

Local Learning Area Visits Policy

Lodge Farm Primary School



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Date: 4.2.22

Last reviewed on: 4.2.22

Next review due by: 4.2.23

General

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during normal school hours follow the Operating Procedure outlined below.

These visits/activities:

- do not require parental consent
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

For EYFS, notification of local visits will be published on Tapestry two weeks before the trip and again a week before.

For Years 1 – 6 notification of local visits will be published on the Gateway two weeks before the trip and again a week before.

Boundaries

The boundaries of the Local Learning Area includes, but is not limited to, the following frequently used venues:

- *Nobel Secondary School*
- *Marriott's Secondary School*
- *Visits to the local post box (located at The Glebe SG2 0LX)*
- *Stevenage Swimming Centre*

Operating Procedure for Local Learning Area

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

- Road traffic
- Other people / members of the public / animals
- Losing a pupil
- Uneven surfaces (→ slips, trips and falls)
- Weather conditions
- Activity-specific issues when doing fieldwork (nettles, brambles, rubbish, etc.)

These are managed by a combination of the following:

- The Head or EVC must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and 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 normally be a minimum of two adults.

- Staff are familiar with the area, including any “no go” areas, and have practised appropriate group management techniques.
- Pupils have been trained and have practised 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.
- 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 medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff/adults, a proposed route, and an estimated time of return.
- A designated Emergency Contact ‘back at base’, who is aware of the proposed visit/activities, will have been identified beforehand and ensure that s/he remains contactable until notified of the group’s safe return.
- Either a school mobile is taken and the office will have a note of the number(s) or a staff(s) mobile is taken and the office will have a note of the number(s).
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles)