

WOODLANDS PRIMARY SCHOOL



Local Area Visits Policy

Updated: September 2023

Review Date: September 2024

This policy is written in conjunction with Edsential & Evolve



WOODLANDS PRIMARY SCHOOL



LOCAL AREA VISITS POLICY

AIMS OF POLICY

- To provide a clear definition of the purpose and content of local area visits
- This policy aims to identify clear boundaries of what we, at Woodlands Primary School, deem as an appropriate local area visit.

PURPOSE & AIMS OF POLICY

This policy aims to identify clear boundaries of what we, at Woodlands Primary School, deem as an appropriate local area visit. We believe that visits/trips should enhance, reinforce, extend and enrich our curriculum offer. The area around Woodlands Primary School offers a wealth of opportunities for our children to experience and the offer will, for example, deepen and support fieldwork opportunities in geography, develop cultural understanding for RE & World Views and local area visits will also offer opportunities to support and develop links within our community, such as visiting the local care home, Astbury Lodge and visiting the local Methodist Church.

This document sets out expectations for staff when planning a local area visit. At the start of each academic year, parents will be notified that by signing the permission slip they are giving permission for their child to take part in any of the local area visits, as identified below, that are planned during the academic school year 2023/2024.

This policy should be read in conjunction with the Educational Visits Policy.

General

These local area visits involve no more than an everyday level of risk, such as slips and trips and are covered by our school's current policies and procedures. Local area visits need a little extra planning beyond the educational aspect of the trip and as such the local area visits can be considered as 'lessons in a different classroom'.

Any 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.

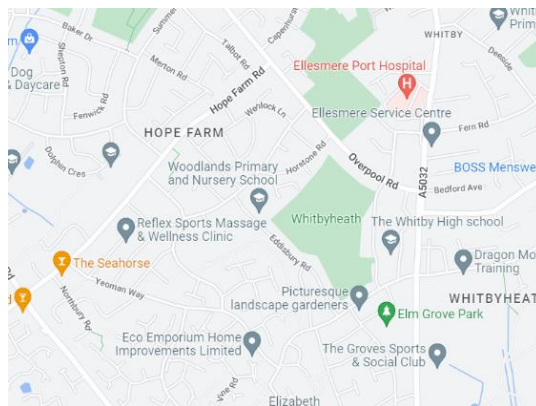
Any local area visits/activities:

- **must be recorded on EVOLVE via the 'Local Area Visit' module.**
- **do not require parental consent if already given at the start of the school year where parents give permission for children to attend any activities in the local area local**
- **Parents will be informed in advance of any local area visit via a letter/parentpay notification/newsletter**
- **do not normally need additional risk assessments / notes (other than following the Operating Procedure below).**

Boundaries

The boundaries of our Local Learning Area includes, but is not limited to, the following frequently used venues: e.g.

- **Ellesmere Port Catholic High School**
- **Whitby High School**
- **Meadow Primary School**
- **Whitby Methodist Church**
- **Hope Farm Library**
- **Hope Farm Shops**
- **Hope Farm medical Centre**
- **Hope Farm Clinic**
- **Astbury Lodge**
- **Randle Meadow, Bridge Meadow, Hope Farm Road, Broadland Road**
- **Elm Grove Park**
- **Woods behind houses on Eddisbury Road/alongside KS2 school boundary**



'No-go' areas within the Boundaries

- **Seahorse Public House**
- **Woodlands Public House**
- **Straw Hat Public House**

Operating Procedure for Local Learning Area

The below is a risk assessment for local area visits & activities:

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

- Road traffic
- Members of the public
- Animals in the environment eg dogs and associated mess on pavements
- Uneven surfaces and slips, trips, and falls.
- Inclement weather conditions.
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).

These potential issues/hazards within our local area are managed by a combination of the following:

- The Head & EVC must give verbal approval before a group goes on a local area visit.
- Only staff judged competent to supervise groups in the local area/ environment will be approved to take a group out on an activity/visit.

- The concept of learning in the 'Local Learning Area' is explained to all new parents when their child joins the school, and an annual letter seeking permissions for visiting the local area will be sent out to all parents. When parents sign this letter, via Parentpay, it will be on the understanding that they are giving consent for their child to participate in any local area visits that may take place at any point during that school academic year
- Regular handwashing or regular hand sanitising is in place prior, during & after local area visits
- Pupils will be talked to, in an age-appropriate way, about stranger danger and keeping safe in a public place
- The selected route will be the least hazardous route
- Groups will be taken out within ratios appropriate to their age group.
- Staff are familiar with the area, including any 'no-go' areas
- Pupils will have been coached on standard techniques for road crossings in a group. A member of staff will stand in the middle of the road to ensure all traffic is stopped and crossings will only take place if safe to do so.
- When crossing either Hope Farm Road or Overpool Road staff & children will cross using the signalised crossing.
- All staff and children will be in hi-vis jackets
- 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. All children's inhalers will be carried by staff. If medication is required to be administered whilst out on a local area visit then 2 members of staff must follow the 'administering of medication on a trip/visit' protocol (as identified in the Educational Visits Policy) and complete the relevant paperwork
- Admin staff will record the activity on EVOLVE (Local Area Visit module), class teachers will 'Sign out' the children at the appropriate office. The visit will also be logged on the school diary/calendar and SLT informed.
- A mobile phone will be taken with each group and the office will have a note of the number.
- Appropriate personal protective equipment will be taken when needed (eg gloves, facemasks, bag for waste, tissues etc.)

Notes

- Prior to any local visit taking place a risk assessment will be carried out & shared with the EVC (Sharon Liversey)
- All visits will be recorded on EVOLVE via the 'Local Area Visit' module.
- Staff will check with the admin team prior to each local area visit that all children attending have local area visits permission from parents

Governors approved policy: October 2023

Review Date: September 2024