



Local Area Visits Policy

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Reviewed by	Health and Safety and Compliance Associate
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Policy owner	Operations Director
Location	Trust Website

Academies wishing to risk manage their Local Area Visits via the designated LAV module must have a detailed Local Area Visits Policy in place. There is a template policy document that Academies should use to prepare their policy, as below. Academies may enter their visits onto the LAV module, where this meets the criteria for a Local Area Visit, as defined within the 'scope' below.

Local Area 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

Scope

This policy applies to visits/activities within the 'Local Learning Area' which are part of the normal curriculum, take place during the normal school day, are within the local area and can be accessed without the need for hired transport.

If the activity is not curriculum based or beyond the school day, then full planning, consent and approval will be needed as for any other day visit. Visits which require transport beyond the control of the Academy e.g. walking / cycling / Academy minibus providing transport for visits in the local area, will be outside of the scope of the Local Area Visits Policy.

Visits/activities within the Local Learning Area can follow the Operating Procedure below. This must be sufficiently detailed to permit risks associated with LAV to be managed.

These visits/activities:

- Must be recorded on EVOLVE via the 'Local Area Visit' module.
- Do not require parental consent, but state how parents are to be informed in advance, in writing, e.g. via a slip sent home). Families should be fully informed and up to date with Local Learning Activities.
- Require risk assessing but do not normally need any additional risk assessments / notes (other than following the Operating Procedure below).
- Require staff to be engaged and part of regular reviews of the risk management measures involved with Local Area Visits. Risk management that is dynamic during visits should be documented post visit. Documentation must match the reality of the visit!

Boundaries

The boundaries of the Local Learning Area are shown on the attached map / map which is included within this policy document. This area includes, but is not limited to, the following frequently used venues:

e.g.

- Stoneydown Park
- Stoneydown Library
- Hampden Pool and Leisure Centre
- The Concorde Shopping Mall
- Hampden Forest, up to the boundary with Forest Road
- Town Swimming pool, etc.

'No-go' areas within the Boundaries

e.g.

- Stanley Street on market days
- The public conveniences in Stoneydown Park
- The road crossing at north end of High Street (use footbridge opposite library)

Please ensure that this information is clearly documented on the map.

Transport to and from the Local Learning Area

The methods of transport must be wholly in the control of the Academy in order for the LAV Policy to apply, such as establishment minibus, walking or cycling. If using an outside provider, Academies must revert to the full visit form.

There must be a risk assessment in place for the mode of transport. Please use this section to detail transport arrangements and risk management information for the mode/s of transport chosen (or attach copies of the risk assessment/s for the mode/s of transport). Travel routes must be recorded on maps and included within this document. This should include alternative routes in case footpaths are blocked or roads are closed.

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 general risk assessment template. Academies should detail their own risks and risk management measures in this section).

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

- Road traffic, road crossing.
- Other people / members of the public / animals.
- Losing a pupil / student / group separation.
- The needs of the group.
- Inclusion.
- Safeguarding.
- Supervision.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- First aid.
- Individual medical conditions or access requirements.
- Emergency procedures.
- Third parties.
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, sharps etc).
- Add anything else specifically relating to your Local Learning Area.

These are managed by a combination of the following:

- The Head, Deputy or EVC (delete as necessary according to your circumstances) must give written 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, and is uploaded to Evolve. Consider Visit Leader training for these staff / detail whether they are trained.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the Academy, and a synopsis is in the School Prospectus.

- There will be a minimum of two adults. The number of staff attending the visit will be risk assessed and managed on the basis of the needs of the group, as per the SAGE process, and in consideration of how the Academy would respond and continue to effectively supervise the group in the case of an emergency. This statement is probably appropriate for all primary schools. Decisions should be based on the area and the age / maturity of the pupils - the key determinant will always be 'what would the pupils do if the only adult collapsed?' Follow the supervision guidance in the Educational Visits Policy.
- 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. For primary schools this is easy to do with some simple road markings in the playground – with a little practice this can become drilled and slick, as everyone knows what is going to happen.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group. This needs a decision and will depend on the area you are in – return to school, wait where they are, go to x and ask for help, etc.)
- 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 record the activity on EVOLVE (Local Area Visit module) and leave a completed 'Signing out' sheet with the office. Amend as necessary.
- At least one sufficiently charged mobile is taken with each group and the office have a note of the number.
- Individuals know how to access first aid, travel first aid kits are taken.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Appropriate personal protective equipment is taken when needed (e.g. gloves).
- Application of the Behaviour Policy.
- There is an emergency procedure in place, communicated with all parties.
- All staff are aware of the route to and from the LAV.

If you have a local issue, e.g., with drug needles, etc, in any area, then you can mark that bit as no-go, or add here how you will educate the pupils to deal with it – it is their home after all, so they need to be able to cope with it!

IMPORTANT

PLUS, you must add any specifics relating to your local area, e.g.:

- When crossing Bimble Street, only the crossing by Baguette the Bakers must be used.
- Where indirect supervision takes place at Vestry Museum, the meeting point will be the seating area in the main concourse. There must always be a member of staff there.
- Pupils must be informed that they are not allowed to use the vending machines at Hamden Leisure Centre.
- Individual risk assessment to be followed for X.
- How the group will be supervised.

First Aid Policy for LLA

As Local Learning Areas are close, contactable, and easily reached, a minimal first aider policy based on the Academy's existing procedures and the likely activities undertaken, should be sufficient. First aid arrangements should be documented in this policy.

Review Period for the Local Learning Area

The review period for the Local Learning Area must be termly (to account for seasonal variations and learning) with regular contributions and updates from the visit leader team as they dynamically risk assess new elements.

This policy will be shared with all stakeholders, including pupils, staff, families and LACs.