

Local Area Visits Policy

Kettleshulme St James CE (VA) Primary School

Autumn 2024

<p>General</p>	<p>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.</p> <p>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.</p> <p>These visits/activities:</p> <ul style="list-style-type: none"> • must be recorded on EVOLVE via the ‘Local Area Visit’ module. • do not require parental consent above and beyond the consent obtained for their child to engage with activities in the local area unless children are going to be going to carry out an activity that lasts more than the length of a lesson (eg approx. 1 hour). In these cases, an email will be sent to parents informing them of the visit. Date and times will be stated and if lunch or snack will be needed. • do not normally need additional risk assessments / notes (other than following the Operating Procedure below).
<p>Boundaries</p>	<p>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: e.g.</p> <ul style="list-style-type: none"> • Clayton Christmas Tree Farm where we hold our regular Forest School sessions • Ross Garden Centre • Kettleshulme Village Hall • Field/park at the back of Kettleshulme Village Hall • The country paths and lanes within a one-mile radius of school as this is where we go for cross country training
<p>‘No-go’ areas within the Boundaries</p>	<ul style="list-style-type: none"> • Gardens belonging to local residents • The length of Macclesfield Road, between Kettleshulme Village Hall and Ross Garden Centre with no pavement • Clayholes Road as there is no pavement and the road is very Narrow

Operating Procedure for Local Learning Area

Below is a generic risk assessment for these routine activities which will be read and reviewed by staff each time a visit takes place.

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

- Traffic along Macclesfield Road – cars travel above the 30mph speed limit and due to parked cars, crossing the road can be hazardous. When it is essential to cross the road there must always be at least 2 adults with the children and children must cross altogether, on the count of 3 (ie not in a line one behind the other). An adult must stand in the road at either end of the line and children must only ever walk across the road and never run
- Many of the pavements are very narrow so adults are to remind children that they must walk in single file
- Some of the lanes do not have pavements – an adult must always be at the front and the back of the line and pupils must walk in single file
- Cyclists can come down Flatts Lane at speed so an adult must always be at the front of the group
- Other things we may encounter and need to be aware of:
 - o members of the public
 - o cyclists
 - o large farm vehicles
 - o animals
- Losing a pupil.
- Uneven surfaces leading to slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, dog/animal mess etc).

These are managed by a combination of the following:

- Teaching staff to ensure they gain approval by the Headteacher or in their absence the Deputy/EVC lead. Please gain verbal or written approval (via email) from the above before leaving the school site.
- Class teacher and another staff member with DBS and safeguarding training as a minimum to supervise groups.
- The 'Local Learning Area' is explained to all new parents when their child joins the school in the form of a letter that they sign giving permission to leave the school site in the instances named above.
- Students are briefed on keeping their distance from members of the public and animals.
- The selected route takes the least busy option
- There will normally be a minimum of two adults. (Based on the area and the age / maturity of the pupils) All 1-1 children will be supported.
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- 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 taken and available.
- Staff will record the activity on EVOLVE (Local Area Visits) prior to departure.
- A mobile is taken with each group and the office have a note of the number. There is free WiFi at Kettlethulme Village Hall
- Appropriate personal protective equipment is taken when needed (eg gloves, bag for waste, wipes/tissues etc).

Local Area refers to the space inside the red line:

