James Bateman Middle School

Local Visits Policy

Policy owner	S Champ
Approved by	Governing Board
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Version	1.0
Linked policies and documents	• https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits • https://oeapng.info/download/1184/ • https://oeapng.info/download/1144/ • https://oeapng.info/download/15141/?tmstv=1795084754 • Educational Visits Policy • Special Educational Needs and Disability Policy • First Aid Policy

This policy is to be used in conjunction with the school visits policy for local learning area visits.

This document has been prepared in accordance with:

- Health and Safety on educational visits
- How to write an establishment visit policy (OEAP NG 5.3b)
- Risk management – an Overview (OEAP NG 4.3c)
- Example standard operating procedures (OEAP NG 8.1d)

All links for these areas on in the link policies and procedures area of the front page of this policy

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.

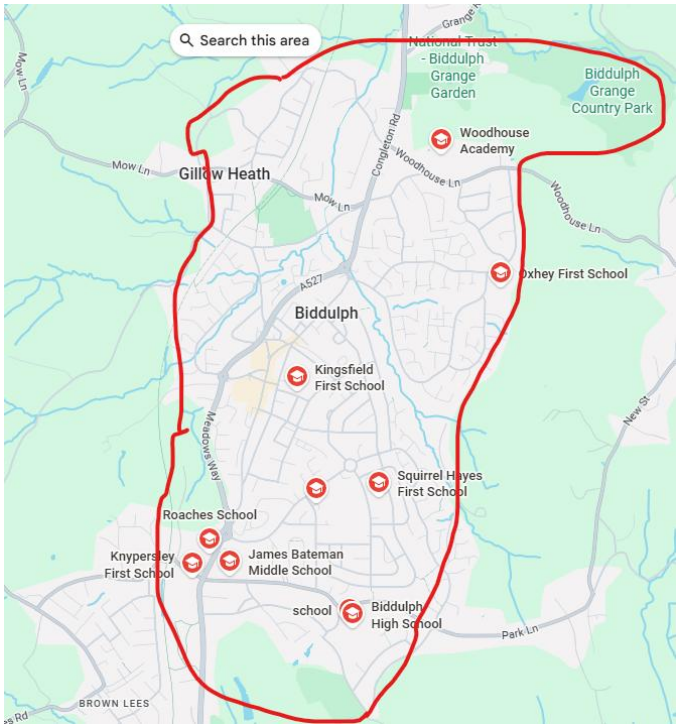
These visits/activities:

- 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 – local visits consent is set to auto request annually
- parents will be notified if children are being taken out of school using the Arbor App that school uses to notify parents.
- do not normally need any additional risk assessments / notes (other than following the Operating Procedure below).

Boundaries

The main boundaries of the Local Learning Area are defined on the map.
Within the area specified the main places of visit include although are not restricted to:

- Local first schools
- Biddulph Valley Leisure Centre
- Greenway Bank Country Park
- The School Field next to Aldi
- Newpool Meadows
- Halls Road playing field
- Biddulph Grange Gardens
- Biddulph Grange Country Park
- Local care homes
- St. Johns Church
- Woodhouse Middle School
- Biddulph High School



Areas that are not included on the map are restricted to other schools within the main Staffordshire Moorlands, Stoke on Trent and Congleton areas where we may partake in sports fixtures.

These include:

- St Edwards Middle School
- Churnet View Middle School
- Moorside High School
- Endon High School
- Cheadle High
- Painsley High School
- Westwood High School
- Congleton High School and
- Fenton Manor.

The boundaries of the Local Learning Area are within a 15-mile radius of the school.



Transport to the Local Learning Area

The methods of transport should wholly be in the control of the school. It is normally possible to walk to all locations within the Local Learning Area within at least 30 minutes. When walking, quieter routes away from main roads should be used to reach the destination. Routes must be thought out and procedures for crossing any road to be planned suitably.

When walking is not an option then the trust/school minibus can be used. This will be driven by approved staff inline with the school's minibus procedure. Where possible there should be another member of staff used for group supervision.

For sporting activities requiring longer journeys or visits needing more space then a local, reputable coach company may be used.

Local Learning Area LLA

Operating Procedures

Activity	Example Hazards	Procedures in place to alleviate issues
Road traffic.	Pupils getting run over by cars. Fumes causing health issues	Where possible quieter, side routes used to get from school to the destination. Suitable crossing points to be chosen (zebra and pelican to be used if available) and staff to monitor pupils crossing the road to ensure it is done safely
Other people / members of the public / animals	Stranger danger Public nuisance Animal attacks	Staff to monitor pupil behaviour around members of the local community No pupil's interaction between pets/wildlife while on the visit

Terrain	Uneven surfaces and slips, trips, and falls	Suitable routes to be used. Visit leader to choose alternative, appropriate routes that are used if necessary. (Have a plan B route ready to use)
Weather conditions	Extreme weathers can cause issues	Pupils advised on suitable clothing. Pupils to be told to take water on the visit. Advice given on extra suitable arrangements that may be necessary e.g. sun cream
Nature	Plants, stings, water bodies - drowning	First aid kit to be carried with visit into nature areas (Newpool Meadows, The country park etc. Pupils to be briefed on safety measures and appropriate measures used such as distance that pupils are allowed from the water's edge put into place around local ponds and rivers..
Sporting Events	Injuries and accidents	See PE department generic risk assessments - attached

The above are for generic guidance – as every day is different, staff accompanying the visit must be dynamically risk assessing at all times looking out for potential hazards and keeping the group safely managed.

<u>As well as the above the following procedures are in place to help manage the planning and carrying out of a local area visit.</u>

- The Headteacher must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. The Headteacher will make a decision about approved staff.
- A current list of approved staff is maintained by the office.
- There will normally be a minimum of two adults on all visits, a more experienced member of staff, familiar with visits will act as a leader to support and train less experienced staff. In cases where only one member of staff is used thought needs to be given about the area and the age/maturity of the pupils to cope and act if that one member of staff collapsed.
- 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.
- 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 needs a decision and will depend on the area you are in – return to school, wait where they are, go to x and ask for help, etc.
- 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) or leave a completed 'Signing out' sheet with the office.
- A mobile is taken with each group and the office have a note of the number.

- Appropriate personal protective equipment is taken when needed eg. gloves
- Use of the Bypass as a walking route through Biddulph should be avoided.
- When going to swimming at Knypersley First School the pelican crossing must be used.

First Aid Policy 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.

Ensure that all prescribed medications/first aid equipment is taken on any visit in accordance with any care plan or individual risk assessment.

Review Period for the Local Learning Area

The review period for the local Learning Area is set with the 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.

Monitoring for the Local Learning Area

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.