



Endeavour
Multi-Academy Trust



Educational Visits Policy

Endeavour Multi Academy Trust – All Schools

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Policy Statement

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum. They provide an opportunity to extend the learning of students, including an enrichment of their understanding of themselves, others, and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and, in some cases, lead to professional fulfilment.

Endeavour Multi Academy Trust encourages all forms of educational visits which fall into three broad categories:

- Curricular – To enrich the academic curriculum beyond the minimum requirements
- Informal Curriculum – To develop the social and independent skills of learners
- Extra-curricular – activities that fall outside the boundaries of the normal school curriculum such as sports fixtures, expeditions and cultural visits

This policy covers any journey or activity organised by, or for, the school for a group of its students that takes place away from the premises. In planning and conducting such journeys and activities, the most important considerations are the safety of the students and the promotion of their welfare.

Aims and Objectives

The aims and objectives of this policy are to:

- Ensure the safety and welfare of every child participating in an off-site visit or activity organised by the school
- Detail the procedures that must be followed in the planning and conduct of any off-site visit to comply with both statutory regulations and the requirements of the school
- Provide additional guidance to staff, parents and students for any off-site visit organised by schools within the Endeavour Multi Academy Trust

Roles and Responsibilities

The role of the Headteacher is to:

- Be satisfied that there is a declared and valid reason for the event. This is delegated to the team who approve visits on Evolve (the online Educational Visits Approval System), the Educational Visits Co-ordinator (EVC), Senior Leaders. Permission is granted once all have agreed or consulted with the Headteacher if in any doubt. Adventurous activities and foreign trips need permission from the Headteacher
- Approve or reject the initial application for any high risk and foreign residential visit
- Be satisfied that visits comply with the regulations and guidelines as outlined in this policy, DfE Guidance 2018 Health and Safety on Educational Visits and other supplementary guidance
- Ensure that the EVC is competent to oversee the coordination of all off-site educational visits

The role of the Assistant & Deputy Heads:

- Maintain an overview of the timing of all educational visits and how they integrate with other whole school events
- Check that the proposed dates for the visit or activity are suitable by reference to the school's Calendar of Events
- Check that any planned visits can be staffed appropriately without leaving a shortage of staff to safely deliver the rest of the curriculum

The role of the Educational Visits Co-ordinator (EVC) is to:

- Give advice for, and approve, each step of the planning stages for any trip for which the initial approval has been given
- Ensure that all educational visits are planned meticulously using standardised forms which are uploaded onto Evolve
- Ensure that all members of staff involved in the planning and execution of a visit are aware of the guidelines available
- Ensure that the Group Leader is competent and possesses the appropriate experience and training to undertake the activity
- Ensure that appropriate vetting of all staff and any volunteers accompanying the party has been checked for foreign and activity trips
- Ensure that visits have appropriate staff support ratios and cover for health and safety, first aid, medication and behaviour management
- Work with the Group Leader to provide full and timely details of the visit to parents and obtain their consent or refusal
- Organise the emergency arrangements and ensure there is an emergency contact for each visit
- Keep records of individual visits including reports of accidents or 'near misses'
- Ensure that visit evaluation is used to inform future visits and staff training needs
- Flag up any concerns with the Headteacher or SMT

The role of the Group Leader is to:

- To be fully aware of any up to date guidelines, policies and documents found in EVOLVE under the 'Resources' tab
- Have full responsibility for the planning and safe conduct of the activity, in accordance with this policy and its supplementary guidance, and for ensuring all participants are aware of their roles. Leaders accompanying children are in 'loco parentis' and are responsible for their safety and well-being at all times. The Group Leader's duty is to exercise the same level of care as a parent. Other supervising adults will also have a duty of care, but the Group Leader retains overall responsibility. It is the duty of care of the Group Leader to ensure, wherever possible, that the competence of each member of staff is appropriate to her/his role
- Submit detailed plans to the EVC via Evolve to identify the clear purpose and objectives of the visit
- Carry out, and provide a written record of, a comprehensive risk assessment
- Arrange briefing meetings with parents, as appropriate, for high risk, residential and foreign visits
- Whilst it is not essential for each group to be accompanied by a qualified First Aider, it is an aspect that should be considered at the planning stage of each event

- Obtain Medical Needs from the Staff Share Drive of the School Network, and for any residential trips also meet with the school nurse to discuss the children on the trip in order to ensure that any specific medical and health issues of students or accompanying staff are considered within the planning stages and their needs are catered for
- Complete the visit documentation and obtain the appropriate approvals from the Headteacher, SMT and EVC for any visit off-site, whatever the duration
- Plan the itinerary in sufficient detail to identify every period of the visit including meal, rest and recreational times
- Have or obtain prior knowledge of the venue. Ensure that venues have PLC Assess, wherever practicable, the suitability and safety of any accommodation to be used. In addition, the window and room locking policy should be established and communicated to parents
- Inform parents of the detail of the visit, including its nature, purpose and related activities, and obtain their permission/consent for their child to take part
- Ensure that parents are fully informed of the schedule for the collection of payments before any bookings are made
- Allocate supervisory responsibility, to each adult accompanying the visit, for named students and ensure that the adults understand that they are responsible directly to the Group Leader
- Ensure that all the children in the party and the accompanying adults are fully aware of the risk assessments, emergency plans and the expected standards of behaviour
- Ensure that staff have completed Cover Request Forms and given these in advance to the Cover Coordinator
- When on the visit, continuously monitor the appropriateness of the activity, the physical and mental condition and abilities of the group members, and the suitability of the prevailing conditions
- Ensure that on return from a visit, all children are delivered, where appropriate, into the care of a person with parental responsibility or their representative
- Conduct a review of the trip on return, evaluating its success and recording any 'near-misses' or proposed changes for repeat trips in the future. This report should be logged with the EVC
- Check when planning an activity involving climbing, trekking, skiing or water sports that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England Scotland and Wales)
- Check that any planned visits can be staffed appropriately without leaving a shortage of staff to safely deliver the rest of the curriculum

Role of Parents and Guardians

Parents and Guardians are requested to:

- Carefully read all information regarding the proposed visit before giving written consent
- Provide up to date medical and emergency contact details, informing the school in writing before the visit commences
- Support the school in upholding the Code of Conduct for educational visits
- Make all payments by the deadlines given, taking note where payments are non-refundable
- Inform the school immediately if their child has to withdraw from the visit for any reason, honouring any outstanding commitments to further payments

- Arrange, where appropriate, for the prompt collection of their child on their return from the trip

Procedures

The detailed procedures which must be applied to the planning and execution of every educational visit led by Endeavour Multi Academy Trust staff are provided as a document and can be accessed by staff on evolve. These resources can be found in the pink tab area - Resources: 'Guidance, Policies and Documents'.

Health and Safety

The safety and welfare of every child and accompanying adult is the overriding priority at every stage in the planning and conduct of an educational visit. This is embedded in the detailed guidance given in the Guidelines for Undertaking Educational Visits available to staff on Evolve.

Risk Management

An essential element of visits and outdoor education activities is that they should exercise a student's sense of adventure but this must not be achieved by putting students at unacceptable physical or psychological risk. Visits and outdoor education activities cannot be entirely risk free but risks must be reduced to the lowest level as far as is reasonably practicable. This is achievable provided that the Group Leader carefully assesses the risks for:

1. The type of activity and, if an outdoor activity, the level at which it is being undertaken
2. The location and accommodation including occasions when girls are staying in private households on exchange schemes or on tours. There must be satisfactory arrangements in place for these girls to communicate with an adult member of the school staff at any time of the day or night
3. The competence, experience and qualifications of the Group Leader and supervisory staff
4. The group members' age, competence, fitness and temperament
5. The ratio of competent, experienced and qualified staff to students
6. The supervisory arrangements, both for night and day and for structured and unstructured activities
7. The quality and suitability of the available equipment (clothing, activity equipment and rescue/emergency equipment)
8. Seasonal conditions, weather and timing
9. Travel arrangements
10. Emergencies – action in event of a serious incident and procedures for contacting sources of assistance

Most accidents result from a combination of these factors having been assessed inadequately or overlooked altogether.

Risk Assessment

Comprehensive risk assessments must be conducted for every element of the visit and reviewed regularly throughout the trip or whenever the prevailing conditions or circumstances change unexpectedly. While no risk will ever be eliminated completely,

appropriate measures must be put in place to mitigate every risk as far as is reasonably practicable. It is essential that every member of the party, whether adult or student, is familiar with and understands the content of every risk assessment.

Risk assessment can be seen as a five-step process that enables members of staff to:

- Identify hazards and dangers
- Decide who might be harmed and how
- Evaluate the risks and decide whether existing precautions are sufficient or whether more should be done
- Record their findings
- Review their assessments and, where necessary, revise them

Risk Assessments fall into three categories:

- Generic – permanent risk assessments which exist within the school for a particular activity, e.g. Use of a Minibus
- Visit or site specific – a risk assessment for any off-site visit. For a new venue/destination, this will have to be generated from scratch but, if this visit has taken place before, a previous risk assessment will exist and can be reviewed and amended as appropriate
- Ongoing – the Group Leader or another nominated supervisory adult reassesses all risks to the group whilst the visit is taking place and as the need arises

Operating Procedure

All Endeavour Multi Academy Trust Schools will follow the operating procedure outlined in the policy as above, in addition to the school specific Local Area Visits procedure which is outlined in the appendices.

Appendix

- 1) Two Rivers High School**
- 2) Two Rivers Primary**
- 3) Cherry Trees**
- 4) Wightwick High School**
- 5) Christ Church Primary**
- 6) River View Primary & Nursery**

Appendix 1

Two Rivers High School – Local Area Visits (LAV)

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.

Intent

- To facilitate local trips and visits, allowing staff to safely utilize the local area for teaching and learning opportunities.
- To empower staff to feel safe and confident to take students off site for learning opportunities.
- To widen the opportunities for all students by accessing exposure to road safety, use of cafes, visits to areas of nature, places of work and litter picking.

Implementation

Staff will follow the policy and protocols provided by SLT (Senior Leadership Team), approved by Evolve. Teaching staff will plan their community visits curriculum and visits as part of the various lessons. Staff accessing LAV will have an approved area covered by LAV risk assessments and protocols. Staff will provide class risk assessments as working documents used during each visit to identify and lower risks due to behavior, conduct and/or medical needs. Activities must be recorded on Evolve via the Local Area Visit module. A register will be provided to the office, naming students and any medical needs. Parents will receive a letter at the start of the academic year requesting consent for Local Area Visits which will cover the child for the remainder of the year. If parents wish to, they can withdraw their consent. Parents will be informed half termly of where the students will be travelling to. If there is a LAV planned during the half term or at shorter notice, parents will be informed via WEDUC at least the day before stating the nature of and location of the visit.

All staff will have annual training regarding protocols and procedures regarding Local Area Visits. SLT will ensure that all near misses and accidents are reported as per the trips and visits policy. Staff attending the trips will have at least one member of staff who is PRO-ACT SCIPR trained.

Visits that are adventurous in nature (i.e bike riding) cannot be classed as a LAV and must be completed on a full evolve form due to the increased risk and in some cases need for staff certification.

Boundaries

The boundaries of the Local Learning Area are shown on the attached map*. This area includes, but is not limited to, the following frequently used venues:

- Belgrave Lakes
- Tamworth Town Centre
- Tamworth Castle Grounds

- Glascoate
- Two Rivers Primary School
- Morrisons, Marlborough way
- Ventura Retail Park
- Sacred Heart Café



*Exceptions may include frequently visited and well-known venues that fall outside of the defined local area map. For example, Conkers and West Midlands Special Schools Sports Association (WMSSSA) fixtures, which routinely take place at other special schools or at Aldersley Leisure Village.

In such cases, classification as a Local Learning Area (LLA) visit is at the discretion of the Educational Visits Coordinator (EVC), in consultation with the Headteacher. The Headteacher will make the final decision as to whether a venue can be defined as an LAV visit.*

No-go Areas within the Boundaries include:

- Any travel by foot via the A5 or the M42
- Staff to be aware of season flooding via the underpass B5000

Operating Procedure

Please see Appendix A for general risk assessment

The general operating procedure is managed by a combination of the following:

- The Headteacher, Deputy or EVC must give verbal approval before a group leave.
- Only staff judged competent to supervise groups in this environment are approved. The current list of approved staff is maintained by the EVC and the 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.
- There will always be a minimum of two adults with each group.
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- Students have been trained and have practiced standard techniques for road crossings in a group.
- Students are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the Local Learning Area is done in 'buddy' pairs as a minimum.
- Students' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant student medical information and ensure that any required medication is available.
- Staff will record the activity on EVOLVE (Local Area Visit module) **and** leave a completed 'Signing out' sheet with the office.
- A mobile is taken with each group and the office has a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves,).
- Protocols for LAV to be read and followed by staff and updated termly.

Specifics relating to local area (dynamically updated and shared with all staff).

- Be aware of flooding in the underpasses of Belgrave Lakes.
- Be aware of students travelling via overpass of A5 enroute the Belgrave Lakes.

First Aid Policy for Local Learning Area (LLA)

Staff will carry a mobile phone in case of emergencies. Staff will carry a first aid bag for cuts and grazes and be aware of any allergies. Staff will carry emergency medication as per the trips and visits policy. Due to the local area visits being near to school, a member of staff on the visit can call for first aid support if needed or will follow emergency procedures and dial 999 if necessary. First Aid support can also be provided by establishments during the visit by a trained member of staff. All staff attending the visit will be aware of any medical needs of the staff and students.

Review Period for LLA

The review period for the Local Learning Area will be termly during the academic year due to seasonal variations and learning, there will be regular contributions and updates from the visit leader team as they dynamically risk assess new elements.

After the first year of implementation, the review period will be dynamic and annually assessed to ensure the policy and procedures are relevant and up to date.

Monitoring for the LLA

Monitoring visits will be conducted by The Headteacher, EVC or SLT initially once a term during 2023-2024 academic year. After the initial year of implementation, monitoring visits will be conducted as per the learning walks conducted in school to ensure visits are effective, safe, and relevant to the learners needs.

Impact

The local area visits procedure will lessen the workload for staff when planning and preparing trips and visits. This will allow staff to utilize learning outside of the classroom, thus increasing opportunities for all learners. All policies and protocols are approved by the school EVC (Tom Silk) and Headteacher (Gail Brindley) to ensure that they are robust and relevant to keep staff and students safe.

As a result of LAV the students will:

- Be confident in road safety and travelling in the local area.
- Be aware of and proud of their local area.
- Be aware of leisure facilities and opportunities they have outside of school, helping them make choices with their free time.
- Support the local environment by litter picking and leaflet dropping as part of their citizenship and work experience lessons.
- Be aware of jobs and work experience opportunities in their local area.

Appendix A -Operating Procedure (General Risk Assessment)

Hazard	Control	Risk Level
Road Traffic	• Staff to limit use of main roads. • Staff lead small groups crossing the road. • Staff to walk on the outside of the group closest to the road. • Staff to stagger themselves at the front, middle and back of the group. • Staff to prepare students for walking on foot • Verbal and visual reminders of keeping on the path throughout journey.	Low
Other people	• Staff stagger themselves at the front, middle and back of the group. • Staff to discuss "stranger danger" with students prior to journey. • Staff to always stay with students (where appropriate), Sixth form students to travel in small groups if	Low

	not with staff. No students to travel alone. • Students understand what to do when in an emergency or feeling unsafe around someone. • Staff to report any unusual behavior of the public to police and headteacher upon return.	
Animals	• Students and staff not to approach dogs or other animals • Staff and students to vacate an area if they feel unsafe with dogs or other animals • Staff to be vigilant when in parks of dogs off leads.	Low
Losing a student	• Staff to register students at check points during visits • Staff to be always aware of student's whereabouts • Staff to be aware of any students with a flight risk • Staff to allocate meeting point at the start of the visit if student gets lost • Staff report missing students to SLT once they are aware they are missing. SLT will support. • Staff to ensure remaining students are safe and stay in one position.	Low
Uneven surfaces	• Staff check routes to ensure they are safe for wheelchairs before embarking on a journey. • Staff to be aware of VI students and provide staff support. • Students to be aware of where they are walking and encouraged to concentrate on their journey. • First aid bag taken on visit • Staff phone available to call for first aid. • Staff to avoid unsafe routes • Appropriate footwear to be worn according to journey and activity.	Medium
Weather conditions	• Weather forecast checked before embarking on journey. • All staff and students to be dressed accordingly to the weather • Trip lead to have any appropriate spares in an emergency • First aid kit to include foil blankets. • Staff and students to carry plenty of fluids and food where appropriate.	Low

	• Staff to terminate journey/visit should conditions become unsafe. • Staff to be aware of signs of heat stroke/hyperthermia.	
Activity specific- leaflet posting	• Staff to be always aware of student's presence • Students told never to enter people's homes or cars • Students to be aware of dogs when posting leaflet through letter box • Students need to know to call for help or exit situation if they feel unsafe. • Students to be aware of parked cars when crossing the road. • Students to crossroads safely, with staff	Low
Activity specific- Litter picking	• Students shown how to use equipment correctly. • Students informed never to pick up litter with hands. • Hygiene routine followed post visit • Students are aware never to pick up sharp or dangerous items. • Staff to always be aware of students' whereabouts. • Students pick litter in allocated areas only- be aware of uneven grounding, rivers, open water.	
Open water	• Students and staff stay away from open water. • Staff to be aware of lakes and rivers should a student run away. • Staff to be aware of where life aids are should they need to use them. • Staff have mobile phones to call for help in an emergency. • Staff to be aware if students are likely to abscond or show an interest in water.	Low
Open spaces	• Staff assess risk of absconders • Staff to register students and stay with them at all times (where necessary) • Staff have mobile phones to call for help in an emergency. • Staff to allocate meeting point at the start of the visit if student gets lost • Staff report missing students to SLT once they are aware they are missing. SLT will support.	Low

	• Staff to ensure remaining students are safe and stay in one position	
Student needs	• Classes will provide sperate risk assessment for student needs including behavior/conduct and sensory needs • Staff will add medical needs to the list for the office and take any medication and care plans with them. • Students with IBSP's and Risk Assessments will be considered, and protocols will be followed as per the plans.	Medium

Other related school policies and procedures

- Safeguarding Policy
- Anti-Bullying Policy
- Behaviour and Conduct Policy
- Staff Code of Conduct for interaction with students
- First Aid Policy

Appendix 2

Two Rivers Primary School – Operating Procedure/Local Area Visits (LAV)

Two Rivers Primary School will follow the operating procedure outlined in the above policy. In addition to the school specific Local Area Visits procedure which is outlined in this appendix.

Local Area Visits (LAV)

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.

Intent

- To facilitate local trips and visits, allowing staff to safely utilize the local area for teaching and learning opportunities.
- To empower staff to feel safe and confident to take pupils off site for learning opportunities.
- To widen the opportunities for all pupils by accessing exposure to road safety, use of cafes, visits to areas of nature, places of work.

Implementation

Staff will follow the policy and protocols provided by SLT (Senior Leadership Team), approved by Evolve. Teaching staff will plan their community visits and topic visits as part of the cultural capital and independence curriculum. Staff accessing LAV will have an approved area covered by LAV risk assessments and protocols. Staff will provide class risk assessments as working documents used during each visit to identify and lower risks due to behaviour and/or medical needs. Activities must be recorded on Evolve via the Local Area Visit module. A register will be provided to the office, naming pupils, any medical needs and emergency contacts. Parents will receive a letter at the start of the academic year requesting consent for Local Area Visits which will cover the child for the remainder of the year. If parents wish to, they can withdraw their consent. Parents will be informed of where the pupils will be travelling to via WEDUC communication.

All staff will have annual training regarding protocols and procedures regarding Local Area Visits. SLT will ensure that all near misses and accidents are reported as per the trips and visits policy. Staff attending the trips will have at least one member of staff who is PRO-ACT SCIPR trained.

Boundaries

The boundaries of the Local Learning Area are shown on the attached map. This area includes, but is not limited to, the following frequently used venues:

- Local shops – Kerria
- Local churches
- Local villages for Geographical comparisons
- Tamworth Town Centre

- Tamworth Castle Grounds
- Two Rivers High School
- Morrisons, Marlborough way
- Ventura Retail Park
- Sacred Heart Café
- Local farms
- Local play areas including Pooley Park



No-go Areas within the Boundaries include:

- Any travel by foot via the A5 or the M42
- Staff to be aware of season flooding

Transport to the Local Area

Protocols and risk assessment cover travel on foot and establishment mini bus ONLY. Any other forms of transport should be processed via a full evolve visit form.

Operating Procedure

Please see Appendix A for General risk assessment

The general operating procedure is managed by a combination of the following:

- The Headteacher, Deputy or EVC must give verbal approval before a group leave.
- Only staff judged competent to supervise groups in this environment are approved. The current list of approved staff is maintained by the EVC and the 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.
- There will always be a minimum of two adults with each group. Staffing ratio is informed by the individual class risk assessments and must be checked with the senior leadership team.
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- 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 record the activity on EVOLVE (Local Area Visit module) **and** leave a completed 'Signing out' sheet with the office.
- A mobile is taken with each group and the office has a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves,).
- All classes carry a 'going out bag' which contains care plans, medicines (where appropriate), personal changing items and first aid kit. This is held by the group leader.
- Protocols for LAV to be read and followed by staff and updated termly.

Specifics relating to local area (dynamically updated and shared with all staff).

- Be aware of flooding in the local area

First Aid Policy for Local Learning Area (LLA)

Staff will carry a mobile phone in case of emergencies. Staff will carry a first aid bag for cuts and grazes and be aware of any allergies. Staff will carry emergency medication as per the trips and visits policy. Due to the local area visits being near to school, a member of staff on the visit can call for first aid support if needed or will follow emergency procedures and dial 999 if necessary. First Aid support can also be provided by establishments during the visit by a trained member of staff. All staff attending the visit will be aware of any medical needs of the staff and pupils.

Review Period for LLA

The review period for the Local Learning Area will be termly during the academic year due to seasonal variations and learning, there will be regular contributions and updates from the visit leader team as they dynamically risk assess new considerations.

After the first year of implementation, the review period will be dynamic and annually assessed to ensure the policy and procedures are relevant and up to date.

Monitoring for the LLA

Monitoring visits will be conducted by The Headteacher, EVC or SLT. These will be conducted as per the monitoring checks conducted in school to ensure visits are effective, safe, and relevant to the learners needs.

Impact

The local area visits procedure will lessen the workload for staff when planning and preparing trips and visits. This will allow staff to utilise learning outside of the classroom, thus increasing opportunities for all learners. All policies and protocols are approved by the school EVC's (Marie Povey and Kerry Hancock) and Headteacher (Laura Slinn) to ensure that they are robust and relevant to keep staff and pupils safe.

As a result of LAV the pupils will:

- Be aware of and proud of their local area.
- Be familiar with the leisure facilities and opportunities they have outside of school to enable wider family opportunities.
- Support the local environment and community.
- Be aware of jobs and work experience opportunities in their local area.

Appendix A Operating Procedure (General Risk Assessment)

Hazard	Control	Risk Level
Road Traffic	• Staff to limit use of main roads. • Staff lead small groups crossing the road. All students to hold hands with a member of staff. • Staff to walk on the outside of the group closest to the road. • Staff to stagger themselves at the front, middle and back of the group. • Staff to prepare pupils for walking on foot • Verbal and visual reminders of keeping on the path throughout journey.	Low
Other people	• Staff stagger themselves at the front, middle and back of the group. • Staff to discuss "stranger danger" with pupils prior to journey. • Staff to always stay with pupils. • Staff to report any unusual behavior of the public to police and headteacher upon return.	Low
Animals	• Pupils and staff not to approach dogs or other animals • Staff and pupils to vacate an area if they feel unsafe with dogs or other animals • Staff to be vigilant when in parks of dogs off leads.	Low

Losing a student	• Staff to be always aware of pupils' whereabouts – staff to be assigned to pupils before the visit • Staff to be aware of any pupils with a flight risk • Staff report missing pupils to SLT once they are aware they are missing. SLT will support. • Staff to ensure remaining pupils are safe and stay in one position.	Low
Uneven surfaces	• Staff check routes to ensure they are safe for wheelchairs before embarking on a journey. • Staff to be aware of VI pupils and provide staff support. • Pupils to be aware of where they are walking and encouraged to concentrate on their journey. • First aid bag taken on visit • Staff phone available to call for first aid. • Staff to avoid unsafe routes • Appropriate footwear to be worn according to journey and activity.	Medium
Weather conditions	• Weather forecast checked before embarking on a journey. • All staff and pupils to be dressed accordingly to the weather • Trip lead to have any appropriate spares in an emergency • First aid kit to include foil blankets. • Staff and pupils to carry plenty of fluids and food where appropriate. • Staff to terminate journey/visit should conditions become unsafe. • Staff to be aware of signs of heat stroke/hyperthermia.	Low
Open water	• Pupils and staff stay away from open water. • Staff to be aware of lakes and rivers should a student run away. • Staff to be aware of where life aids are should they need to use them. • Staff have mobile phones to call for help in an emergency. • Staff to be aware if pupils are likely to abscond or show an interest in water.	Low

Open spaces	• Staff assess risk of absconders • Staff to register pupils and stay with them at all times (where necessary) • Staff have mobile phones to call for help in an emergency. • Staff to allocate meeting point at the start of the visit if student gets lost • Staff report missing pupils to SLT once they are aware they are missing. SLT will support. • Staff to ensure remaining pupils are safe and stay in one position	Low
Student needs	• Classes will provide sperate risk assessment for student needs including behavior, medical and sensory needs • Staff will add medical needs to the list for the office and take any medication and care plans with them. • Pupils with IBSP's and Risk Assessments will be considered, and protocols will be followed as per the plans.	Medium

Other related school policies and procedures

- Safeguarding Policy
- Anti-Bullying Policy
- Positive Behaviour Policy
- Staff Code of Conduct
- Code of Conduct for pupils
- Promoting British Values
- Policy and Procedure for the Positive Management of Severe and Challenging Behaviour
- Manual Handling Policy
- Medication Policy
- Supporting Pupils with Medical Needs Policy
- Allergies Policy (including Nut and Food Allergy)
- Mobile Phone, Camera and Image Policy and Procedures
- First Aid Policy

Appendix 3

Cherry Trees School – Operating Procedure/Local Area Visits (LAV)

Cherry Trees Primary School will follow the operating procedure outlined in the above policy. In addition to the school specific Local Area Visits procedure which is outlined in this appendix.

Local Area Visits (LAV)

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.

Intent

- To facilitate local trips and visits, allowing staff to safely utilize the local area for teaching and learning opportunities.
- To empower staff to feel safe and confident to take pupils off site for learning opportunities.
- To widen the opportunities for all pupils by accessing exposure to road safety, use of cafes, visits to areas of nature, places of work.

Implementation

Staff will follow the policy and protocols provided by SLT (Senior Leadership Team), approved by Evolve. Teaching staff will plan their community visits and topic visits as part of the cultural capital and independence curriculum. Staff accessing LAV will have an approved area covered by LAV risk assessments and protocols. Staff will provide class risk assessments as working documents used during each visit to identify and lower risks due to behaviour and/or medical needs. Activities must be recorded on Evolve via the Local Area Visit module. A register will be provided to the office, naming pupils, any medical needs and emergency contacts. Parents will receive a letter at the start of the academic year requesting consent for Local Area Visits which will cover the child for the remainder of the year. If parents wish to, they can withdraw their consent. Parents will be informed of where the pupils will be travelling to via Class Dojo communication.

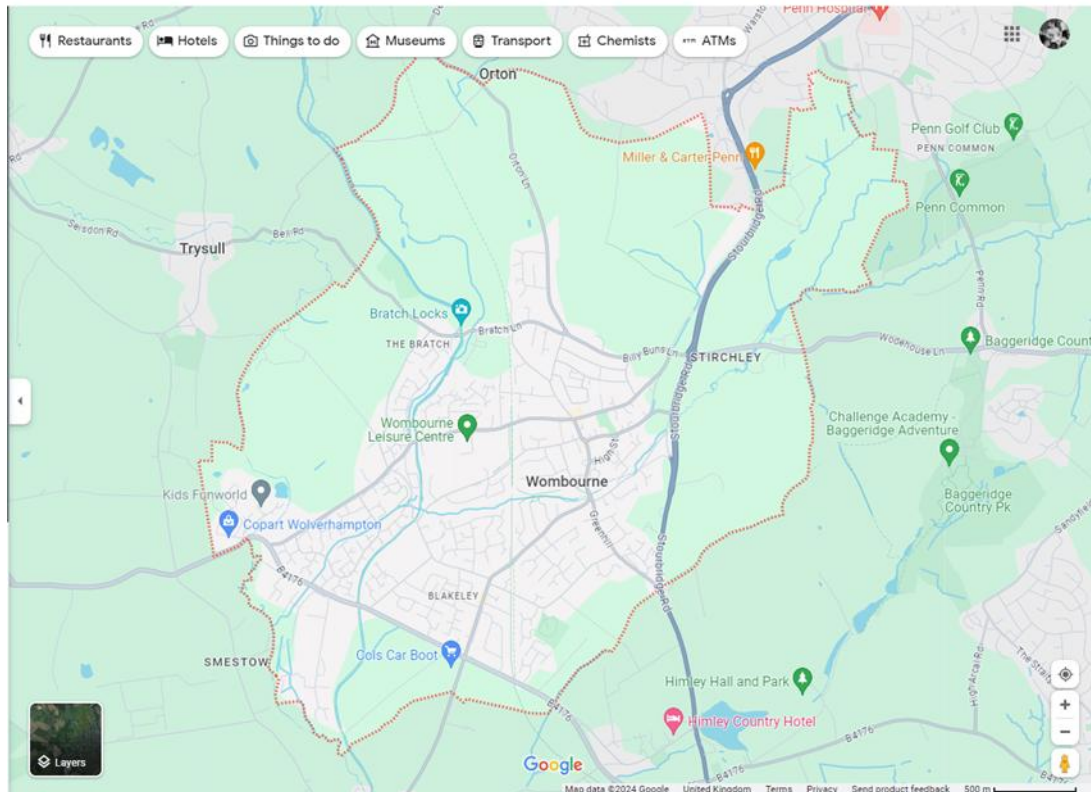
All staff will have annual training regarding protocols and procedures regarding Local Area Visits. SLT will ensure that all near misses and accidents are reported as per the trips and visits policy. Staff attending the trips will have at least one member of staff who is PRO-ACT SCIPR trained.

Boundaries

The boundaries of the Local Learning Area are shown on the attached map. This area includes, but is not limited to, the following frequently used venues:

- Local shops
- Local churches
- Local villages for Geographical comparisons

- Wombourne Library
- Sainsbury's
- Fun World
- Play-tropolis
- Himley Hall and grounds
- Baggeridge Park
- Local farms
- Local play areas including Bratch Park and Poolhouse park
- Railway walk and Railway café
- Busy Buildings
- Halfpenny Green airport
- WILD Zoological Park



No-go Areas within the Boundaries include:

- Any travel by foot via the B4146 and A449 – Can use pedestrian crossing point to walk over to Sainsbury's
- Staff to be aware of seasonal flooding

Transport to the Local Area

Protocols and risk assessment cover travel on foot and establishment mini bus ONLY. Any other forms of transport should be processed via a full evolve visit form.

Operating Procedure

Please see Appendix A for General risk assessment

The general operating procedure is managed by a combination of the following:

- The Headteacher, Deputy or EVC must give verbal approval before a group leave.
- Only staff judged competent to supervise groups in this environment are approved. The current list of approved staff is maintained by the EVC and the 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.
- There will always be a minimum of two adults with each group. Staffing ratio is informed by the individual class risk assessments and must be checked with the senior leadership team.
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- 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 record the activity on EVOLVE (Local Area Visit module) **and** leave a completed 'Signing out' sheet with the office.
- A mobile is taken with each group and the office has a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves,).
- All classes carry a 'going out bag' which contains care plans, medicines (where appropriate), personal changing items and first aid kit. This is held by the group leader.
- Protocols for LAV to be read and followed by staff and updated termly.

Specifics relating to local area (dynamically updated and shared with all staff).

- Be aware of flooding in the local area

First Aid Policy for Local Learning Area (LLA)

Staff will carry a mobile phone in case of emergencies. Staff will carry a first aid bag for cuts and grazes and be aware of any allergies. Staff will carry emergency medication as per the trips and visits policy. Due to the local area visits being near to school, a member of staff on the visit can call for first aid support if needed or will follow emergency procedures and dial 999 if necessary. First Aid support can also be provided by establishments during the visit by a trained member of staff. All staff attending the visit will be aware of any medical needs of the staff and pupils.

Review Period for LLA

The review period for the Local Learning Area will be termly during the academic year due to seasonal variations and learning, there will be regular contributions and updates from the visit leader team as they dynamically risk assess new considerations.

After the first year of implementation, the review period will be dynamic and annually assessed to ensure the policy and procedures are relevant and up to date.

Monitoring for the LLA

Monitoring visits will be conducted by The Headteacher, EVC or SLT. These will be conducted as per the monitoring checks conducted in school to ensure visits are effective, safe, and relevant to the learners needs.

Impact

The local area visits procedure will lessen the workload for staff when planning and preparing trips and visits. This will allow staff to utilise learning outside of the classroom, thus increasing opportunities for all learners. All policies and protocols are approved by the school EVC (Kerry Dickinson) and Headteacher (Alison Garrett) to ensure that they are robust and relevant to keep staff and pupils safe.

As a result of LAV the pupils will:

- Be aware of and proud of their local area.
- Be familiar with the leisure facilities and opportunities they have outside of school to enable wider family opportunities.
- Support the local environment and community.
- Be aware of jobs and work experience opportunities in their local area.

Appendix A - Operating Procedure (General Risk Assessment)

Hazard	Control	Risk Level
Road Traffic	• Staff to limit use of main roads. • Staff lead small groups crossing the road. All students to hold hands with a member of staff. • Staff to walk on the outside of the group closest to the road. • Staff to stagger themselves at the front, middle and back of the group. • Staff to prepare pupils for walking on foot • Verbal and visual reminders of keeping on the path throughout journey.	Low
Other people	• Staff stagger themselves at the front, middle and back of the group. • Staff to discuss "stranger danger" with pupils prior to journey. • Staff to always stay with pupils. • Staff to report any unusual behavior of the public to police and headteacher upon return.	Low
Animals	• Pupils and staff not to approach dogs or other animals • Staff and pupils to vacate an area if they feel unsafe with dogs or other animals	Low

	• Staff to be vigilant when in parks of dogs off leads.	
Losing a student	• Staff to be always aware of pupils' whereabouts – staff to be assigned to pupils before the visit • Staff to be aware of any pupils with a flight risk • Staff report missing pupils to SLT once they are aware they are missing. SLT will support. • Staff to ensure remaining pupils are safe and stay in one position.	Low
Uneven surfaces	• Staff check routes to ensure they are safe for wheelchairs before embarking on a journey. • Staff to be aware of VI pupils and provide staff support. • Pupils to be aware of where they are walking and encouraged to concentrate on their journey. • First aid bag taken on visit • Staff phone available to call for first aid. • Staff to avoid unsafe routes • Appropriate footwear to be worn according to journey and activity.	Medium
Weather conditions	• Weather forecast checked before embarking on a journey. • All staff and pupils to be dressed accordingly to the weather • Trip lead to have any appropriate spares in an emergency • First aid kit to include foil blankets. • Staff and pupils to carry plenty of fluids and food where appropriate. • Staff to terminate journey/visit should conditions become unsafe. • Staff to be aware of signs of heat stroke/hyperthermia.	Low
Open water	• Pupils and staff stay away from open water. • Staff to be aware of lakes and rivers should a student run away. • Staff to be aware of where life aids are should they need to use them. • Staff have mobile phones to call for help in an emergency. • Staff to be aware if pupils are likely to abscond or show an interest in water.	Low

Open spaces	• Staff assess risk of absconders • Staff to register pupils and stay with them at all times (where necessary) • Staff have mobile phones to call for help in an emergency. • Staff to allocate meeting point at the start of the visit if student gets lost • Staff report missing pupils to SLT once they are aware they are missing. SLT will support. • Staff to ensure remaining pupils are safe and stay in one position	Low
Student needs	• Classes will provide sperate risk assessment for student needs including behavior, medical and sensory needs • Staff will add medical needs to the list for the office and take any medication and care plans with them. • Pupils with IBSP's and Risk Assessments will be considered, and protocols will be followed as per the plans.	Medium

Other related school policies and procedures

- Safeguarding Policy
- Anti-Bullying Policy
- Positive Behaviour Policy
- Staff Code of Conduct
- Code of Conduct for pupils
- Promoting British Values
- Policy and Procedure for the Positive Management of Severe and Challenging Behaviour
- Manual Handling Policy
- Medication Policy
- Supporting Pupils with Medical Needs Policy
- Allergies Policy (including Nut and Food Allergy)
- Mobile Phone, Camera and Image Policy and Procedures
- First Aid Policy

Appendix 4

Wightwick Hall School Local Area Visits (LAV)

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.

Intent

- To facilitate local trips and visits, allowing staff to safely utilize the local area for teaching and learning opportunities.
- To empower staff to feel safe and confident to take students off site for learning opportunities.
- To widen the opportunities for all students by accessing exposure to road safety, use of cafes, visits to areas of nature, places of work and litter picking.

Implementation

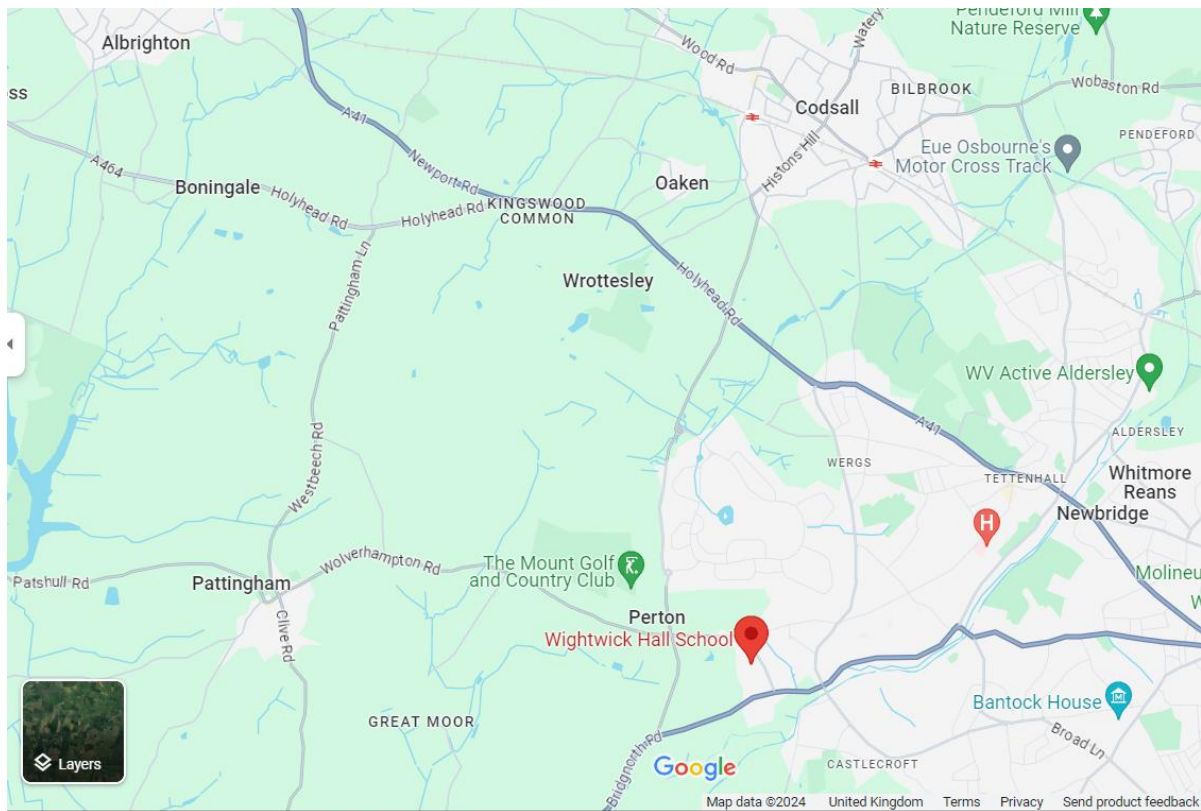
Staff will follow the policy and protocols provided by SLT (Senior Leadership Team), approved by Evolve. Teaching staff will plan their community visits curriculum and visits as part of the various lessons. Staff accessing LAV will have an approved area covered by LAV risk assessments and protocols. Staff will provide class risk assessments as working documents used during each visit to identify and lower risks due to behaviour, conduct and/or medical needs. Activities must be recorded on Evolve via the Local Area Visit module. A register will be provided to the office, naming students and any medical needs. Parents will receive a letter at the start of the academic year requesting consent for Local Area Visits which will cover the child for the remainder of the year. If parents wish to, they can withdraw their consent. Parents will be informed half termly of where the students will be travelling to. If there is a LAV planned during the half term or at shorter notice, parents will be informed via text message at least the day before, stating the nature of and location of the visit.

All staff will have annual training regarding protocols and procedures regarding Local Area Visits. SLT will ensure that all near misses and accidents are reported as per the trips and visits policy. Staff attending the trips will have at least one member of staff who is PRO-ACT SCIPR trained, and at least one first aider.

Boundaries

The boundaries of the Local Learning Area are shown on the attached map. This area includes, but is not limited to, the following frequently used venues:

- Wightwick Manor house and Gardens
- The Mount Country House Hotel
- The United Reformed Church, Tettenhall Wood (Christmas Tree Festival)
- Codsall High School
- Tettenhall Village
- Perton Sainsbury's and Compton
- Compton Spar
- Compton Hospice



No-go Areas within the Boundaries include:

- Motor Cross Track
- Canal side walks (will require the full Evolve visit form)
- Wolverhampton City Centre

Transport to the Local Area

Protocols and risk assessment cover travel on foot and establishment mini bus ONLY. Any other forms of transport should be processed via a full evolve visit form.

Operating Procedure

Please see Appendix A for general risk assessment

The general operating procedure is managed by a combination of the following:

- The Headteacher, Assistant Head or EVC must give verbal approval before a group leave.
- Only staff judged competent to supervise groups in this environment are approved. The current list of approved staff is maintained by the EVC and the office.
- The concept and operating procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school.
- There will always be a minimum of two adults with each group.
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- Students have been trained and have practiced standard techniques for road crossings in a group.
- Students are fully briefed on what to do if they become separated from the group.

- All remotely supervised work in the Local Learning Area is done in 'buddy' pairs as a minimum.
- Students' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant student medical information and ensure that any required medication is available.
- Staff will record the activity on EVOLVE (Local Area Visit module) **and** leave a completed 'Signing out' sheet with the office.
- A mobile is taken with each group and the office has a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves,).
- Protocols for LAV to be read and followed by staff and updated termly.

Specifics relating to local area (dynamically updated and shared with all staff).

- Be aware of flooding on the local roads during and after heavy rainfall.

First Aid Policy for Local Learning Area (LLA)

Staff will carry a mobile phone in case of emergencies. Staff will carry a first aid bag for cuts and grazes and be aware of any allergies. Staff will carry emergency medication as per the trips and visits policy. Due to the local area visits being near to school, a member of staff on the visit can call for first aid support if needed or will follow emergency procedures and dial 999 if necessary. First Aid support can also be provided by establishments during the visit by a trained member of staff. All staff attending the visit will be aware of any medical needs of the staff and students.

Review Period for LLA

The review period for the Local Learning Area will be termly during the academic year due to seasonal variations and learning, there will be regular contributions and updates from the visit leader team as they dynamically risk assess new elements.

After the first year of implementation, the review period will be dynamic and annually assessed to ensure the policy and procedures are relevant and up to date.

Monitoring for the LLA

Monitoring visits will be conducted by The Headteacher, EVC or SLT initially once a term during the academic year. After the initial year of implementation, monitoring visits will be conducted as per the learning walks conducted in school to ensure visits are effective, safe, and relevant to the learners needs.

Impact

The local area visits procedure will lessen the workload for staff when planning and preparing trips and visits. This will allow staff to utilize learning outside of the classroom, thus increasing opportunities for all learners. All policies and protocols are approved by the school EVC (Sarah Owens) and Headteacher (Alex Steer) to ensure that they are robust and relevant to keep staff and students safe.

As a result of LAV the students will:

- Be confident in road safety and travelling in the local area.
- Be aware of and proud of their local area.

- Be aware of leisure facilities and opportunities they have outside of school, helping them make choices with their free time.
- Support the local environment by litter picking and leaflet dropping as part of their citizenship and work experience lessons.
- Be aware of jobs and work experience opportunities in their local area.

Appendix A - Operating Procedure (General Risk Assessment)

Hazard	Control	Risk Level
Road Traffic	• Staff to limit use of main roads. • Staff lead small groups crossing the road. • Staff to walk on the outside of the group closest to the road. • Staff to stagger themselves at the front, middle and back of the group. • Staff to prepare students for walking on foot • Verbal and visual reminders of keeping on the path throughout journey.	Low
Other people	• Staff stagger themselves at the front, middle and back of the group. • Staff to discuss "stranger danger" with students prior to journey. • Staff to always stay with students (where appropriate), Sixth form students to travel in small groups if not with staff. No students to travel alone. • Students understand what to do when in an emergency or feeling unsafe around someone. • Staff to report any unusual behavior of the public to police and headteacher upon return.	Low
Animals	• Students and staff not to approach dogs or other animals • Staff and students to vacate an area if they feel unsafe with dogs or other animals • Staff to be vigilant when in parks of dogs off leads.	Low
Losing a student	• Staff to register students at check points during visits • Staff to be always aware of student's whereabouts • Staff to be aware of any students with a flight risk • Staff to allocate meeting point at the start of the visit if student gets lost	Low

	• Staff report missing students to SLT once they are aware they are missing. SLT will support. • Staff to ensure remaining students are safe and stay in one position.	
Uneven surfaces	• Staff check routes to ensure they are safe for wheelchairs before embarking on a journey. • Staff to be aware of VI students and provide staff support. • Students to be aware of where they are walking and encouraged to concentrate on their journey. • First aid bag taken on visit • Staff phone available to call for first aid. • Staff to avoid unsafe routes • Appropriate footwear to be worn according to journey and activity.	Medium
Weather conditions	• Weather forecast checked before embarking on journey. • All staff and students to be dressed accordingly to the weather • Trip lead to have any appropriate spares in an emergency • First aid kit to include foil blankets. • Staff and students to carry plenty of fluids and food where appropriate. • Staff to terminate journey/visit should conditions become unsafe. • Staff to be aware of signs of heat stroke/hyperthermia.	Low
Activity specific- leaflet posting	• Staff to be always aware of student's presence • Students told never to enter people's homes or cars • Students to be aware of dogs when posting leaflet through letter box • Students need to know to call for help or exit situation if they feel unsafe. • Students to be aware of parked cars when crossing the road. • Students to crossroads safely, with staff	Low
Activity specific- Litter picking	• Students shown how to use equipment correctly. • Students informed never to pick up litter with hands. • Hygiene routine followed post visit • Students are aware never to pick up sharp or dangerous items.	

	• Staff to always be aware of students' whereabouts. • Students pick litter in allocated areas only- be aware of uneven grounding, rivers, open water.	
Open water	• Students and staff stay away from open water. • Staff to be aware of lakes and rivers should a student run away. • Staff to be aware of where life aids are should they need to use them. • Staff have mobile phones to call for help in an emergency. • Staff to be aware if students are likely to abscond or show an interest in water.	Low
Open spaces	• Staff assess risk of absconders • Staff to register students and stay with them at all times (where necessary) • Staff have mobile phones to call for help in an emergency. • Staff to allocate meeting point at the start of the visit if student gets lost • Staff report missing students to SLT once they are aware they are missing. SLT will support. • Staff to ensure remaining students are safe and stay in one position	Low
Student needs	• Classes will provide sperate risk assessment for student needs including behavior/conduct and sensory needs • Staff will add medical needs to the list for the office and take any medication and care plans with them. • Students with IBSP's and Risk Assessments will be considered, and protocols will be followed as per the plans.	Medium

Other related school policies and procedures

- Safeguarding Policy
- Relationships and Behaviour Policy
- Staff Code of Conduct for interaction with students
- First Aid Policy
- Medications Policy

Appendix 5

Christ Church Primary School – Operating Procedure/Local Area Visits (LAV)

Christ Church Primary School will follow the operating procedure outlined in the above policy. In addition to the school specific Local Area Visits procedure which is outlined in this appendix.

Local Area Visits (LAV)

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.

Intent

- To facilitate local trips and visits, allowing staff to safely utilize the local area for teaching and learning opportunities.
- To empower staff to feel safe and confident to take pupils off site for learning opportunities.
- To widen the opportunities for all pupils by accessing exposure to road safety, use of cafes, visits to areas of nature, places of work.

Implementation

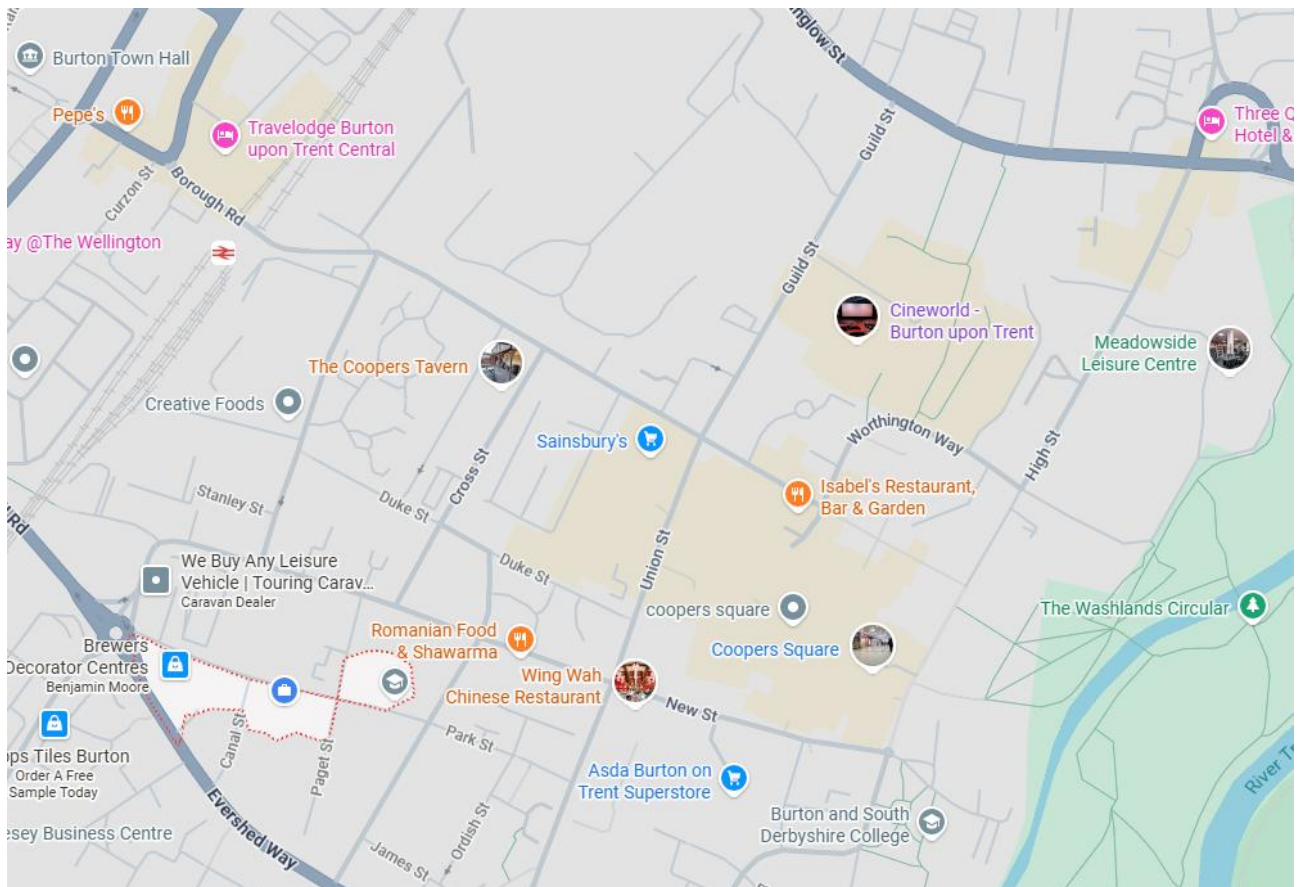
Staff will follow the policy and protocols provided by SLT (Senior Leadership Team), approved by Evolve. Teaching staff will plan their community visits and topic visits as part of cultural capital and their curriculum. Staff accessing LAV will have an approved area covered by LAV risk assessments and protocols. Staff will provide class risk assessments as working documents used during each visit to identify and lower risks due to behaviour and/or medical needs. Activities must be recorded on Evolve via the Local Area Visit module. A copy of the risk assessment and register will be provided to the office, naming pupils and any medical needs and emergency contacts. Parents will receive a letter when they start at Christ Church requesting consent for Local Area Visits which will cover the child for the remainder of their time at the school. If parents wish to, they can withdraw their consent. Parents will be informed of where the pupils will be travelling via school communication avenues eg letter/ email.

SLT will ensure that all near misses and accidents are reported as per the trips and visits policy.

Boundaries

The boundaries of the Local Learning Area are shown on the attached map. This area includes, but is not limited to, the following frequently used venues:

- Local shops – Coopers Square/Asda
- Local churches – Elim Church
- Local villages for Geographical comparisons
- Burton Town Centre
- The Brewhouse
- Elim Church
- Cineworld
- Burton Library
- Abbot Beyne Secondary School
- Paget Secondary School
- Fire station



No-go Areas within the Boundaries include:

- Any travel by foot via the railway underpass
- Any travel by foot via A38
- Staff to be aware of season flooding

Operating Procedure

Please see Appendix A for General risk assessment

The general operating procedure is managed by a combination of the following:

- The Headteacher, Deputy or EVC must give verbal approval before a group leave.
- Only staff judged competent to supervise groups in this environment are approved. The current list of approved staff is maintained by the EVC and the office.
- There will always be a minimum of two adults with each group. Staffing ratio is informed by the individual class risk assessments and must be checked with the senior leadership team.
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- 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 record the activity on EVOLVE (Local Area Visit module) **and** leave a Copy of the risk assessment sheet with the office.
- A mobile is taken with each group and the office has a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves,).
- All classes carry a 'going out bag' which contains care plans, medicines (where appropriate), personal changing items and first aid kit. This is held by the group leader.
- Protocols for LAV to be read and followed by staff and updated termly.

Specifics relating to local area (dynamically updated and shared with all staff).

- Be aware of flooding in the local area

First Aid Policy for Local Learning Area (LLA)

Staff will carry a mobile phone in case of emergencies. Staff will carry a first aid bag for cuts and grazes and be aware of any allergies. Staff will carry emergency medication as per the trips and visits policy. Due to the local area visits being near to school, a member of staff on the visit can call for first aid support if needed or will follow emergency procedures and dial 999 if necessary. First Aid support can also be provided by establishments during the visit by a trained member of staff. All staff attending the visit will be aware of any medical needs of the staff and pupils.

Review Period for LLA

The review period for the Local Learning Area will be termly during the academic year due to seasonal variations and learning, there will be regular contributions and updates from the visit leader team as they dynamically risk assess new considerations.

After the first year of implementation, the review period will be dynamic and annually assessed to ensure the policy and procedures are relevant and up to date.

Monitoring for the LLA

Monitoring visits will be conducted by The Headteacher, EVC, SLT or Lead teacher. These will be conducted as per the monitoring checks conducted in school to ensure visits are effective, safe, and relevant to the learners needs.

Impact

The local area visits procedure will lessen the workload for staff when planning and preparing trips and visits. This will allow staff to utilise learning outside of the classroom, thus increasing opportunities for all learners. All policies and protocols are approved by the school EVC and Headteacher (Lee Archer) to ensure that they are robust and relevant to keep staff and pupils safe.

As a result of LAV the pupils will:

- Be aware of and proud of their local area.
- Be familiar with the leisure facilities and opportunities they have outside of school to enable wider family opportunities.
- Support the local environment and community.
- Be aware of jobs and work experience opportunities in their local area.

Appendix A

Operating Procedure (General Risk Assessment)

Hazard	Control	Risk Level
Road Traffic	• Staff to limit use of main roads. • Staff lead small groups crossing the road. All students to hold hands with a member of staff. • Staff to walk on the outside of the group closest to the road. • Staff to stagger themselves at the front, middle and back of the group. • Staff to prepare pupils for walking on foot • Verbal and visual reminders of keeping on the path throughout journey.	Low
Other people	• Staff stagger themselves at the front, middle and back of the group. • Staff to discuss "stranger danger" with pupils prior to journey. • Staff to always stay with pupils. • Staff to report any unusual behavior of the public to police and headteacher upon return.	Low
Animals	• Pupils and staff not to approach dogs or other animals • Staff and pupils to vacate an area if they feel unsafe with dogs or other animals • Staff to be vigilant when in parks of dogs off leads.	Low

Losing a student	• Staff to be always aware of pupils' whereabouts – staff to be assigned to pupils/groups before the visit • Staff to be aware of any pupils with a flight risk • Staff report missing pupils to SLT/Lead teacher once they are aware they are missing. SLT will support. • Staff to ensure remaining pupils are safe and stay in one position.	Low
Uneven surfaces	• Staff check routes to ensure they are safe for wheelchairs before embarking on a journey. • Staff to be aware of VI pupils and provide staff support. • Pupils to be aware of where they are walking and encouraged to concentrate on their journey. • First aid bag taken on visit • Staff phone available to call for first aid. • Staff to avoid unsafe routes • Appropriate footwear to be worn according to journey and activity.	Medium
Weather conditions	• Weather forecast checked before embarking on a journey. • All staff and pupils to be dressed accordingly to the weather • Trip lead to have any appropriate spares in an emergency • First aid kit to include foil blankets. • Staff and pupils to carry plenty of fluids and food where appropriate. • Staff to terminate journey/visit should conditions become unsafe. • Staff to be aware of signs of heat stroke/hyperthermia.	Low
Open water	• Pupils and staff stay away from open water. • Staff to be aware of lakes and rivers should a student run away. • Staff to be aware of where life aids are should they need to use them. • Staff have mobile phones to call for help in an emergency. • Staff to be aware if pupils are likely to abscond or show an interest in water.	Low

Open spaces	• Staff assess risk of absconders • Staff to register pupils and stay with them at all times (where necessary) • Staff have mobile phones to call for help in an emergency. • Staff to allocate meeting point at the start of the visit if student gets lost • Staff report missing pupils to SLT once they are aware they are missing. SLT will support. • Staff to ensure remaining pupils are safe and stay in one position	Low
Student needs	• Classes will provide separate risk assessment for student needs including behavior, medical and sensory needs • Staff will add medical needs to the list for the office and take any medication and care plans with them. • Pupils with IBSP's and Risk Assessments will be considered, and protocols will be followed as per the plans.	Medium

Other related school policies and procedures

- Safeguarding Policy
- Anti-Bullying Policy
- Behaviour Policy
- Staff Code of Conduct
- Code of Conduct for pupils
- Promoting British Values
- Policy and Procedure for the Positive Management of Severe and Challenging Behaviour
- Manual Handling Policy
- Medication Policy
- Supporting Pupils with Medical Needs Policy
- Allergies Policy (including Nut and Food Allergy)
- Mobile Phone, Camera and Image Policy and Procedures
- First Aid Policy

APPENDIX 6

River View Primary & Nursery School Local Area Visits (LAV)

River View Primary School will follow the operating procedure outlined in the above policy. In addition to the school specific Local Area Visits procedure which is outlined in this appendix.

Local Area Visits (LAV)

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.

Intent

- To facilitate local trips and visits, allowing staff to safely utilize the local area for teaching and learning opportunities.
- To empower staff to feel safe and confident to take pupils off site for learning opportunities.
- To widen the opportunities for all pupils by accessing exposure to road safety, use of cafes, visits to areas of nature, places of work.

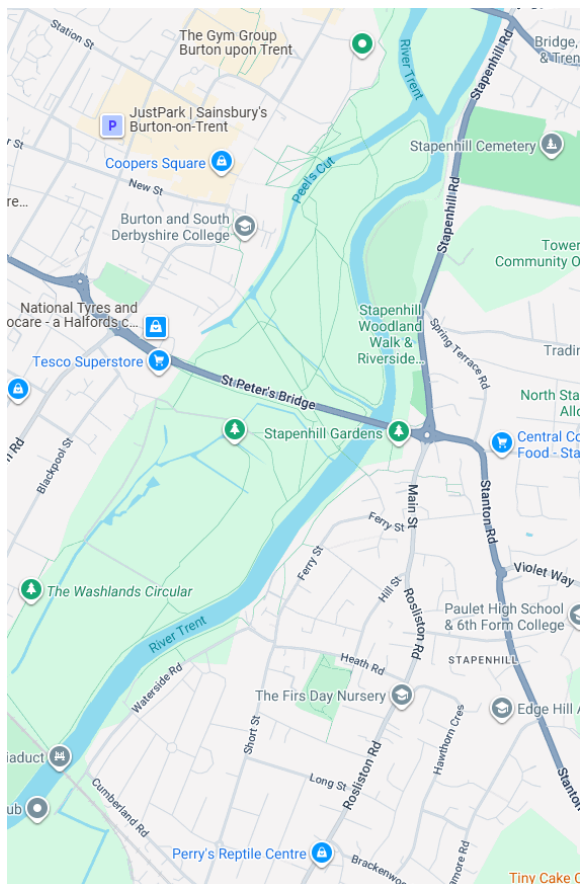
Implementation

Staff will follow the policy and protocols provided by SLT (Senior Leadership Team), approved by Evolve. Teaching staff will plan their community visits and topic visits as part of cultural capital and their curriculum. Staff accessing LAV will have an approved area covered by LAV risk assessments and protocols. Staff will provide class risk assessments as working documents used during each visit to identify and lower risks due to behaviour and/or medical needs. Activities must be recorded on Evolve via the Local Area Visit module. A copy of the risk assessment and register will be provided to the office, naming pupils and any medical needs and emergency contacts. Parents will receive a letter when they start at River View requesting consent for Local Area Visits which will cover the child for the remainder of their time at the school. If parents wish to, they can withdraw their consent. Parents will be informed of where the pupils will be travelling via school communication avenues eg letter/ email.

SLT will ensure that all near misses and accidents are reported as per the trips and visits policy.

Boundaries

The boundaries of the Local Learning Area are shown on the attached map. This area includes, but is not limited to, the following frequently used venues:



- Stapenhill gardens
- Cineworld
- May Day Parade around local streets
- Paulet High School
- Local Shops
- Ferry Bridge

No-go Areas within the Boundaries include:

- Any travel by foot via St Peter's Bridge
- Any travel by foot via A38
- Staff to be aware of seasonal flooding

Operating Procedure

Please see Appendix A for General risk assessment

The general operating procedure is managed by a combination of the following:

- The Headteacher, Deputy or EVC must give verbal approval before a group leave.
- Only staff judged competent to supervise groups in this environment are approved. The current list of approved staff is maintained by the EVC and the office.
- There will always be a minimum of two adults with each group. Staffing ratio is informed by the individual class risk assessments and must be checked with the senior leadership team.
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- 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 record the activity on EVOLVE (Local Area Visit module) **and** leave a Copy of the risk assessment sheet with the office.

A mobile is taken with each group and the

- office has a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves,).
- All classes carry a 'going out bag' which contains care plans, medicines (where appropriate), personal changing items and first aid kit. This is held by the group leader.
- Protocols for LAV to be read and followed by staff and updated termly.

Specifics relating to local area (dynamically updated and shared with all staff).

- Be aware of flooding in the local area

First Aid Policy for Local Learning Area (LLA)

Staff will carry a mobile phone in case of emergencies. Staff will carry a first aid bag for cuts and grazes and be aware of any allergies. Staff will carry emergency medication as per the trips and visits policy. Due to the local area visits being near to school, a member of staff on the visit can call for first aid support if needed or will follow emergency procedures and dial 999 if necessary. First Aid support can also be provided by establishments during the visit by a trained member of staff. All staff attending the visit will be aware of any medical needs of the staff and pupils.

Review Period for LLA

The review period for the Local Learning Area will be termly during the academic year due to seasonal variations and learning, there will be regular contributions and updates from the visit leader team as they dynamically risk assess new considerations.

After the first year of implementation, the review period will be dynamic and annually assessed to ensure the policy and procedures are relevant and up to date.

Impact

The local area visits procedure will lessen the workload for staff when planning and preparing trips and visits. This will allow staff to utilise learning outside of the classroom, thus increasing opportunities for all learners.

All policies and protocols are approved by the school EVC and Headteacher (Mandy Whitehouse) to ensure that they are robust and relevant to keep staff and pupils safe.

As a result of LAV the pupils will:

- Be aware of and proud of their local area.
- Be familiar with the leisure facilities and opportunities they have outside of school to enable wider family opportunities.
- Support the local environment and community.
- Be aware of jobs and work experience opportunities in their local area.

Appendix A

Operating Procedure (General Risk Assessment)

Hazard	Control	Risk Level
Road Traffic	- Staff to limit use of main roads. - Staff lead small groups crossing the road. - Staff to walk on the outside of the group closest to the road. - Staff to stagger themselves at the front, middle and back of the group. - Staff to prepare pupils for walking on foot - Verbal and visual reminders of keeping on the path throughout journey.	Low
Other people	- Staff stagger themselves at the front, middle and back of the group. - Staff to discuss “stranger danger” with pupils prior to journey. - Staff to always stay with pupils. - Staff to report any unusual behavior of the public to police and headteacher upon return.	Low
Animals	- Pupils and staff not to approach dogs or other animals - Staff and pupils to vacate an area if they feel unsafe with dogs or other animals - Staff to be vigilant when in parks of dogs off leads.	Low
Losing a student	- Staff to always be aware of pupils’ whereabouts – staff to be assigned to pupils/groups before the visit - Staff to be aware of any pupils with a flight risk - Staff report missing pupils to SLT/Lead teacher once they are aware they are missing. SLT will support. - Staff to ensure remaining pupils are safe and stay in one position.	Low

Uneven surfaces	• Staff check routes to ensure they are safe for wheelchairs before embarking on a journey. • Staff to be aware of VI pupils and provide staff support. • Pupils to be aware of where they are walking and encouraged to concentrate on their journey. • First aid bag taken on visit • Staff phone available to call for first aid. • Staff to avoid unsafe routes • Appropriate footwear to be worn according to journey and activity.	Medium
Weather conditions	• Weather forecast checked before embarking on a journey. • All staff and pupils to be dressed accordingly to the weather • Trip lead to have any appropriate spares in an emergency • First aid kit to include foil blankets. • Staff and pupils to carry plenty of fluids and food where appropriate. • Staff to terminate journey/visit should conditions become unsafe. • Staff to be aware of signs of heat stroke/hyperthermia.	Low
Open water	• Pupils and staff stay away from open water. • Staff to be aware of lakes and rivers should a student run away. • Staff to be aware of where life aids are should they need to use them. • Staff have mobile phones to call for help in an emergency. • Staff to be aware if pupils are likely to abscond or show an interest in water.	Low

Open spaces	• Staff assess risk of absconders • Staff to register pupils and stay with them at all times (where necessary) • Staff have mobile phones to call for help in an emergency. • Staff to allocate meeting point at the start of the visit if student gets lost • Staff report missing pupils to SLT once they are aware they are missing. SLT will support. • Staff to ensure remaining pupils are safe and stay in one position	Low
Student needs	• Classes will provide separate risk assessment for student needs including behavior, medical and sensory needs • Staff will add medical needs to the list for the office and take any medication and care plans with them. • Pupils with IBSP's and Risk Assessments will be considered, and protocols will be followed as per the plans.	Medium