



# **Hawkesley Church Primary Academy**

## **Local Area Visits Policy**

Date of Policy:	April 2025
Review Date:	<b>April 2026</b>
<p>This document has been prepared in accordance with:</p> <p><a href="https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits">https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits</a></p> <p><a href="https://oeapng.info/download/1184/">https://oeapng.info/download/1184/</a> - OEAP NG 5.3b How to write an establishment visit policy.</p> <p><a href="https://oeapng.info/download/1144/">https://oeapng.info/download/1144/</a> - OEAP NG 4.3c Risk management – an Overview</p>	

## General

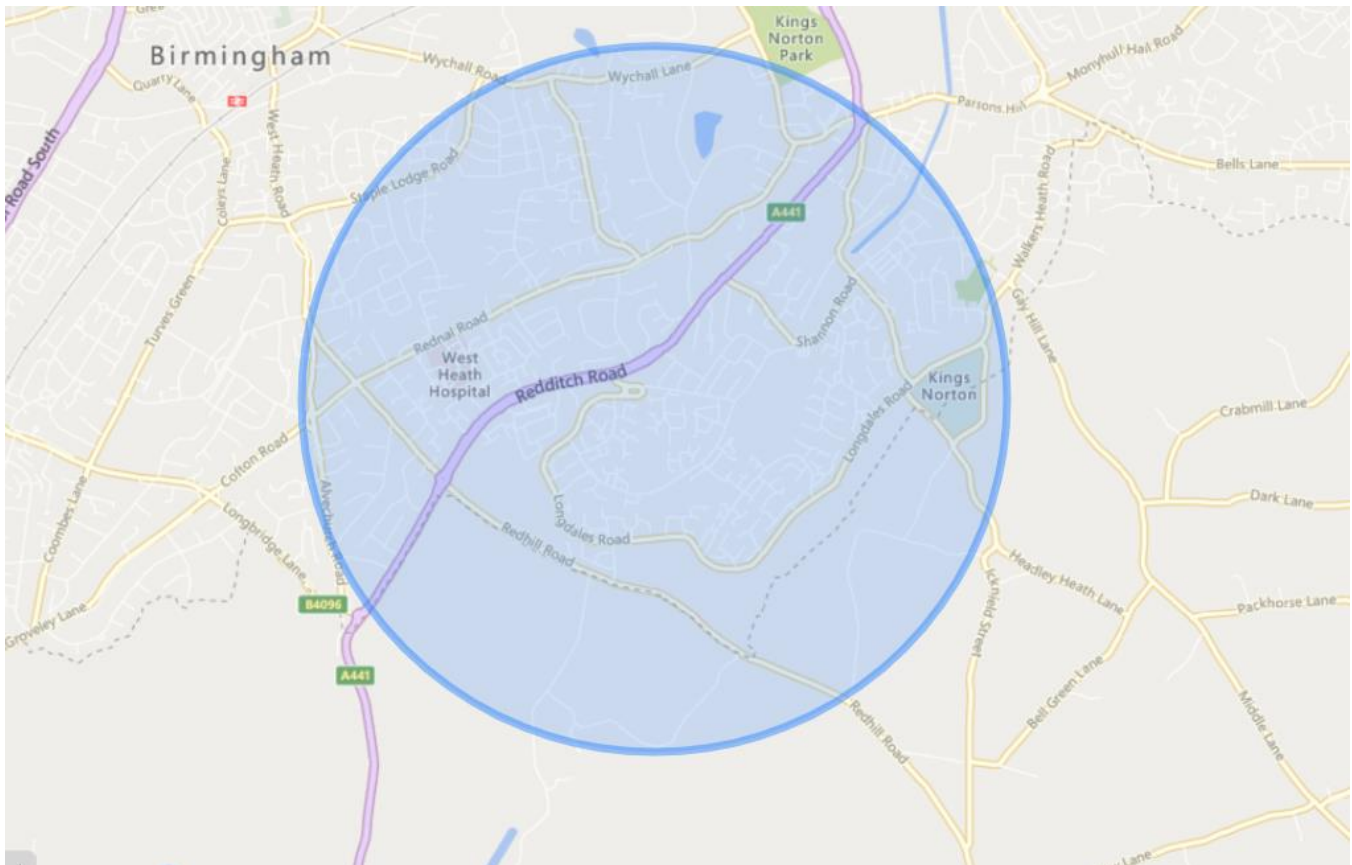
Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day following the Operating Procedure below.

These visits/activities:

- must be recorded on EVOLVE via the 'Local Area Visit' module.
- do not require regular parental consent as a blanket consent form is completed at the start of the academic year that covers all local visits. Staff must check that blanket consent is up to date before each local area visit. Parents are informed about the visit beforehand via a message sent on Arbor.
- do not normally need any additional risk assessments / notes

## Boundaries

The boundaries of the Local Learning Area are shown on the attached map (1.5 mile radius from Hawkesley Church Primary Academy)



This area includes, but is not limited to, the following frequently used venues:

- St Nicholas Church
- Hawkesley Community Centre
- Redhill Court Care Home
- Ark Kings Academy
- Local area walks
- Local shops
- Primrose Park

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

This policy only applies to visits that involve walking. Any other mode of transport will require the member of staff to complete a full Evolve form and a separate risk assessment.

Walking – Pupils to walk in pairs. Staff to be positioned at the front and back of line. Additional staff to be equally positioned along the line. Adults are to walk on the side closest to the kerb. High vis jackets can be worn by pupils and staff. Regular headcounts to take place. Staff and children to be aware of both parked and moving vehicles.

Crossing roads – Roads will be crossed at designated crossings where possible. When crossing roads without a designated crossing, two members of staff to safely stop traffic wearing hi-vis jackets for children to cross in between them.

## **Local Learning Area (LLA)**

### **Operating Procedure**

The below is a generic risk assessment for these routine activities.

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

- Supervision – All children to be supervised by staff at all times during the visit. Visit leader to carry out ongoing risk assessment where necessary.
- Clothing – Children to wear appropriate clothing to take part in the activity.
- Slips, trips and falls – Verbal warning of risk to be given to children and staff. Children to be reminded to take care when walking. Children to be reminded of good behaviour. First aid to administered if needed and an assessment of the severity of the injury. School/parents/emergency services to be contacted if necessary.

- General public – Staff to be vigilant at all times. Children reminded not to interact with members of the public. Children reminded not to talk to strangers.
- Hazardous materials – Staff to be vigilant always and avoid walking through material. Visit leader to ensure people walking behind are aware of any issue. Do not remove materials.
- Animals – Children reminded not to stroke or touch animals (including dogs).
- Weather – Message sent before the visit to warn parents of how the weather will be and what is expected. Children to dress appropriately for the weather.
- Hot weather – Avoid prolonged exposure to sun. Pupils/parents to be reminded to wear hats and suncream. Staff to ensure children take water bottles and have regular water breaks. Staff to carry extra bottles of water.
- Extreme weather – The visit will be modified/shortened/cancelled in the event of extreme weather.
- Lost child – Groups will stay together at all times. Children to be briefed beforehand about what to do if they become separated. There will be clear boundaries for activities. Children reminded of good behaviour. Headteacher, parent and venue security will be contacted immediately. Police will be contacted if necessary.
- Toileting – Staff member to check there are no members of the public in the bathroom before the child uses the toilet. Staff member to wait outside the bathroom for the child. The other staff members to supervise the rest of the group during this time.
- Fire – Follow fire safety protocol for the venue. Headcount of all children and staff. Medications/inhalers to be carried for children with diagnosed medical conditions. Emergency services to be contacted if necessary.
- Insect stings/bites – Medical advice to be followed. School and parents to be contacted.
- Harmful plants – Children reminded not to touch harmful plants. Medical advice to be followed. School and parents to be contacted.
- Drug paraphernalia, glass and bottles – Children will be taught the correct procedures to follow if they come across these items.

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

- The Head, Deputy or EVC must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved.
- There will be a minimum of two adults. Decisions will be based on the area and the age / maturity of the pupils.
- Staff are familiar with the area 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.

- 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.
- Visit leader will carry paper copy of register, risk assessment and appropriate forms.
- Appropriate personal protective equipment is taken when needed (e.g. gloves,).
- As part of the safety talk before any trip, children will be taught what to do if they come across glass or needles.

## **First Aid Policy for LLA**

One member of staff will always be first aid trained on a visit.

## **Medical Needs**

When completing their Evolve form for the visit, staff should add a list of pupils' medical needs and how these will be controlled. In the event of pupil/staff illness, school and parents will be notified and medical advice followed.

## **Behaviour**

All pupils and staff are expected to behave in line with the school Behaviour Policy. Specific pupil needs will be listed on the Evolve form and monitored closely during the visit.

## **Pre-visit Safety Talk**

Before the visit, staff will discuss with all children the expectations for the visit and safety procedures.

All pupils and staff are still expected follow all school policies Staff will be expected to be particularly aware of the policies listed below:

- Educational Visits Policy
- Positive Relationships and Behaviour Policy
- Child Protection and Safeguarding Policy
- First Aid and Medicines in School Policy
- Special Educational Needs and Disability Policy
- Health and Safety Policy
- Supporting Pupils at School with Medical Conditions Policy
- Outdoor Learning Policy

## **Child Protection and Safeguarding**

School staff will supervise children at all times. Non-school staff will never be left alone with children. All usual school safeguarding procedures will be followed. If there is an urgent concern where the child is at risk of significant/immediate risk/harm, a DSL will be contacted immediately.

## **Emergency Procedures**

Should an emergency arise, staff will follow all first aid and emergency procedures. They will call school and parents if required. Emergency services will be contacted if necessary.

In the event of an emergency where the child needs to return to school immediately, school will be contacted in the first instance for assistance if the venue is near-by. If this is not possible, the Visit Leader will stay with the majority of children alongside another adult. If the venue is near to school, the child's parent/carer may be asked to collect the child from the venue.

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

The review period for the local Learning Area will be 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 will provide a monitoring visit once a term then regularly thereafter depending on risk and number of visits.