LOCAL AREA VISITS POLICY

Our Lady of Lourdes Catholic Multi-Academy Trust and All Saints' Catholic Voluntary Academy are committed to providing and maintaining a safe and healthy learning environment for children and this extends beyond the school facilities and grounds.

1. GENERAL

This policy covers visits/activities within the 'Local Learning Area' that are part of the normal curriculum, that take place during the normal school day **or** after-school as part of the school enrichment programme, following the Operating Procedure below.

These visits/activities:

- Must be recorded on EVOLVE via the 'Local Area Visit' module.
- Do not require parental consent, however, there may be situations where you would like parents to be informed in advance, e.g., via EVOLVE or a slip sent home.
- Do not normally need additional risk assessments / notes however the Operating Procedures and risk reduction techniques listed below shall be adhered to. **nb:** The generic risk assessment for general Risks and travelling by coach/foot and/or minibus will be attached to the LAV section of evolve.

2. BOUNDARIES

The boundaries of the Local Learning Area are limited to, the following frequently used venues:

a. St. Philip Neri with St. Bede Catholic Voluntary Academy
b. St. Philip Neri Catholic Church
c. Mansfield District Council Offices
d. Mansfield Civic Centre
e. Mansfield Theatre
f. Mansfield Museum
g. Mansfield Lawn tennis club
h. Berry Hill Athletics track
i. All local secondary schools
j. West Nottinghamshire College

Crossing Rosemary Street

Rosemary street shall be crossed using the pelican beacon crossing area joining Westdale Lane

The 'No-go' areas within/adjacent to the Boundaries are:

a. The busy main roads and pavements along
    i. A60/Chesterfield Road South
    ii. A6009/Rosemary Street south of Westdale Lane
b. None pavement areas on Rosemary Street, north of Westdale Lane

3. OPERATING PROCEDURE FOR THE LOCAL LEARNING AREA

The following significant issues/hazards exist within the Local Learning Area, they should be noted and catered for:

a. Road traffic
b. Uneven surfaces and slips, trips, and falls.

c. Members of the public and other unknown persons
d. Animals including dogs on leads
e. Losing a pupil.
f. Weather conditions, especially those that restrict vision or increase the risks of slipping
g. Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).

3.1 MANAGING RISKS

Risks shall be managed by a combination of the following approaches to reducing risk:

3.1.1 General

a. 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.
b. The trip/activity shall be recorded on EVOLVE (Local Area Visit module) for Trip approval/authorisation.
c. There will be, where appropriate, a minimum of two members of staff on each trip, for after-school sports fixtures, where there are 14 students in the minibus, there will only be one member of staff (unless there is a need for one to one support for a specific student).
d. Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and general office.
e. A mobile shall be taken with each group and the office have a note of the number/s. These numbers shall also be recorded on EVOLVE.
f. The selected route takes the least busy option.
g. Approved staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
h. Pupils have been trained and have practiced standard techniques for road crossings in a group.
i. Students shall be briefed on what to do if they become separated from the group. This information given shall reflect differences that apply to different areas the students may encounter, for example – return to school, wait where they are, go to x and ask for help, etc)

3.1.2 Ensuring Students Specific Needs are Met

a. Pupils' clothing and footwear shall be checked for appropriateness prior to leaving school.
b. Appropriate personal protective equipment shall be taken when needed (e.g., gloves, facemasks bag for waste, tissues etc.)
c. The trip shall be arranged with due regard to mobility and needs of all members of the group paying specific attention to special and/or individual needs that may apply.
d. Students Pre-existing, special needs medical conditions and required medication requirement shall be identified known. The details circulated amongst supervising staff, for both staff and young people.
e. Staff shall be aware of any relevant pupil medical information and ensure that any required medication is available
f. Students, parents and carers shall be reminded to bring individual medication, which shall be effectively stored and managed through the visit (e.g. Asthma inhalers) and a record kept when any medication is given and dosages
g. The trip lead shall check consent has been obtained from parents/carers to treat minor ailments that may arise during the visit
h. Where appropriate follow individual care plans and make necessary arrangements for individual young people including individual risk assessment and additional staffing as necessary
i. The trip lead shall take advice from SENCO and DSL if appropriate.

3.1.3 First Aid

Illness or injury – Students and Staff. Making an appropriate decision to contain any incident.

a. At least 1 staff member with each group shall be prepared to take lead in first aid. Each designated "first aider" shall hold a current first aid certificate
b. A first aid kit appropriate to the needs of the trip shall be taken on the trip
c. A school phone, with a fully charged battery, shall be taken on the trip and the numbers recorded on Evolve and in the General Office.
d. All those involved with the trip shall be briefed on emergency procedures and know how to call emergency services and the emergency contact from school.
e. Member of staff shall be identified to remain at the venue or accompany young person/staff member to hospital if necessary. With supervision being re-organised to take into account any member(s) of staff missing.
f. Group shall return home early if supervision levels fall below the required standard for safety to be maintained.

3.1.4 Reducing the Risks associated with unknown persons, animals, insects, poisonous plants etc.

a. Avoid known high risk situations
b. Take necessary avoidance action if encountered
c. Ensure those with known allergies carry medication
d. Students and Teachers warned of 'stranger danger'
e. No name badges shall be worn
f. Students to stay in small groups of at least 4 and to stay with their group.

3.1.5 Reducing the risk of Irresponsible or Dangerous Behaviour by Students

a. Staff-student ratios shall be adequate to provide proper supervision with a minimum of 2 members of staff (where appropriate to do so – at times there will only be one member of staff as detailed in point 3.1.1.d)
b. There shall be clear expectations regarding the behaviour of participants that shall be and discussed and agreed by all prior to the visit.
c. The location shall be suitable for the proposed mode of supervision
d. Participants shall be reminded that this is a school trip and school still apply, for example in relation to substance misuse, alcohol and smoking.
e. There shall be a clear policy regarding the use of mobile phones
f. Where the venue has a gift shop, vending machines and/or catering facilities on site guidance shall be issued to participants on their use

3.1.6 Emergencies

Trip Leads shat ensure all participants, organisers and venue staff know what action needs to be taken in an emergency including:

a. The trip leader and staff on the trip plus the head/establishment contact shall have instructions as to what to do in an emergency and understand when and how to call emergency services.
b. A List of students and contact details of parents/carers shall be held by the visit leader, deputy leader and establishment contact.
g. A school phone, with a fully charged battery, shall be taken on the trip and the numbers recorded on Evolve and in the General Office.
h. Member of staff shall be identified to remain at the venue or accompany young person/staff member to hospital if necessary. With supervision being re-organised to take into account any member(s) of staff missing.
i. Group shall return home early if supervision levels fall below the required standard for safety to be maintained.
j. In the event of unexcepted and fully unavoidable late return, after school hours, the trip lead shall organise to notify parents of collection arrangements and suitable procedures shall be put in place to keep students safe until their parents/carers collect them.

3.1.7 When walking to/from the venue

3.1.7.1 Reducing the Risk of Slips, Trips and Falls

a. Suitable footwear should be worn
b. Students should not run
c. Students should be advised to take extra care when
    I. In the areas where the pavement is uneven
    II. crossing the road - curbs and bollards present additional tripping hazards
    III. using steps, slopes
    IV. if any of the areas walked on are wet/or icy

3.1.7.2 Reducing the Risk of Collision with Moving Vehicles

The route shall be planned to

a. Avoid the no go areas listed above
b. The group shall be instructed to stay together as one group
c. One staff member to be at the front of the group, one at the back, and others, where applicable to position themselves alongside the group (where there is only 1 member of staff they will be in a position where they can see all students).
d. The route shall minimise the length of time spent on and along Rosemary Street
e. Roads shall be crossed only at safe, predetermined locations where visibility is clear and sufficient time is available to cross taking into account "no go" areas.
f. Students shall be briefed to remain on pavements and not to cross roads, unless and until specifically instructed to do so by staff
g. When crossing Rosemary Street the pelican beacon crossings shall be used. Before crossing staff shall ensure that the crossing shows a green light for pedestrians and additionally that there is sufficient time to cross the road safely. Before crossing a further check shall be made to ensure local traffic is observing the green light for pedestrians
h. Walking beside roads with no pavements is to be avoided. If there is no suitable alternative the risk of use must be assessed before use.
i. One staff member shall be at the front of the group, one at the back, with the others positioning themselves alongside the group between the students and the road itself. (where there is only 1 member of staff they will be in a position where they can see all students).
j. Leaving/returning to school close to school closing time shall, where ever possible be avoided. Where it cannot be avoided additional care needs to be taken in respect of parked cars close to the school gates

3.1.8 Reducing the Risk of Students Getting lost or Separated from the group

a. Supervision shall be planned in advance by the trip lead.
b. Staff-student ratios shall adequate to provide proper supervision.
c. Itinerary, arrangements and code of conduct shall be agreed with all participants before departure
d. All participants shall be briefed on what to do if separated from the 'Group' This shall include, as a minimum trip specific meeting points, on route and at the venue.
e. All participants shall be informed of the central point meeting and emergency numbers in case of an emergency.
f. Head counts shall be made by staff particularly at arrival/departure points, and when separating and reforming groups.
g. Suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders, coloured caps etc) shall be in use.

3.1.9 Reducing the risks associated with weather extremes

The local weather report shall be checked prior to departure and the visit cancelled if extreme weather is expected. This could include for example, heavy rain, local flooding, heavy fog reducing visibility, Heat and Sun that could lead to heat exhaustion, sunburn or at the other extreme cold that could lead to

hypothermia.

When adverse but less that extreme weather is expected adjustments shall be made, as necessary to student footwear, clothing and the route taken to ensure student stay safe.

3.1.10 VENUES GENERAL

a. The trip lead shall obtain prior to the trip commencing details on emergency evacuation and emergency lockdown procedures that apply to the venue being visited.
b. This information shall be shared with all participants and their understanding of it confirmed.
c. The information received should be confirmed correct and up to date on arrival at the venue and participants remined on key point and updated on any changes
d. The Trip Leader shall ensure staff accompanying the trip know who and how to contact sources of help, when appropriate
e. Rendezvous points are and times set, are agreed with staff and students.
f. Students shall know, at all times, where and how to contact to contact staff
g. Alternative methods of communications shall be identified for areas that are without mobile phone signals.

3.1.11 VENUE SPECIFIC RISKS

The following information is required to be held on file prior to the trip commencing. If this information is not specified under the specific venues below it must be obtained and the local area visit policy updated before the trip is approved.

a. Safe meeting point inside the venue for students who become lost or separated from the group
b. Safe meeting point in case of venue emergency evacuation
c. Venue specific risks

3.1.11.1 St. Philip Neri with St. Bede Catholic Voluntary Academy

a. The Safe meeting point inside the venue for students who become lost or separated from the group is:
   Outside the venue – IN THE MAIN CAR PARK
b. The Safe meeting point in case of venue emergency evacuation is:
   Outside the venue
c. Specific risks not noted above will be added to the notes section of Evolve.

3.1.11.2. St. Philip Neri Catholic Church

a. The Safe meeting point inside the venue for students who become lost or separated from the group is:
   Outside the venue - IN THE MAIN CAR PARK
b. The Safe meeting point in case of venue emergency evacuation is:
   Outside the venue
c. Specific risks not noted above will be added to the notes section of Evolve.

3.1.11.3 Mansfield District Council Offices

a. The Safe meeting point inside the venue for students who become lost or separated from the group is:
   Outside the venue - IN THE MAIN CAR PARK
b. The Safe meeting point in case of venue emergency evacuation is:
   Outside the venue
c. Specific risks not noted above will be added to the notes section of Evolve.

3.1.11.4 Mansfield Civic Centre

a. The Safe meeting point inside the venue for students who become lost or separated from the group is:
   Outside the venue - IN THE MAIN CAR PARK
b. The Safe meeting point in case of venue emergency evacuation is:
   Outside the venue
c. Specific risks not noted above will be added to the notes section of Evolve.

3.1.11.5 Mansfield Theatre

a. The Safe meeting point inside the venue for students who become lost or separated from the group is:
   Outside the venue OUTSIDE THE MAIN ENTRANCE AT THE FORNT OF THE BUILDING OR FROM THE CLOSEST FIRE EXIT
b. The Safe meeting point in case of venue emergency evacuation is:
   Outside the venue
c. Specific risks not noted above will be added to the notes section of Evolve.

3.1.11.6 Mansfield Museum

a. The Safe meeting point inside the venue for students who become lost or separated from the group is:
   Outside the venue OUTSIDE THE MAIN ENTRANCE AT THE FORNT OF THE BUILDING OR FROM THE CLOSEST FIRE EXIT
b. The Safe meeting point in case of venue emergency evacuation is:
   Outside the venue
c. Specific risks not noted above will be added to the notes section of Evolve.

3.1.11.7 Mansfield Lawn tennis club

a. The Safe meeting point inside the venue for students who become lost or separated from the group is:
   Outside the venue IN THE MAIN CAR PARK
b. The Safe meeting point in case of venue emergency evacuation is:
   Outside the venue
c. Specific risks not noted above will be added to the notes section of Evolve.

3.1.11.8 Berry Hill

a. The Safe meeting point inside the venue for students who become lost or separated from the group is:
   Outside the venue IN THE MAIN CAR PARK
b. The Safe meeting point in case of venue emergency evacuation is:
   Outside the venue
c. Specific risks not noted above will be added to the notes section of Evolve.

3.1.11.9 Local secondary schools

a. The Safe meeting point inside the venue for students who become lost or separated from the group is:
   Outside the venue IN THE MAIN CAR PARK
b. The Safe meeting point in case of venue emergency evacuation is:
   Outside the venue
c. Specific risks not noted above will be added to the notes section of Evolve.

3.1.11.10 West Nottinghamshire College

a. The Safe meeting point inside the venue for students who become lost or separated from the group is:
   Outside the venue IN THE MAIN CAR PARK
b. The Safe meeting point in case of venue emergency evacuation is:
   Outside the venue
c. Specific risks not noted above will be added to the notes section of Evolve.

LOCAL AREA VISITS POLICY

This policy was approved by:

School name:	All Saints' Catholic Voluntary Academy
School address:	Broomhill Lane, Mansfield. NG19 6BW
Headteacher:	Mr Carlo Cuomo
Educational Visit Coordinator (EVC):	Miss Helen Flint
Policy date:	24 February 2022
Policy review date:	October 2027 in line with the OLOL educational visits policy