

# The Nethersole C of E Academy

## Local Area Visit Policy

**To be light (living in our community and reaching out beyond it) bringing out the God-colours in the world.'**

*Jesus said, 'You're here to be light, bringing out the God-colours in the world.' **Matthew 5:16***



Date Policy Ratified by the LAB	September 2025
Headteacher	Mrs S J Goode
Chair of Governors	Mrs G Sparrow
Review Date	Sept '26

## Local Area Visits Policy

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

### 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.
- do not require parental signed consent but parents are informed in advance through a letter home or via Tapestry.
- 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 stated below: This area includes, but is not limited to, the following frequently used venues:

e.g.

- Polesworth Village – Polesworth Abbey
- Polesworth Village – The Library and Village Hall
- Polesworth Village – The River
- Polesworth local village

### Transport to the Local Learning Area

No transport will be required for these local area visits. Children will walk with accompanying staff; ALL children (EYFS/KS1/KS2) will be wearing high visibility jackets.

## Local Learning Area LLA

### Operating Procedure

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

- Crossing the Road – pedestrian crossings will be accessed by staff to ensure children can cross safely.
- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Pupils becoming unwell
- Pupils with medical conditions needing attention
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).
- The River Arun – ‘Group Safety at Water Margins’ is adopted.

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

- The Headteacher / Deputy Headteacher / Assistant Headteacher must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved.
- The concept and Operating Procedure of the ‘Local Learning Area’ is explained to all new parents when their child joins the school
- There will normally be a minimum of three adults for pupils if the entire class is going on the visit. If groups are smaller, this will depend on the children participating and what they are required to do whilst on the visit.
- In EYFS there will be a minimum of 1 adult per 8 children on all visits.
- 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. An adult leader will initiate group road crossings.
- 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 pupil medical information and ensure that any required medication is available.
- Staff will either record the activity on EVOLVE (Local Area Visit module)
- A mobile telephone is taken with each group, and the office have a note of the number.
- A simple First Aid kit will be taken on all local area visits and a member of staff who is First Aid trained will accompany any visits.

- When the EYFS are on a local area visit, there will be a member of staff who has received Paediatric First Aid training on each visit.
- Appropriate personal protective equipment is taken when needed (For Example - gloves, first-aid kit)
- If children require inhalers / epipen etc these will be taken on each local area visit.

## First Aid Policy for LLA

Basic first aid can be administered. The school office will always be contacted by the lead staff member and further assistance or advice can be provided if needed.

## Review Period for the Local Learning Area

This policy will be reviewed annually, with the EVC doing check-ins with visit leaders to make any adjustments as required.

## Monitoring for the Local Learning Area

The Head or Deputy will accompany a visit initially once a term then regularly thereafter depending on risk and number of visits.

## Sports Competitions and Swimming

For sporting competitions at other primary schools or local community centres the following risk management has been carried out for each visit.

Consent will be gained from parents prior to taking the children and information shared with them through a letter or Tapestry message.

Staff ratios will depend on the number of pupils attending and the age of the children. The Headteacher / Deputy Headteacher / Assistant Headteacher will give consent on these visits taking place.

<u>Issue/Risk</u>	<u>How it will be managed?</u>
<u>Medical Issues – asthma attacks/epipen</u>	Staff will be aware of all children who require medication – e.g. inhalers and epipens; these will be carried with the staff members at all times.  First aider to accompany the visit if required.
<u>Children getting lost</u>	Lead teacher to headcount group frequently and before moving to different locations. If children need the toilet they are sent in pairs. Have a 'lost child point' if needed so children know where to go should they get lost.
<u>Parents transporting pupils / consent</u>	Ensure that parents organise their own transportation needs – not staff and have the appropriate details of the venue and times before. Ensure that consent is given by all parents of children taking part in the competitions.
<u>Parent Handover</u>	Children must be handed over to the member of staff leading the visit (signed in / out.) The member of staff must supervise the children to the toilets etc.

<u>Emergency situation / incident</u>	Ensure group leader has a mobile phone to contact school if during the day and parental contact numbers for if parents are not staying on site during the competition.
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**If children are travelling by coach to one of these events, the school's "Coach Travel Risk Management" will be followed.**

## **Swimming –**

- Children will travel on a coach to their swimming lesson.
- School will adopt the coach company's risk assessment.
- Once at the pool, one member of staff will supervise the boys and one member of staff will supervise the girls whilst they are getting changed.
- School staff will handover to the swimming coaches at the pool.
- School staff will remain on the poolside to support the swimming coaches at the pool during the lesson.