



Local Area Visits Policy

General

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day following the Operating Procedure below.

These visits/activities:

- must be recorded on EVOLVE via the 'Local Area Visit' module.
- do not require parental consent. Parents will be updated via text in advance of a local area visit.
- do not normally need any additional risk assessments / notes (other than following the 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:

- St Chad's Church
- Lichfield Library
- Lichfield Cathedral
- Lichfield Garrick Theatre
- Lichfield Fire Station
- Netherstowe/King Edward VI Secondary Schools
- Beacon Park
- Stowe Pool
- Tesco/Aldi Supermarkets
- Lichfield City Centre (Marketplace, Dr Johnson Birthplace, Guild Hall, etc.)

'No-go' areas within the Boundaries

- Lichfield Marketplace on Market Days (Tuesdays and Fridays)

Transport to the Local Learning Area

When a Local Area Visit takes place, children will walk to the relevant venue.

Operating Procedure for Local Area Visits

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

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).

- Stowe Pool – falling into deep water.



These are managed by a combination of the following:

- The Head, Deputy or an EVC must 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 SLT.
- The concept and Operating Procedure of the ‘Local Learning Area’ is explained to all new parents when their child joins the school.
- There will be a minimum of two adults for each Local Area Visit.
- All staff are familiar with the area, including any ‘no-go’ areas, and have practiced appropriate group management techniques.
- Pupils have practiced 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 done in ‘buddy’ pairs as a minimum.
- 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. At least one member of staff in attendance will be first aid trained.
- Staff will record the activity on EVOLVE (Local Area Visit module) in advance of the visit.
- A mobile phone is taken with each group and the office have a note of the number to ensure quick contact if necessary.
- When visiting Stowe Pool on a Local Area Visit, children are to remain on the footpath surrounding the pool at all times. This will ensure that children are a safe distance from the water.
- When walking into Lichfield City Centre, the pedestrian footbridge to be used on Stowe Street. The only exception to this is when visiting Lichfield Fire Station or Lichfield City Train Station when the pedestrian crossings at Greenhill to be used to safely cross children over.
- Where indirect supervision takes place at Beacon Park, the meeting point will be next to the zip wire on the children’s playground.
- When visiting one of the local supermarkets (Tesco or Aldi) pupils must be informed that they are not allowed to touch any of the food or products that are for sale.

First Aid Policy for Local Area Visits

There will always be at least one first aider on a Local Area Visit.

Monitoring for the Local Learning Area

The Headteacher, Deputy or an EVC will conduct a monitoring visit once a term to ensure that operating procedures are being closely followed at all times.

Date Ratified:	November 2024
Date Due for Review:	July 2025
Signed Head teacher:	<i>J.Aitken</i>