

# **WOODLANDS PRIMARY SCHOOL, HEDGEHOGS NURSERY & SUNBEAMS CLUB**



## **Local Area Visits Policy**

**Updated: September 2025**

**Review Date: September 2026**

**This policy is written in conjunction with Edsential & Evolve and should be read alongside our Educational Visits Policy 2025-2026**

## **WOODLANDS PRIMARY SCHOOL, HEDGEHOGS NURSERY & SUNBEAMS CLUB**

### **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, Hedgehogs Nursery & Sunbeams Club 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, Hedgehogs Nursery & Sunbeams Club 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, (or when a child joins our setting) 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 may be planned during the academic school year 2025/2026.

This policy should be read in conjunction with the Educational Visits Policy 2025/2026 and also appendix 1 below that sets out the specific policy for Hedgehogs Nursery local area visits.

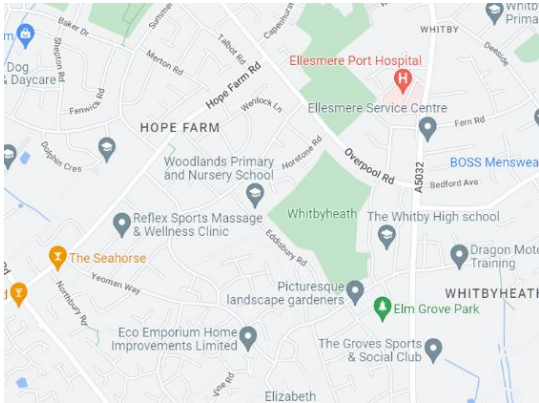
#### **General**

**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).**

<b>Boundaries</b>	<p>The boundaries of our Local Learning Area includes, but is not limited to, the following frequently used venues: e.g.</p> <ul style="list-style-type: none"> <li>• <i>Ellesmere Port Catholic High School</i></li> <li>• <i>Whitby High School</i></li> <li>• <i>Meadow Primary School</i></li> <li>• <i>Whitby Methodist Church</i></li> <li>• <i>Hope Farm Library</i></li> <li>• <i>Hope Farm Shops</i></li> <li>• <i>Hope Farm medical Centre</i></li> <li>• <i>Hope Farm Clinic</i></li> <li>• <i>Astbury Lodge</i></li> <li>• <i>Randle Meadow, Bridge Meadow, Hope Farm Road, Broadland Road</i></li> <li>• <i>Elm Grove Park</i></li> <li>• <i>Woods behind houses on Eddisbury Road/alongside KS2 school boundary</i></li> </ul> 
<b>'No-go' areas within the Boundaries</b>	<ul style="list-style-type: none"> <li>• <i>Seahorse Public House</i></li> <li>• <i>Woodlands Public House</i></li> <li>• <i>Straw Hat Public House</i></li> </ul>
<b>Operating Procedure for Local Learning Area</b>	<p><i>The below is a risk assessment for local area visits &amp; activities:</i></p>

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 fully charged 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) and uploaded to Evolve
- 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

## APPENDIX 1

### HEDGEHOGS LOCAL AREA VISITS & OUTINGS

#### Hedgehogs 9–24 Months

#### Woodlands Primary School and Nursery

#### Visits and Outings Policy

In Hedgehogs at Woodlands Primary and Nursery School, we understand the importance of giving babies opportunities to safely explore the world beyond the nursery environment. Carefully planned local outings, such as walks and short visits, help to support babies' early learning and development, offering them new experiences that build on what they already know.

All outings are designed with the specific needs of babies in mind, taking into account their age, stage of development, routines, and care requirements.

#### Compliance and Responsibilities

This policy is written in line with the Early Years Statutory Framework (EYFS). We are committed to ensuring that:

- Outings are planned safely and responsibly
- Risk is assessed and minimised
- Babies' individual needs are always prioritised
- Parents are fully informed and give written consent

We advise checking insurance coverage to ensure all planned activities meet the requirements of our liability insurance provider.

#### Planning Procedures for Outings

All outings are thoroughly planned in advance using the following procedures:

- A **pre-visit risk assessment and checklist** will be completed by Room Lead or Deputy room lead. This identifies potential hazards and outlines control measures to reduce risk. Wherever possible, staff will visit the location in advance to assess suitability and access for babies.
- **Parental consent** will be obtained at the start of the academic year (or when the baby joins Hedgehogs Nursery) to give staff permission for the babies to take part in any off-site activity in the local area as defined in the local area visits policy. Parents will be required to give specific permission for any trips/visits that extend beyond the area as defined in the local area visits policy. Permission will be sought on ParentPay.
- **Prams/pushchairs** will be checked to make sure they are in good working order and safe for the children.
- Staffing levels are adjusted according to the needs and numbers of the babies attending. Ratios are always maintained or exceeded to ensure safety. Minimum ratio is 1-3 on outings for children under 2
- At least **one staff member present will hold a current paediatric first aid certificate**. More may be included, depending on the level of risk assessed.
- An **outing leader (Room Leader/Deputy room leader)** will be designated to take charge during the outing. They will be the main point of contact for dealing with any emergencies, safeguarding issues, or incidents.
- A **fully stocked first aid kit** and any individual medical supplies (e.g., inhalers, EpiPens) will be carried on all outings.
- A **trip register**, along with up-to-date emergency contact details for staff and parents, will be taken on each outing.

- **Regular headcounts** will be conducted throughout the outing, at pre-arranged intervals agreed with the lead.
- **Staff will be easily identifiable** in high-visibility vests or jackets.
- Babies will wear **name stickers** that include the nursery's name and contact number.
- A **fully charged mobile phone** will be taken by the room lead or deputy room lead.

## Responding to Accidents or Emergencies

- In the event of a **minor accident**, staff will assess the situation and decide whether to return to the nursery or contact parents for collection.
- In the case of a **serious accident**, an ambulance will be called immediately, and parents will be informed. A staff member will accompany the child to hospital, while the rest of the group returns to nursery.
- If an **emergency arises**, such as severe weather or a public safety incident, the group will seek shelter and remain there until it is safe to return. The school, police or emergency services will be contacted as necessary.
- Parents will be contacted as soon as it is safe to do so.
- All incidents or accidents will be recorded on CPOMs, and **Ofsted will be notified** of any serious incidents.

## Risk Assessment and Outing Plan

Before each outing, a written **risk assessment and outing plan** will be made available for parents to view. This includes:

- Name of the outing leader
- Location and nature of the visit
- Estimated departure and return times
- Number and ages of babies attending
- Staff-to-baby ratios and any one-to-one support
- Equipment needed (e.g., first aid kit, reins, pushchairs, packed items)
- Travel method and route
- Emergency contacts and procedures
- Designated first aider and safeguarding lead
- Links to the EYFS and babies' individual development

## Transport and Vehicle Use

In some cases, a vehicle may be used for travel. When this happens:

- Parents are informed in advance and asked to give written permission.
- Only **licensed, insured and roadworthy vehicles** are used.
- Drivers are properly checked and **insured for business use.**<sup>[1]</sup><sup>[SL2]</sup>
- The vehicle is equipped with **age-appropriate car seats or booster seats**, depending on each baby's age and weight.
- Ratios are always maintained and no baby is left alone in a vehicle.
- Safety equipment such as a **fire extinguisher, warning triangle, and blankets** is carried at all times.
- Babies are helped carefully in and out of the vehicle with extra supervision.

## Missing Child Procedure

If a baby is discovered missing on an outing:

- The staff will follow our **Missing Child policy** immediately.
- The nursery manager and parents will be contacted at once.
- The police will be informed without delay if the child is not found.
- A full written report will be made, and **Ofsted will be notified**.

## **Parental Involvement**

Parents may be invited to support certain outings. Before attending, the Room Lead/EYFS lead will meet with them to explain their role, responsibilities, the **Health and Safety** and **Code of Conduct** expectations.

## **Extreme Weather or Other Emergencies**

Staff are trained to respond to severe weather (e.g., heatwaves, snow, or storms) or emergency situations (e.g., security risks or a child becoming seriously unwell). The outing will be paused or cancelled if it is unsafe to continue. Risk assessments include plans for these scenarios.

For public safety advice, we may refer to the official guidance from Counter Terrorism Police: [www.counterterrorism.police.uk/safetyadvice](https://www.counterterrorism.police.uk/safetyadvice)<sup>[3]</sup><sup>[SL4]</sup>

**Governors approved policy: October 2025**

**Review Date: September 2026**

## **Policy Review**

This policy will be reviewed regularly to ensure it remains in line with current EYFS requirements, best practice, and feedback from parents and staff.