 

**Local Area Visits Policy Template**

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| General | These involve no more than an everyday level of risk, such as slips and trips and are covered by a school’s current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip. They can be considered as lessons in a different classroom.        Visits/activities within the ‘Local Learning Area’ that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.    These visits/activities:   * Must be recorded on EVOLVE via the ‘Local Area Visit’ module. * Do not require parental consent. *(State if there are any situations where you would like parents to be informed in advance, eg. via EVOLVE or a slip sent home).* * Do not normally need additional risk assessments / notes (other than those children who require a specific risk assessment for their needs). |
| Boundaries | The boundaries of the Local Learning Area are shown on the attached map *(optional)*. This area includes, but is not limited to, the following frequently used venues: *e.g.*   * The Winsford Academy * The Library * Winsford Town Centre * Brio Leisure centre * Tesco Express- Delamere Street * Hazelmere Care Home- Mount Pleasant Drive * Educational Library Service - Browning Way * Hebden, Oakview * Over St John's * Grange * Winsford High Street * St Chad's * Darnhall * Oaklands * Town Park   Or anywhere within a 1 mile radius of St Joseph’s. |
| ‘No-go’ areas within the Boundaries | There are no “no go” areas  However the River Weaver or The Flashes would require additional RAs. |
| Operating Procedure for Local Learning Area |  |
| The following are potentially significant issues/hazards within our Local Learning Area:   * Road traffic. * Other people   + social distancing   + 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, tree stumps)   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. 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. * Regular handwashing or regular hand sanitising is in place. * Students are briefed on keeping their distance from members of the public. * The selected route takes the least busy option. * Use antibacterial wipes to clean any equipment before use * There will normally be a minimum of two adults. * The SAGED model will be used (Staff, Activity, Group, Environment, and Distance from base) will be used to inform ratios. * 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 suspended. * 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) * 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, facemasks bag for waste, tissues etc.) * When crossing the High Street, use the pelican crossing just before Aldi on Dene Drive and near Cheshire Fish Bar. * If possible use the subway by the Library. | |
| Notes | |
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Once you have completed and agreed the policy with your Governing body please complete the short form via this link [Microsoft Forms](https://forms.office.com/r/6qnS7wT9HJ) and we will activate the Local area visits module on EVOLVE withing 10 working days