

**WILLOW LANE COMMUNITY PRIMARY SCHOOL
LOCAL VISITS POLICY**



Mission Statement

The children are at the heart of everything we do at Willow Lane Community Primary School and they are happy, creative and achieving well academically. They are encouraged to learn to the best of their abilities and we also want them to have fun along the way – to understand nature by growing vegetables and exploring the wildlife area, to develop confidence through drama and singing, to nurture independence through problem-solving and to develop positive human values by caring for each other and making links in the local community which we are proud to serve. We know that children learn – academically, socially and morally – when they are emotionally engaged and that is why we ‘teach to the heart’.

Written by:	Duncan Webster- Deputy Headteacher
Date approved by staff:	November 2022
Date formally approved by Governors:	January 2023
Date policy became effective:	January 2023
Review date:	September 2025 (or in line with Lancashire Educational Visits Policy)
Date added to website:	January 2023



Willow Lane Community Primary School

Local Learning Area Policy and Guidance

These are routine Type A visits, outlined by the DfE as those visits which are covered by a school's current policies and procedures. These are close to the school in the local area (see included map below) and require only a small amount of extra planning beyond the educational aspect of the visit. These are specified visits/activities within the designated geographical area (Local Learning Area) that are part of the normal curriculum and take place during the normal school day. Any visits/activities within the 'Local Learning Area' follow the Standard Operating Procedures below and should not normally need additional risk assessments or notes added.

Local Area Visits/Activities

- Must be recorded on the Local Area Visits Form (Signing Out Sheet), and include group numbers and names of adults on the visit.
- Must be signed out/in via the office and have established a Visit Closed Procedure.
- Must have verbal consent from the headteacher (or deputy headteacher, if unavailable).
- Do not require additional parental consent (parental consent is gained at the beginning of the year using the General Consent Form).
- Parents/carers should be informed by text message or letter with at least 24 hours notice (it may be shorter in exceptional circumstances).
- Do not normally need additional risk assessments / notes (other than following the Standard Operating Procedure below).

Boundaries

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:

- 'Spar' Park
- Freeman's Woods
- Fairfield Orchard and Play Area
- Williamson's Park
- The Duke's Theatre
- Millennium Bridge
- Lancaster Castle, Priory and Roman Bath House

'No-go' areas within the boundaries

- Any path with direct access to the river (i.e. without fencing, wall or barrier).
- Any canal path where the canal may be identified as a hazard.

Standard Operating Procedure for Local Learning Area (Generic Risk Assessment)

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

- Road traffic.
- Other people.
- Animals (dogs/cows).
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).
- Play area equipment.
- Animal faeces.

These are managed by a combination of the following:

Staff

- The Headteacher (or Deputy if the Headteacher is unavailable) must give verbal approval before a group leaves.
- The visits are led by a teacher employed directly by the school and who is considered to be competent leading staff, managing groups and assessing risk by the Headteacher.
- Only staff judged to be competent supervising groups in the Local Learning Area may lead groups (under the overall supervision of the visit leader).
- In most cases, group supervision will be in line with LCC policy and guidance. If this is not the case, the ratio must be agreed by the Headteacher (or Deputy) with due consideration given to the visit, group, visit leader and accompanying adults.
- Staff understand this is a generic risk assessment, but that risk assessment is a dynamic and continuous process that continues throughout the visit. Any member of staff on the visit may deem on activity or visit to be unsuitable or unsafe- at which point it should be stopped, reassessed and adapted or return to school agreed. The safety of pupils is everyone's responsibility.
- Staff are familiar with the area, including any 'no-go' areas, and the generic hazards outlined above.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Visit leader checks an up-to-date group overview (medical/permissions information) prior to departure.
- At least one mobile phone with sufficient charge is taken with each group and the office have a note of the number(s).
- At least one member of staff is first aid trained. A first aid kit is carried by one adult.
- Regular head counts are made.
- A Local Area Visits form must be completed and left with the Headteacher (or Deputy) before departure (usually 24 hours in advance).
- A Visit Closed Procedure is established (Base Contact/office informed on safe return, Headteacher informed and CPOMS used to record any issues, estimated time of return shared with Base Contact/office, office to contact visit leader if not back by agreed time).

- Only take place in normal school office hours (between 8.30am and 4.00pm).
- In most cases, larger (>10) groups will have adults allocated specific children to supervise.
- Base contact and back-up phone numbers are identified.

Parents

- The Local Area Policy and Guidance, Standard Operating Procedures and rationale are shared with parents via the website.
- Only children whose parents have given 'generic consent' for Local Area Visits and Type A visits may participate.
- In most cases, parents/carers will be informed of the visit by school text messaging service at least 24 hours in advance.

Children

- Handwashing or hand sanitising as necessary.
- Individual pupil needs, behaviour and SEND are considered and staffing/procedures adapted as necessary.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group. This needs a decision and will depend on the area you are in (return to school, wait where they are, go to x and ask for help, etc.)
- Length of time out of school, toileting options, time of year, food, water, age/needs of group, distance should be considered as necessary for each visit.

Roads/Walking

- The selected routes use the least busy option where practical (both in terms of traffic and/or members of the public).
- Staff are familiar and have practised road crossing procedures. Group stops in pairs or in single file at least one step back from the kerb. A school adult checks the road is clear and safe. A second adult crosses the road (or for UKS2 children a waiting place on the opposite side may be designated). One or two adults monitor the road. One adult remains on the starting side and manages children waiting to cross and confirms it is safe before children cross.
 - On rare occasions, when it has been agreed a small group is led by a single adult, the adult is responsible for checking the road and ensuring the whole group cross together safely.
- Wherever possible, routes are chosen to follow quieter roads and with wide pavements. Routes should also use designated pedestrian crossings where available.
- Pupils have been trained and have practised standard techniques for road crossings in a group and been taught individual road safety.

Environment

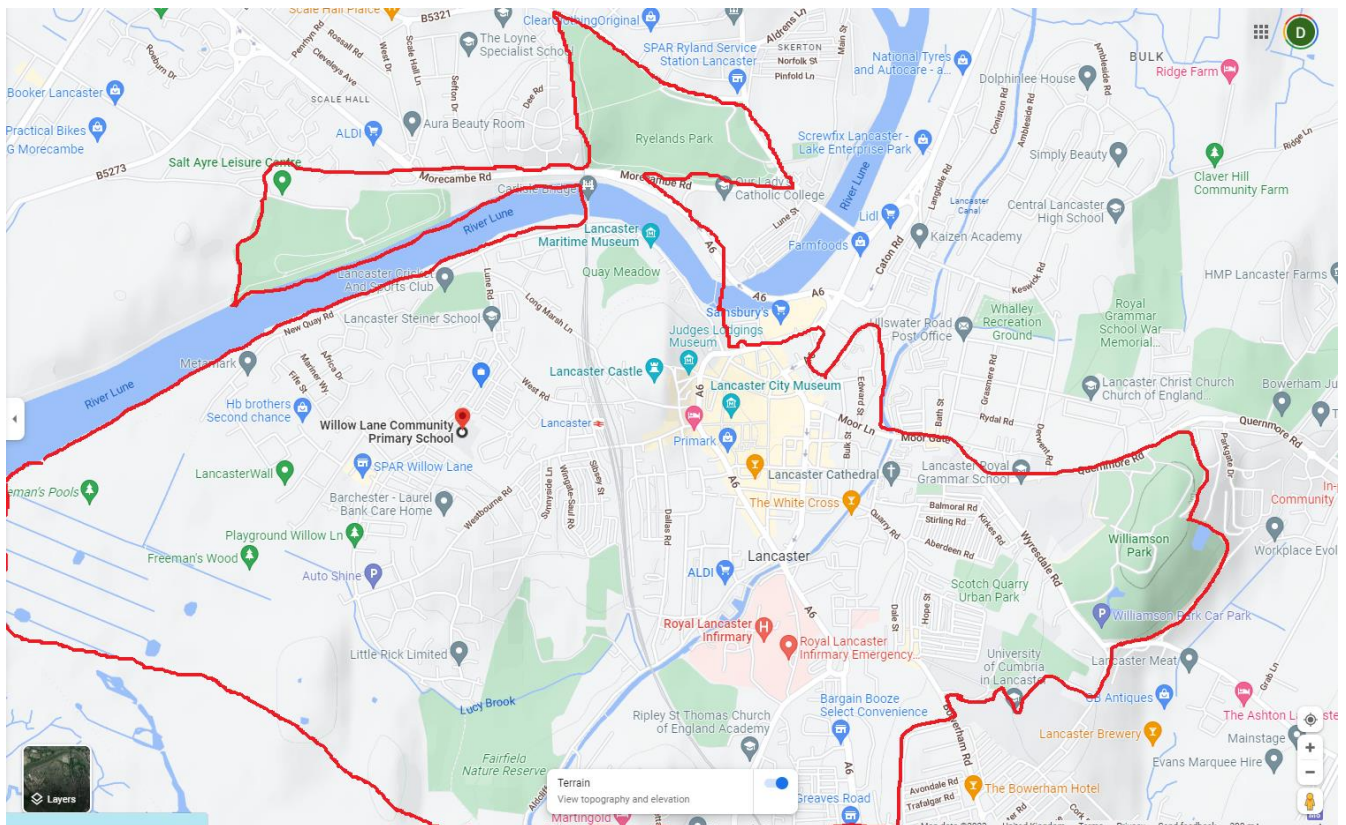
- Expected weather conditions are checked prior to visit.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Children are warned not to approach animals, particularly dogs.

- Children are taught in an age-appropriate way how to stay safe in public areas and how to respond to members of the public in shared spaces.
- If you discover a local issue (e.g. with drug needles, animal faeces) in any area, then you can mark that specific area as no-go, and/or add here how you will educate the pupils to deal with it – it is their home after all, so they need to be able to cope with it!

Specific area risks:

- Children must wear appropriate footwear and be advised to take extra care when walking down the uneven footpath down from The Priory towards the river (via the Roman Baths).
- Designated pedestrian crossings must be used for crossing the one-way system.
- Children must not be able to directly access the river, canal or railway line without additional risk assessment.
- When walking through Fairfield Nature Reserve, groups must keep to designated footpaths unless accompanied by local experts and not enter fields with livestock (cattle).
- Additional care must be taken on cobbled streets.
- Children must be closely supervised when using play area equipment (Spar Park/Fairfield Park). Play areas should be checked for suitability and safety before use by children.

Local Learning Area Map





Willow Lane Local Learning Area Form (Signing-Out Sheet)

This form must be completed and handed to the Headteacher prior to leaving school. Visit leaders must read and follow the guidance in the Local Learning Area Policy prior to any visit taking place. In most cases, at least 24 hours' notice is required.

Visit leaders must ensure all staff and children on the visit are signed out at the office on departure and signed in on the return to school.

Date:		
Class(es):		
Visit Leader and mobile no.:		
Destination(s):		
Purpose:		
Number of children:		
Accompanying adults:		
Time of departure:		
Estimated return time:		
Parents/carers informed?	Yes	/ No
Pupil needs checked? (medical/SEND/permissions)	Yes	/ No
Local Area Visits Policy read and understood?	Yes	/ No
Notes:		
Teacher signature:	HT signature:	
Date:	Date:	