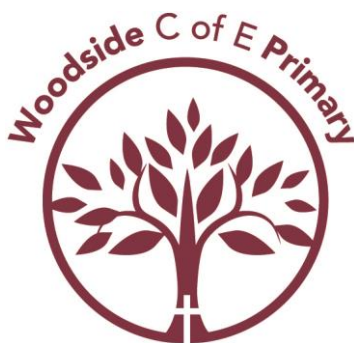


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WOODSIDE C.E.(VC) PRIMARY SCHOOL

Local Visits policy

Adopted from Entrust

**School expectations and guidance for staff, parents, and
governors on carrying out local visits**

2024-2025

| | |
|--|--------------|
| Date Ratified: | September 24 |
| Date Due for Review: | September 25 |
| Signed Head Teacher: | |
| Signed Chair of LAB (where appropriate): | |

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This document has been prepared in accordance with:

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

<https://oeapng.info/download/1184/> - OEAP NG 5.3b How to write an establishment visit policy.

<https://oeapng.info/download/1144/> - OEAP NG 4.3c Risk management – an Overview

1. 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.
(Or if not activated: must be recorded on a 'Signing out' sheet to be left with the office)
- do not require parental consent.
(but state how parents are to be informed in advance, e.g. via EVOLVE or a slip sent home).
- do not normally need any additional risk assessments / notes (other than following the Operating Procedure below).

2. Boundaries

The boundaries of the Local Learning Area are shared below. This area includes, but is not limited to, the following frequently used venues:

e.g.

- St Nicholas Church, Baddesley Ensor
- Baddesley Rec
- Baddesley Library
- Costa, Boot Hill
- Gayton's Bakery
- Kingsbury Swimming Pool
- Hoglets Hideout
- Village Hall

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- Baddesley Allotments
- Banana Moon, Baddesley
- Polesworth High School
- Queen Elizabeth Secondary School, Atherstone
- North Warwickshire BDMAT Schools- Austrey, Newton, Nethersole and Warton

'No-go' areas within the Boundaries

- Baddesley Pond

3. Transport to the Local Learning Area

The methods of transport should be wholly in the control of the school, such as walking or cycling to. If using an outside provider, please revert to the full visit form.

4. Local Learning Area LA

Operating Procedure

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

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

- Road traffic.
- Other people / 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, etc).

These are managed by a combination of the following:

- The Headteacher-EVC must give verbal approval before a group leaves or in her absence an AHT.
- Only teaching staff are judged competent to supervise groups in this environment are approved.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school.
- There will normally be a minimum of two adults.

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- 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. This depends on where we are in the local area such but most of the time, it will be wait where they are.
- All remotely supervised work in the Local Learning Area is done in 'buddy' pairs as a minimum.
- 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 (e.g. gloves,)

5. Local Important Information

- When crossing Boot Hill to church the zebra crossing should be should.
- The zebra crossing should be used at the top of Boot Hill at all times if crossing to any point on the other side of Boot Hill.
- Children should walk on the path as they navigate there way out of school and down Maypole Lane, especially by the roundabout.
- If crossing to the bakery, cross where the driveway is flat to avoid parked cars.
- Be aware of members of the public and dogs throughout the village.

6. First Aid for LLA

As Local Learning Areas are close, contactable, and easily reached, a minimal first aider policy based on the schools existing procedures and the likely activities undertaken, should be sufficient.

7. First Aid for LLA

The review period for the local Learning Area must be set with a suggestion that is 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.

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10. Monitoring

The Head, EVC or their delegate should provide a monitoring visit initially once a term then regularly thereafter depending on risk and number of visits.

This policy has been written in line with the Entrust model and in liaison with support and guidance from the EVC team at Entrust.

This has been checked by the Entrust EVC team and approved in liaison and on Evolve by them.

Approved by Chair of LAB..... date.....

Headteacher..... date.....

Review Date: September 24