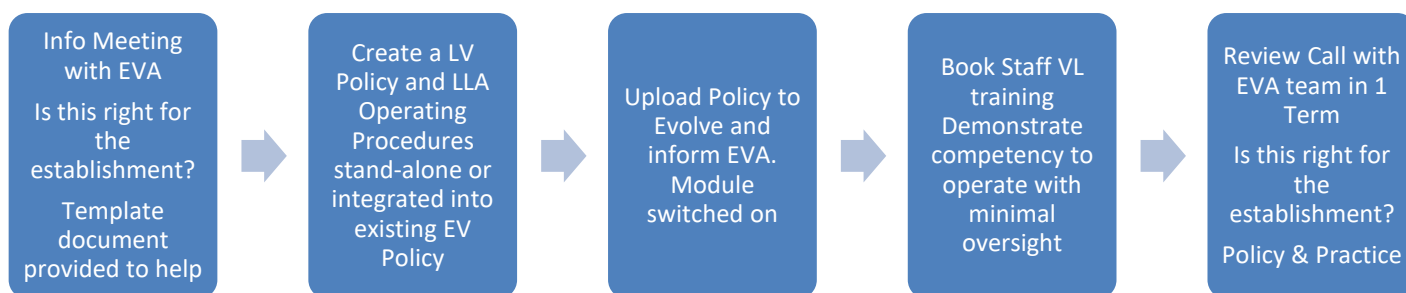


St Paul's CE (VC) First School Coven



Local Area Visits Policy

Process:



Local Visits Policy

St. Paul's First School follows the SUAT Educational Visits Policy which includes local visits and walks.

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 EVOLVE via the 'Local Area Visit' module.
- do not require parental consent but parents are notified in advance via SeeSaw.
- do not normally need any additional risk assessments / notes (other than following the Operating Procedure below).

Boundaries

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

e.g.

- The village of Coven
- The Memorial Hall
- St. Paul's Church
- Wolgarston High School
- Marshbrook First School
- Princefield First School

- St. Michael's First School
- Penkridge Cricket Club
- Brewood Middle School
- Brewood Library

'No-go' areas within the Boundaries

Transport to the Local Learning Area

The methods of transport should be wholly in the control of the school, such as establishment minibus, walking or cycling. If using an outside provider please 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)

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 or 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.
- 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.
- 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 either record the activity on EVOLVE (Local Area Visit module) or leave a completed 'Signing out' sheet with the office. Amend as necessary

- 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,)

IMPORTANT

PLUS, you must add any specifics relating to your local area, eg:

- When walking to church, the usual route will be via the footpath through the field unless the weather has been/is inclement and this presents a further hazard.

First Aid Policy for LLA

A minimum of one first aider must be included in the adult ratios. All staff with the exception of the headteacher are first aiders.

Review Period for the Local Learning Area

The review period for the local Learning Area is termly or as appropriate via the visit leader and the EVC.

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.