

# Willow School Policy



## Local Area Visits

Date: January 2024

Review Date: January 2026

## Aims

Willow school is committed to providing and maintaining a safe and nurturing learning environment for children and this extends beyond the school facilities and grounds.

Local area visits involve no more than an everyday level of risk, such as slips and trips and are covered by a school's current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip. They can be considered as lessons in a different classroom.

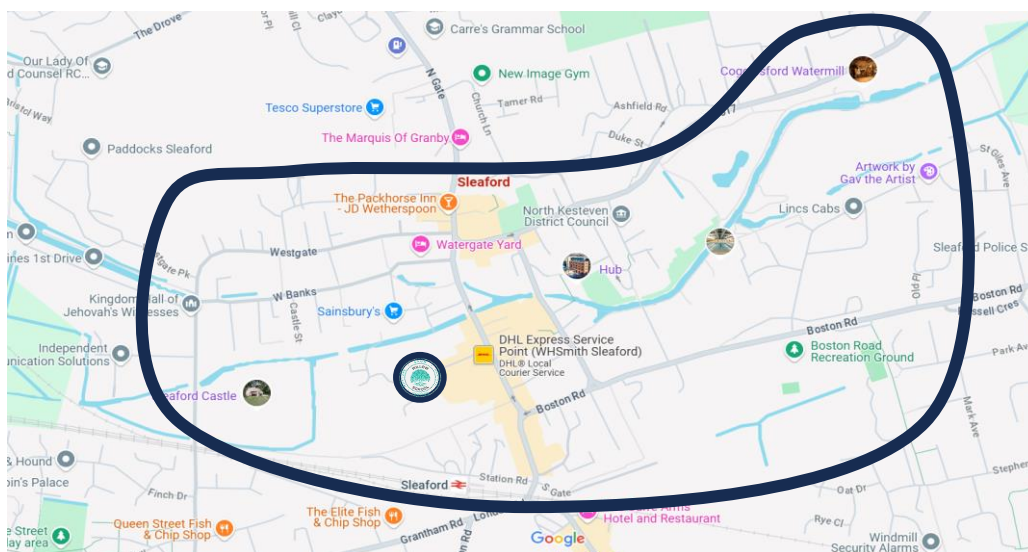
## General

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

These visits/activities:

- must be recorded on EVOLVE via the 'Local Area Visit' module.
- have been consented to by parents as part of their admissions documents.
- do not normally need additional risk assessments (other than following the Operating Procedure below).

## Boundaries



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

- St. George's Academy
- Sleaford Recreational ground
- Sleaford Library
- Sainsbury's supermarket
- Rainbow Stars
- Sleaford Leisure Centre

## **Operating Procedure for Local Learning Area**

The below is simply a generic risk assessment for these routine activities.

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

- Road traffic
- Members of the public
- Animals
- Losing a pupil
- Uneven surfaces and slips, trips, and falls
- Weather conditions
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).
- Rivers and streams

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

- The Head Teacher or EVC must give verbal approval before a group leaves. Not strictly necessary if you have clearly identified competent staff, and are confident in your operating procedure, and the fact that staff will follow it.
- 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.
- Students are briefed on keeping their distance from members of the public
- The selected route takes the least busy option
- There will be a minimum of two adults. Decisions should be based on the area and the age of the pupils
- 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 will depend on the area you are in – return to school, wait where they are, go to x and ask for help, etc
- 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 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.

*Specific hazard management:*

- When crossing the road on Sleaford high street, the pelican crossing must be used.
- Pupils must be informed that they are not allowed to use the vending machines at Sleaford Leisure centre.
- When using play and outdoor gym equipment at the Recreational grounds, staff must check the area thoroughly before use for any dangerous or hazardous objects/materials.