 

**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).

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| 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” areasHowever 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.
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| 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