



## Local Learning Area Visits

Please read the CLP Educational Visits Policy alongside this document.

At Wool CE Primary, we strive to enhance our learning offer by providing opportunities to visit our local area. These visits form part of our curriculum provision and staff will plan visits to the following areas with some regularity throughout the school year:

- Walking from the school to Holy Rood Church
- Walking from the school to Wool Community Library
- Walking from the school to the local playing field and village playground
- Walking from the school to the fields next to the churchyard
- Travelling to sporting events at The Purbeck School as part of Purbeck Primary Sports Partnership via minibus/coach

The trip leader will always inform parents/carers in writing and in advance of the visit taking place. The trip leader will also seek authorisation of the trip going ahead by completing the relevant form on EVOLVE before getting authorisation from EVC and Headteacher.

### Operating Procedure for Local Learning Area

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

- Road traffic and crossings

Adults will be directed by trip leader to be spaced along the pupil group and will be positioned ready to stop traffic to ensure pupils can cross safely. High viz jackets will be worn by all staff.

- Other people / members of the public / animals.

Pupils will be reminded by staff not to speak to members of the public and not to approach animals for the duration of the trip.

- Losing a pupil.

Adults on the trip will be given a clear group of pupils to supervise and each adult will therefore continually count the pupils in their care and regularly take a register to address this risk. Pupils will also walk in pairs to reduce the risk of losing a pupil.

- Uneven surfaces and slips, trips, and falls.

Trip leader will have notified parents/carers of the date of the trip and will have made requests about appropriate footwear for the activity taking place. The trip leader will also have planned a dedicated and trained first aider who will be carrying first aid bag with relevant equipment to be able to give medical treatment for slips, trips and falls.

- Weather conditions.

The trip leaders will make decisions as to whether to cancel/postpone a trip due to inclement weather.

- Travelling by minibuss

Adults to check that all seat belts are fastened correctly and that pupils remain seated for the duration of the journey.

- Behaviour

Trip leader will remind children of behaviour expectations before leaving for the visit offsite. Adults will continue to follow the school Relationships and Behaviour Policy for the duration of the trip and the corresponding rewards and sanctions. If there is a concern that a pupil may show unsafe behaviour whilst on the trip, a staff member will liaise with parents/carers and trip leader in order to complete an individual risk reduction plan/risk assessment which will include some reasonable adjustments. These will be uploaded onto the EVOLVE form.

These are managed by a combination of the following:

- The Headteacher must give approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved.
- Ratios will be adhered to (1:6 for KS1, 1:10 for KS2)
- Staff are familiar with the area, and have practised appropriate group management techniques.
- Pupils are trained and have practised standard techniques for road crossings in a group before departure.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group. Any activity will identify clear points for students to wait.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school and will usually be full school uniform or PE Kit where appropriate.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available. For example, pupils with inhalers will have access to these throughout the duration of the trip.

- Staff will record the activity on the local area tab of EVOLVE
- A mobile is taken with each group and the office have a note of the number.

These visits captured in this policy can now be recorded on EVOLVE by choosing the LOCAL AREA ACTIVITY tab when adding the visit. This will open a shortened version of an EVOLVE VISIT FORM containing relevant information of:-

- VISIT NAME
- DATE OF VISIT
- TIME OF DEPARTURE / TIME OF RETURN
- WHERE THE VISIT IS GOING
- VISIT LEADER
- NUMBER OF STUDENTS ATTENDING

When a visit is taking place to Purbeck School to engage in sports activities, the trip leader will also upload a risk assessment for the activity being completed to the Local Area Activity form on EVOLVE.