



# St Martins School

## Local Area Visits Policy

Updated: May 2024

This document has been prepared in accordance with:

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

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

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

## Local Visits Policy

This is a Local area policy which is part of the St Martins Educational Visit Policy. This outlines the criteria and circumstances on using a 'Local Learning Area' and how we deal with very local activities within a boundary. If you are unsure, ask the EVC/Headteacher or seek guidance from the LA.

### 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 at least 2 weeks' ahead of the planned visit.
- CAT A forms need to be completed in line with the LAV or Evolve timelines, and be attached to your visit on Evolve.
- Once approved on Evolve, the visit leader will download and print the approved CAT A and letter from Evolve for the EVC to sign.
- Staff on the visit will need to sign the printed CAT A to show that they have read it.
- must be recorded on a 'Signing-out' sheet to be left with the office along with details of the visit (CAT A form)
- parents are to be informed in advance either Phone call or a letter sent home attached to CAT A
- do not normally need any additional risk assessments / notes (other than following the Operating Procedure below).

### Boundaries

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

- Horizons Visit/Project Search
- Educational visits e.g. Derby College sites
- Local Parks within the city and within 5 miles of the school
- Moorways Swimming Pool and Leisure Centre
- Sporting Activities in the city including;
  - Swimming (as part of KS3 swimming lessons at Lonsdale Pool)
  - Football
  - Basketball
  - Cricket
  - Athletics
  - Boccia

- Tennis
- Shopping areas e.g. Wyvern/Meteor Centre/Kingsway/Derbion
- Local Cafes or other food establishments
- Local shops near school e.g. Coop
- Elvaston Castle
- Local National Trust sites – Calke Abbey and Kedleston Hall for walk or visit
- Conkers – for a walk/play area
- Derby Golf Centre
- Local Garden Centres

### **Transport to the Local Learning Area**

The methods of transport included are minibus, walking or cycling or public bus. If using an outside provider is being used e.g. theatre visit with transport provided please revert to the full visit form.

### **Local Learning Area LLA**

#### **Operating Procedure**

#### **The following are potentially significant issues/hazards within the Local Learning Area:**

- Road traffic – cross at crossings where applicable and exit/enter minibus at pavement side or rear if more suitable.
- Other people / members of the public / animals.
- Losing a student contact to be made with school initially – SLT to contact parents
- Uneven surfaces and slips, trips, and falls.
- Weather conditions – if too hot and sunny and or too wet and windy to reconsider trip going ahead and safety points such as suitable clothing and sun protection.
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc. remind students of safe areas to work and what to do if they get injured – tell staff apply 1<sup>st</sup> aid procedures.
- Discarded litter or waste/sharp objects. If injured follow 1<sup>st</sup> Aid procedures

#### **These are managed by a combination of the following:**

- The Head or Deputy must give verbal approval before a group leaves.
- A Cat A form has been completed and signed by the Head, Deputy or EVC
- Only staff who are determined to have a level of competency approved to supervise groups in this environment are signed off by the Head, Deputy or EVC - Visit Leader training for staff may be needed if new to role.
- 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 on the School Website.
- There will normally be a minimum of two adults – see Head, Deputy or EVC if ratio is different.
- Staff are familiar with the area visited including appropriate group management techniques. No-go areas are not in the list of approved LLA but can be added if it is a regular place we visit as a school.
- Students have been trained and have practiced standard techniques for road crossings in a group.

- Where appropriate, students are fully briefed on what to do if they become separated from the group. Go to a shop or seek assistance from an adult on site saying what school they are from rather than return to school or wait where they are.
- 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)
- A mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves,)

### IMPORTANT

- When crossing roads at Boulton Lane or Coop on Crayford Road use Pelican Crossings. Use Pelican Crossings wherever possible when visiting the local areas – see walking map and locations that can be visited on maps from the list above.







**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 - first aider on visit/ first aid kit on bus or if walking grab a first aid kit from medical room.

**Review Period for the Local Learning Area**

Local Learning Areas will be reviewed regularly, 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 regularly monitor visits.

Policy last updated: 21<sup>st</sup> May 2024, VT