

# HURST GREEN PRIMARY SCHOOL



## Local Area Visits Policy

Policy for the attention of			
Audience	Key Audience	Optional Audience	Additional/Notes
Senior Leadership Team	√		
Teachers	√		
Teaching Assistants	√		
Administrative Staff	√		
Lunchtime Supervisors		√	
Site Manager		√	
Cleaners		√	
Governors	√		
Parents		√	
Website	√		
Local Authority		√	

Responsibility of	School Business
Review frequency	Annually
Previous versions agreed	6 February 2023
This version agreed	19 February 2024
Next review date	Spring 2025

## **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 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.

## **Boundaries**

These visits/activities:

- must be recorded on EVOLVE via the 'Local Area Visit' module.
- do not require parental consent (excluding swimming).
- do not normally need additional assessments / notes (other than following the Operating Procedure below).

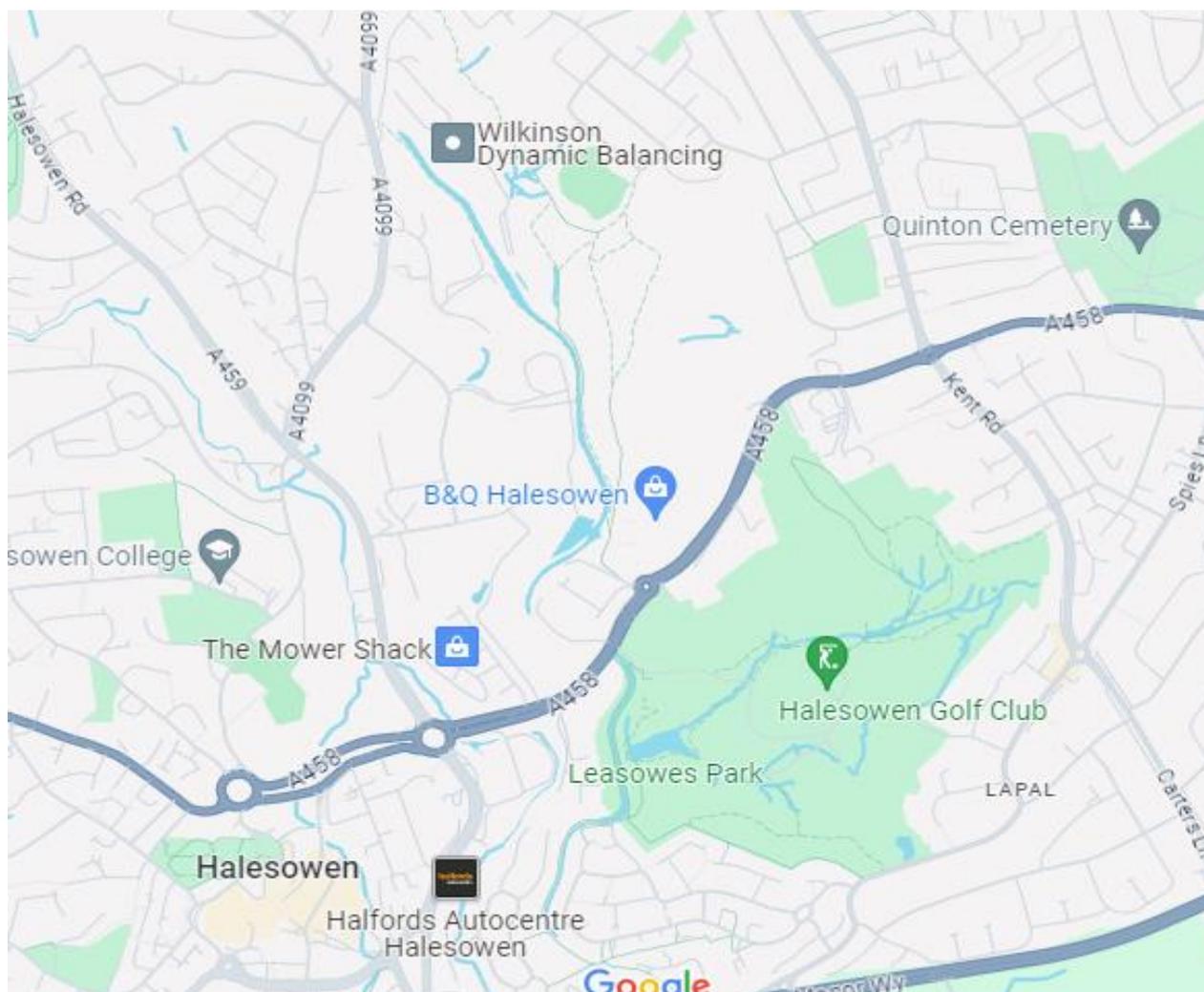
The boundaries of the Local Learning Area are shown on the attached map. This area includes, but is not limited to, the following frequently used venues:

- Hurst Green Park
- Local High schools including Perryfields Academy, Leasowes High School, The Earls High School and Windsor High School and Sixth Form
- Long Lane Library
- Halesbury School
- Olive Hill Primary School
- Local retirement homes
- Haden Hill Pool and Leisure Centre
- Halesowen Town Centre

'No-go' areas within the Boundaries

- Retail venues such as B and Q
- Rowley Regis Train Station
- Religious venues (We will ask for specific parental permission before taking children to a religious venue)

Some local visits will require children to travel on a coach or minibus for a short period of time to a local setting. An example of this would be a sporting event at a local high school or weekly swimming sessions.



## 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.
- Other people
  - members of the public
  - animals.
- Losing a pupil.
- Medical issues
- Uneven surfaces and slips, trips, and falls.

- Weather conditions.
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).
- Transport to venues

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

**General**

- The Head must give verbal approval before a group leaves the premises.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC.
- The concept and Operating Procedure of the 'Local Learning Area' is communicated to new parents when their child joins the school, and the policy is displayed on the school website.
- Students are briefed on keeping their distance from members of the public
- The selected route takes the least busy option
- There must be a minimum of two adults
- Staff are familiar with the area, including any 'no-go' areas, and have practised appropriate group management techniques
- Staff will record the activity on EVOLVE (Local Area Visit module)
- Staff will inform parents but may not ask for consent
- A mobile is taken with each group and the office have a note of the number

**Road Traffic**

- Pupils have been trained and have practised standard techniques for road crossings in a group
- When walking around the local area, high Visibility Jackets must be worn by both staff and children
- Staff must have pre-planned and checked routes whilst establishing the most suitable places for the group to cross the road

**Procedure for Walking**

- The maximum amount of high visibility jackets are to be worn by both children and adults. Children are to be encouraged to keep up with group (slower children can be put to the front) Lead staff will periodically stop the group to ensure all children are caught up. Children will be spoken to about keeping together before the walk. Staff should be spread and not grouped (especially at the back of the line).
- Staff are to be vigilant at all times
- Staff should be mindful of the group and actively manage of children's behaviour and pace.
- All crossing staff must wear high visibility jackets and seek to stand in a visible place on the road to ensure that they keep both the children, and the adult are safe.

### **Other People**

- Staff are to be vigilant around members of the public
- Staff are to remind pupils to keep their hands away from dogs that are out walking

### **Loss of a pupil**

- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- Head counts are to be performed when leaving any site and upon arrival back at Hurst Green
- Staff are to perform regular head counts during the activity
- If a pupil needs to leave the main group (e.g. toilet), then a member of staff must accompany the child and wait outside the toilet before returning them to the main group

### **Medical/ Behaviour**

- Staff are aware of any relevant pupil medical information and ensure that any required medication is available
- First aid kits, emergency inhalers and appropriate personal protective equipment is taken when needed (e.g. gloves, first aid, tissues etc)
- Children- in Years 4, 5 & 6 will be responsible for carrying their own inhalers- unless that is unsuitable for the individual- however Epi-pens MUST be carried by the teacher irrespective of age

- The group or venue must have a member of staff who is first aid trained
- Individual risk assessments must still be used for children with medical and behaviour needs. The school's Educational Visits Co-ordinator will facilitate the production of individual behaviour plans

### **Uneven Surfaces and slips, trip and falls**

- Pupils' clothing and footwear is checked for appropriateness prior to leaving school

### **Weather conditions**

- If there are adverse weather conditions: torrential rain, thunder and lightning etc, the event will be cancelled

### **Activity specific issues**

#### **Swimming**

- Public in the leisure centre: Children will be supervised by a member of staff at all times whilst changing. No members of the public will enter the changing rooms at any time as staff will be present on the doors.
- Changing room arrangements: Girls and boys to change separately. Girls to be accompanied by female members of staff. Boys accompanied by male member of staff. Children are to meet in the communal area and line up before either going poolside or returning to school. Children and staff to be made aware of the arrangements.
- General public: Pool is closed to the public during set swimming times. Staff are to be vigilant about non staff during swimming sessions.
- Danger in or near water with large group of children: Danger of the pool and safety rules are shared with the children. Smaller group will be made for the water activities. Minimum of three members of staff to attend. Lifeguards will be on duty throughout the session.
- Children with low confidence in the pool: Only fully qualified, full DBS instructors are used by the leisure trust for non-swimming.
- Slips and trips whilst walking: Children will be reminded of walking and will be given instructions about where they need to go.
- Coach parking and exiting to venue: Coaches are to park on the correct side of the path or on the car park. Children to be instructed to walk to the venue supervised by adults.