

Local Area Visits Policy

Hartford Church of England High School



Approved by: Curriculum & Standards Committee

Date: February 2023

Last reviewed on: 13th February 2023

Next review due by: Spring Term 2026

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Local Area Visits Policy

General	<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 although they will be informed of the visit/activity in advance• do not normally need additional risk assessments / notes (other than following the Operating Procedure below).
Boundaries	<p>The boundaries of the Local Learning Area and Cheshire West and Chester. This area includes, but is not limited to, the following frequently used venues: <i>e.g.</i></p> <ul style="list-style-type: none">• <i>St John's Church</i>• <i>The Grange School</i>• <i>Local High Schools</i>• <i>Northwich Town Centre (eg Brio Leisure Centre, Odeon Cinema)</i>
'No-go' areas within the Boundaries	
Operating Procedure for Local Learning Area	
<p>The following are potentially significant issues/hazards within our Local Learning Area:</p> <ul style="list-style-type: none">• Road traffic.• Other people<ul style="list-style-type: none">○ social distancing○ members of the public○ animals○ Etc.• Losing a pupil.• Uneven surfaces and slips, trips, and falls.• Weather conditions.• Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).	

These are managed by a combination of the following:

- **The Head, Deputy or EVC give verbal approval before a group leaves.**
- **Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.**
- **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.**
- **Regular handwashing or regular hand sanitising is in place**
- **Students are briefed on keeping their distance from members of the public**
- **The selected route takes the least busy option**
- **Use antibacterial wipes to clean any equipment before use**
- **There will normally be a minimum of two adults.**
- ***The SAGED model will be used (Staff, Activity, Group, Environment, Distance from base) will be used to inform ratios***
- **Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.**
- **Pupils have been briefed on the standard techniques for road crossings in a group.**
- **Where appropriate, pupils are fully briefed on what to do if they become separated from the group.**
- **All remotely supervised work in the Local Learning Area is suspended.**
- **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 available.**
- **Staff will leave a completed 'Signing out' sheet with the office.**
- **A mobile is taken with each group and the office have a note of the number.**
- **Appropriate personal protective equipment is taken when needed (eg gloves, facemasks bag for waste, tissues etc.)**

Notes

Chester Road – always use the appropriate crossing points.