at the top of Clay Lake must be used.

When visiting Knypersely Reservoir, Judgefield Lane is not to be used and assessment into the animals in the field along the canal feeder path must be undertaken.

- Where indirect supervision takes place at Greenway Country Park, the meeting point will be next to the public conveniences. There must always be a member of staff there.

### **First Aid Policy for LLA**

As Local Learning Areas are close, contactable, and easily reached, first aider policy is based on the schools existing procedures and the likely activities undertaken.

### **Review Period for the Local Learning Area**

The review period for the local Learning Area must be set with a suggestion that is termly in the first year (to account for seasonal variations and learning) with regular contributions and updates from the visit leader team as they dynamically risk assess new elements.

### **Monitoring for the Local Learning Area**

The Head, EVC or their delegate should provide a monitoring visit initially once a term then regularly thereafter depending on risk and number of visits.