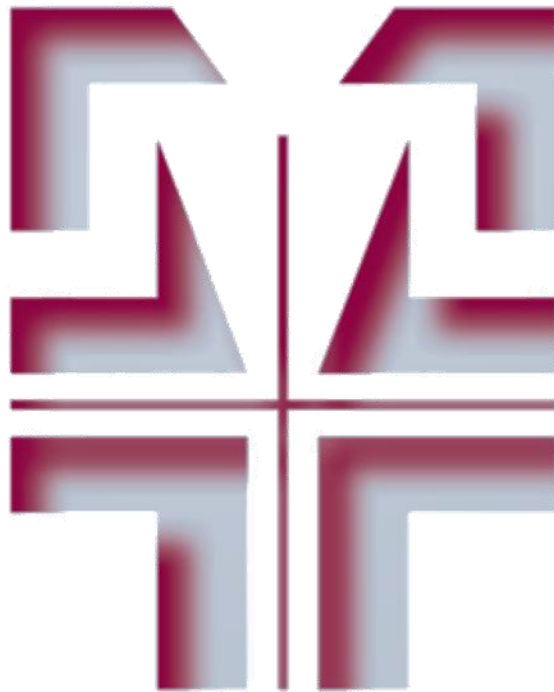


Saint Michael's CE High School

A Church of England Academy



Therefore, choose

Local Area Visit Policy

Date of Policy:	June 2026
Review Date	June 2027

St. Michael's CE High School

A Church of England Academy

Local Area Visits Policy

Our mission statement: As a vibrant learning community, we choose to serve God, pursue excellence and celebrate the uniqueness of each individual.



Our vision: *Growing in body, mind and spirit*

I have come that you might have life – life in all its fullness. **John 10:10**



Therefore choose [life]
Deuteronomy 30:19



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Local Area Visits Policy

St Michael's CE High School is committed to providing and maintaining a safe and healthy learning environment for children and this extends beyond the school facilities and grounds.

The Governors of St Michael's CE High School adopted this policy in June 2026. This will be reviewed annually at the Governors' finance, premises, health and safety committee meeting.

GENERAL INFORMATION

This policy covers visits and activities taking place within our 'local learning area'. The DfE states that routine visits that involve no more than an everyday level of risk, such as slips and trips, and are covered by the academy's current policies and procedures can be considered as lessons in a different classroom. These visits and activities only need a little extra planning beyond the educational aspect and the full visit/trip authorisation process would be overly bureaucratic.

This policy covers visits/activities that are part of the normal curriculum, that take place during the normal school day or after-school or at weekends as part of the school enrichment and wider curricular programme, following the procedure below.

These visits/activities:

- The Local Learning Area Policy is made available to all new parents when their child joins the school and is available on the School's website.
- Will require annual consent by parents / carers.
- Do not normally need additional risk assessments / notes however the procedures and risk reduction techniques listed below shall be adhered to.
- Method of transport will be wholly in control of school, such as establishment minibus or walking.
- Visit Leader must document any accidents, incidents or near misses post visit. This will be logged on Evolve Accident Book. Visit leaders should see CJH if an accident occurs.

BOUNDARIES

The boundaries of the local learning area are limited to the following frequently used venues:

- Local churches (foundation parishes and / or other churches within local learning area)
- Astley Park and Astley Village
- Local primary schools and secondary schools
- Local supermarkets and shops
- Chorley town centre venues, including Chorley library, sports centre, market, town centre, Chorley in Bloom gardens
- Visits included in the Year 9 Enrichment programme within the local learning area



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PLANNING AHEAD

Planned visits should be submitted to the school calendar. When planning a visit, leaders should check the diary to ensure that there are no clashes with other planned visits or events.

Prior to Departure

The visit leader will complete a 'local area visit form' to be left with the Base Contact (see appendix A below.)

This should include:

- The names of all pupils participating in the visit (relevant information about medical conditions, disabilities, needs, allergies, can be found on Synergy.)
- The names of all staff on the visit
- Staff mobile numbers
- The destination and planned activities
- The date and planned return time

The visit leader should also check whether there are any other changes to the norm which might affect the visit – for example, road works or a local event.

The visit leader should also check the weather forecast and adjust plans accordingly.

- Visits should not normally go ahead if a Met Office amber or red weather warning is in place.

PROCEDURE FOR A LOCAL LEARNING AREA VISIT

The following significant issues/hazards exist within the local learning area. They should be noted and catered for:

- Road traffic
- Uneven surfaces and slips, trips, and falls
- Members of the public and other unknown persons
- Animals including dogs on leads
- Losing a pupil
- Weather conditions, especially those that restrict vision or increase the risks of slipping
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc)
- Narrow pavements or paths

MANAGING RISKS

Risks shall be managed by a combination of the following approaches to reducing risk:

General

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- The concept and procedure of the 'local learning area' is explained to all new parents when their child joins the school.
- No remotely supervised work in the local learning area is allowed.
- Minimum staffing requirements in relation to Evolve guidelines will be adhered to; 1:10, 1:20 (eg 50 pupils needs 3 members of staff) thereafter, with the exception of sports fixtures.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC on Evolve.
- A mobile phone shall be taken with each group and the office have a note of the number/s.
- The selected route takes the least busy option.
- Approved staff are familiar with the area, including any 'no-go' areas identified, and have practiced appropriate group management techniques.
- Pupils have been informed of standard techniques for road crossings in a group.
- Pupils shall be briefed on what to do if they become separated from the group. This information given shall reflect differences that apply to different areas the pupils may encounter, for example – return to school, wait where they are, go to the safe meeting point and ask for help, etc).
- Regular registers will be taken.
- There is a designated 'Visit Leader' and 'Base Contact' who is aware of all the information regarding the visit, including planned routes, risks and pupils involved.
- The local area visit form will be left with the Base Contact prior to leaving school and staff involved sign out appropriately using InVentry.

Ensuring pupils' specific needs are met

- Pupils' clothing and footwear shall be checked for appropriateness prior to leaving school.
- The trip shall be arranged with due regard to mobility and needs of all members of the group paying specific attention to special and/or individual needs that may apply.
- The trip lead shall take advice from SENCO and DSL if appropriate.
- Pupils' pre-existing special needs medical conditions and required medication requirement shall be known. The details circulated amongst supervising staff, for both staff and young people.
- Staff shall be aware of any relevant pupil medical information including allergies and ensure that any required medication is available.
- Pupils, parents and carers shall be reminded to bring individual medication, which shall be effectively stored and managed through the visit (e.g. asthma inhalers) and a record kept when any medication is given and dosages.
- Consent has been obtained from parents/carers to treat minor ailments that may arise during the visit via local area annual consent form.
- Where appropriate follow individual care plans and make necessary arrangements for individual pupils including individual risk assessment and additional staffing as necessary.

First Aid

Illness or injury – pupils and staff.

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- At least 1 staff member with each group shall be prepared to take lead in first aid. Each designated "first aider" shall hold a current first aid certificate.
- A first aid kit appropriate to the needs of the trip shall be taken on the trip.
- Staff should carry their mobile phones with them and the office informed of which staff are designated 'visit leader.'
- All those involved with the trip shall be briefed on emergency procedures and know how to call emergency services and the emergency contact from school.
- Member of staff shall be identified to remain at the venue or accompany young person/staff member to hospital if necessary, with supervision being re-organised to take into account any member(s) of staff missing. If the visit has only one staff member, they will contact school and arrangements made for another member of staff to collect the pupil.
- Group shall return home early if supervision levels fall below the required standard for safety to be maintained.
- If any pupils have a health care plan, this will be shared with the trip leader.

Reducing the Risks associated with unknown persons, animals, insects, poisonous plants etc.

- Avoid known high risk situations.
- Take necessary avoidance action if encountered.
- Ensure those with known allergies carry medication.
- Pupils and staff warned of 'stranger danger'.
- No name badges shall be worn by pupils.
- Pupils to stay in small groups of at least 4 and to stay with their group.

Reducing the risk of irresponsible or dangerous behaviour by pupils

- Staff-pupil ratios shall be adequate to provide proper supervision as highlighted above.
- There shall be clear expectations regarding the behaviour of participants that shall be and discussed and agreed by all prior to the visit.
- The location shall be suitable for the proposed mode of supervision.
- Participants shall be reminded that this is a school trip and school behaviour agreement still applies, for example in relation to substance misuse, alcohol and smoking.
- There shall be a clear policy regarding the use of mobile phones.
- Where the venue has a gift shop, vending machines and/or catering facilities on site guidance shall be issued to participants on their use.

Emergencies

Visit leaders should ensure all participants, organisers and venue staff know what action needs to be taken in an emergency including:

- The trip leader and staff on the trip plus the Base Contact shall have instructions as to what to do in an emergency and understand when and how to call emergency services.
- A list of pupils and contact details of parents/carers shall be held by the Visit Leader, deputy leader (where appropriate) and Base Contact for weekend visits

- Staff have their mobile phones with them and their numbers left with the Base Contact.
- A member of staff shall be identified to remain at the venue or accompany young person/staff member to hospital if necessary with supervision being re-organised to take into account any member(s) of staff missing.
- The group shall return home early if supervision levels fall below the required standard for safety to be maintained.
- In the event of unexcepted and fully unavoidable late return, after school hours, the trip lead shall organise to notify the Base Contact, who will notify parents of collection arrangements. Suitable procedures shall be put in place to keep pupils safe until their parents/carers collect them.

When walking to/from the venue

Reducing the Risk of Slips, Trips and Falls

- Suitable footwear should be worn.
- Pupils should not run.
- Pupils should be advised to take extra care when in the areas:
 - where the pavement is uneven.
 - crossing the road
 - there are curbs and bollards or additional tripping hazards
 - using steps, slopes
 - if any of the areas walked on are wet/or icy

Reducing the Risk of Collision with Moving Vehicles

- The route should be planned to avoid any 'no go' areas specified by the Visit Leader for each trip.
- The group shall be instructed to stay together as one group.
- One staff member to be at the front of the group, one at the back, and others, where applicable to position themselves alongside the group (where there is only 1 member of staff they will be in a position where they can see all pupils).
- The route shall minimise the length of time spent on main roads and roads shall be crossed only at safe, predetermined locations where visibility is clear and sufficient time is available to cross.
- Pupils shall be briefed to remain on pavements and not to cross roads, unless and until specifically instructed to do so by staff.
- When crossing main roads, pelican, zebra or beacon crossings shall be used. Before crossing staff shall ensure that the crossing shows a green light for pedestrians and additionally that there is sufficient time to cross the road safely. Before crossing a further check shall be made to ensure local traffic is observing the green light for pedestrians.
- Walking beside roads with no pavements is to be avoided. If there is no suitable alternative the risk of use must be assessed before use.
- Leaving/returning to school close to school closing time shall, wherever possible be avoided. Where it cannot be avoided additional care needs to be taken in respect of parked cars / school buses close to the school gates.

Reducing the risk of pupils getting lost or separated from the group

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- Supervision shall be planned in advance by the Visit Leader.
- Staff-pupil ratios shall be adequate to provide proper supervision and adhere to Evolve recommendations: 1:10, 1:20 thereafter.
- Itinerary, arrangements and code of conduct shall be agreed with all participants before departure.
- All participants shall be briefed on what to do if separated from the 'group' This shall include, as a minimum trip specific meeting points, en route and at the venue.
- All participants shall be informed of the central point meeting and emergency numbers in case of an emergency.
- Head counts shall be made by staff particularly at arrival/departure points, and when separating and reforming groups.
- Suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders etc) shall be in use.

Reducing the risks associated with weather extremes

- The local weather report shall be checked prior to departure and the visit cancelled if extreme weather is expected. This could include for example, heavy rain, local flooding, heavy fog reducing visibility, heat and sun that could lead to heat exhaustion, sunburn or at the other extreme cold that could lead to hypothermia.
- When adverse but less than extreme weather is expected adjustments shall be made, as necessary to pupil footwear, clothing and the route taken to ensure pupils stay safe.
- Trips shall be scheduled to start/finish in daylight as far as possible. Staff will wear high visibility jackets on the visit.

VENUES GENERAL

The Visit Leader shall obtain prior to the trip commencing details on emergency evacuation and emergency lockdown procedures that apply to the venue being visited.

- This information shall be shared with all participants and their understanding of it confirmed.
- The information received should be confirmed correct and up to date on arrival at the venue and participants reminded on key point and updated on any changes
- The Visit Leader shall ensure staff accompanying the trip know who and how to contact sources of help, when appropriate.
- Rendezvous points are and times set, are agreed with staff and pupils.
- Pupils shall know, at all times, where and how to contact staff.
- Alternative methods of communications shall be identified for areas that are without mobile phone signals.

VENUE SPECIFIC RISKS

The following information is required to be held on file prior to the trip commencing. If this information is not specified under the specific venues below it must be obtained and the local area visit policy updated before the trip is approved.

- Safe meeting point at the venue for pupils who become lost or separated from the group.
- Safe meeting point in case of emergency evacuation.



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- Venue specific risks.

Local churches

The safe meeting point inside the venue for pupils who become lost or separated from the group or in case of an emergency evacuation is: outside the church front door in the church grounds.

Astley Park

The safe meeting point at the park for pupils who become lost or separated from the group or in case of an emergency evacuation is: outside Astley Hall

Additional risks:

- Pupils will be informed of 'stranger danger' and the importance of informing a member of staff should they be approached inappropriately by a member of the public.
- Pupils will be informed of any 'no go' areas at the park.
- Pupils will be informed about the importance of adhering to the BFL policy.
- Toilets are available at Café Ambio – pupils will go to the toilets in pairs.

Astley Village (Enrichment / DofE walks)

The safe meeting point at the park for pupils who become lost or separated from the group or in case of an emergency evacuation is: outside the shops on Chancery Lane

Additional risks:

- Pupils will remain with the group on the walk at all times. If pupils need the toilet, staff will divert the route into Astley Park and use the toilets at Café Ambio.

Local primary schools

The safe meeting point at the venue for pupils who become lost or separated from the group or in case of an emergency evacuation is: outside the school

Local supermarkets

The safe meeting point at the venue for pupils who become lost or separated from the group or in case of an emergency evacuation is: outside the venue

Additional risks:

- Pupils will be informed of 'stranger danger' and the importance of informing a member of staff should they be approached inappropriately by a member of the public.
- Pupils will be informed of any 'no go' areas at the venue.
- Pupils will be informed about the importance of adhering to the BFL policy.

Chorley library / town hall

The safe meeting point at the venue for pupils who become lost or separated from the group or in case of an emergency evacuation is: outside the venue

Additional risks:

- Pupils will be informed of 'stranger danger' and the importance of informing a member of staff should they be approached inappropriately by a member of the public.
- Pupils will be informed of any 'no go' areas at the library / town hall.
- Pupils will be informed about the importance of adhering to the BFL policy.

Chorley town centre

The safe meeting point at the venue for pupils who become lost or separated from the group or in case of an emergency evacuation is: Chapel Street at the designated group meeting point

Additional risks:

- Pupils will be informed of 'stranger danger' and the importance of informing a member of staff should they be approached inappropriately by a member of the public.
- Pupils will be informed of the specified areas they are allowed to be in which will all be included in the pedestrian zone.
- Pupils will be informed about the importance of adhering to the BFL policy.
- Pupils will not be permitted to go into any shops.

Chorley in Bloom gardens

(B&Q, Chorley Sports Centre, Kaliko Lounge)

The safe meeting point at the venue for pupils who become lost or separated from the group or in case of an emergency evacuation is: outside the gardens on the pavement.

The Safe meeting point in case of venue emergency evacuation is: outside the gardens

Additional risks:

- Pupils will be informed of the correct procedures for taking part in the activities they are doing and warned of any potential hazards.
- Pupils will be watched and supervised at all times. They should not be working with insecticides or pesticides. The work may involve occasional burning of materials. This will be highly supervised and pupils given all safety information they need.
- Pupils will be informed of 'stranger danger' and the importance of informing a member of staff should they be approached inappropriately by a member of the public.
- Pupils will be informed of any 'no go' areas at the garden.
- Pupils will be informed about the importance of adhering to the BFL policy.
- Pupils will remain at the garden and will not be allowed to leave. If they need the toilet, they will be supervised and always go in pairs:
 - B&Q – toilets available at Starbucks. Pupils will be supervised crossing the road and allowed to go to the Starbucks toilets.
 - Chorley Sports Centre garden – they will go into the sports centre.
 - Kaliko Lounge – they will go to the public toilets on Chorley market.

Chorley Sports Centre

The safe meeting point at the venue for pupils who become lost or separated from the group or in case of an emergency evacuation is: outside the venue in a safe area of the car park

The Safe meeting point in case of venue emergency evacuation is: outside the venue

Additional risks:

- Pupils will be informed of 'stranger danger' and the importance of informing a member of staff should they be approached inappropriately by a member of the public.
- Pupils will be informed of any 'no go' areas at the sports centre.
- Pupils will be informed about the importance of adhering to the BFL policy.



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Chorley walks

(areas included in the Enrichment local history walk / litter picking)

The safe meeting point inside the venue for pupils who become lost or separated from the group or in case of an emergency evacuation is:

History walk: Astley Park gates

Litter picking: area to be specified in relation to area visited.

Additional risks:

- Pupils will remain with the group on the walk at all times. If pupils need the toilet, staff will divert the route into Astley Park and use the toilets at Café Ambio.



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Appendix A: Local Area visits form – to be completed and retained by the Visit Leader and front office (L Roberts / C Jenner (if LR unavailable))

Name of Visit Leader: _____

Please leave this visit form with L Roberts (or C Jenner)

Mobile phone number of Visit Leader: _____

Designated first aider: _____

Mobile phone number of first aider: _____

Name and mobile phone numbers of accompanying staff:

(Please ensure ratios meet Evolve policy: 1:10, 2:30, 3:50 etc)

_____	_____
_____	_____
_____	_____
_____	_____

Time of departure from school: _____ **Time of return to school:** _____

Venue: _____

Activities to be undertaken: _____

1. Please ensure a list of pupils taking part has been submitted to L Roberts (Base Contact) at least two days prior to the visit taking place. This will be returned to the Visit Leader containing details of pupil medical conditions and emergency contacts (from Synergy). This document must be held by both the Visit Leader and Base Contact during the visit.
If the visit is a whole school visit, staff must ensure they have mobile phone contact with staff in the front office to enable swift access to pupil emergency contacts.
2. Please remember to collect a first aid kit and any medication for pupils in the front office.
3. Please ensure you have checked the route to the venue is safe and clear.
4. Please check the weather forecast will not adversely affect this visit.
5. All staff must remember to sign out of school.

Please tick to say you have read the Local Learning Area Policy:

☐

Signed (Visit Leader) _____ **Date:** _____

