

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	March 2023	Review date:	March 2024
Policy Owner:	Operations Manager	Page: 1 of 4			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	Parents <input checked="" type="checkbox"/>
	General Public <input checked="" type="checkbox"/>				

Local Area Visits Policy

Academies wishing to risk manage their Local Area Visits via the designated LAV module must have a detailed Local Area Visits Policy in place. There is a template policy document that Academies should use to prepare their policy, as below. Academies may enter their visits onto the LAV module, where this meets the criteria for a Local Area Visit, as defined within the ‘scope’ below.

Local Area Visits Policy

This document has been prepared in accordance with:

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

<https://oeapng.info/download/1184/> - OEAP NG 5.3b How to write an establishment visit policy.

<https://oeapng.info/download/1144/> - OEAP NG 4.3c Risk management – an Overview

Scope

This policy applies to visits/activities within the ‘Local Learning Area’ which are part of the normal curriculum, take place during the normal school day, are within the local area and can be accessed without the need for hired transport.

If the activity is not curriculum based or beyond the school day, then full planning, consent and approval will be needed as for any other day visit. Visits which require transport beyond the control of the Academy e.g. walking / cycling / Academy minibus providing transport for visits in the local area, will be outside of the scope of the Local Area Visits Policy.

Visits/activities within the Local Learning Area can follow the Operating Procedure below. This must be sufficiently detailed to permit risks associated with LAV to be managed.

These visits/activities:

- Must be recorded on EVOLVE via the ‘Local Area Visit’ module.
- Do not require parental consent, but state how parents are to be informed in advance, in writing, e.g. via a slip sent home). Families should be fully informed and up to date with Local Learning Activities.
- Require risk assessing but do not normally need any additional risk assessments / notes (other than following the Operating Procedure below).
- Require staff to be engaged and part of regular reviews of the risk management measures involved with Local Area Visits. Risk management that is dynamic during visits should be documented post visit. Documentation must match the reality of the visit!

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:

e.g.

- Perton Park
- Perton Library

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- The church at Perton
- Bluebell Woods
- Dippons Lane
- Corsers Court
- Perton Middle School

'No-go' areas within the Boundaries

No current 'no-go' areas identified – will be reviewed termly in the first instance.

Please ensure that this information is clearly documented on the map.

Transport to and from the Local Learning Area

Perton Primary Academy's walking risk assessment should cover most instances of transport for any local visits. Staff should add any specific risks based on the needs of the individual class (e.g. SEND, behavioural, medical etc) if needed. Routes are mapped out for walks to Anders Square (and surrounding areas) and Dippons Lane (and surrounding areas) which should be adhered to unless there is a reason that poses a risk (roadworks etc).

If a mini-bus or coach is being used, a full visit form must be used.

Local Learning Area LLA

Operating Procedure

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

- Road traffic, road crossing.
- Other people / members of the public / animals.
- Losing a pupil / student / group separation.
- The needs of the group.
- Supervision.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- First aid.
- Emergency procedures.
- Third parties.
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).
- Upper Lake
- River Penk
- Bluebell Woods
- Alleyways

These are managed by a combination of the following:

- The Head, Deputy or EVC must give approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved.
- 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.
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- There will be a minimum of two adults. The number of staff attending the visit will be risk assessed and managed on the basis of the needs of the group, as per the SAGE process, and in consideration of how the Academy would respond and continue to effectively supervise the group in the case of an emergency.
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- Pupils have been trained and 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.
- Staff will record the activity on EVOLVE.
- At least one sufficiently charged mobile is taken with each group and the office have a note of the number.
- Individuals know how to access first aid, travel first aid kits are taken.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Appropriate personal protective equipment is taken when needed (e.g. gloves).
- Application of the Behaviour Policy.

PLUS, you must add any specifics relating to your local area, e.g.:

- N/A currently – to be reviewed termly in the first instance

First Aid Policy for LLA

As Local Learning Areas are close, contactable, and easily reached, a minimal first aider policy based on the Academy's existing procedures and the likely activities undertaken, should be sufficient.

First aid arrangements (taken from SUAT First Aid Policy):

The provision of first aid during off-site visits and activities must be considered as part of the risk-benefit assessment and planning process. Academies should have in place an assessment to determine their first aid provision on site; off-site provision is an extension of this. OEAP guidance should be consulted to support academies in determining the level of first aid needed for off site activities and learning outside of the classroom.

The determination of the appropriate requirements should take into account:

- The nature of the activity;
- The nature of the group;
- The likely injuries associated with the activity;
- The extent to which the group will be isolated from the support of the emergency services (both in terms of distance and response time);
- The level of first aid needed during transport;
- The level of first aid needed at the venue, and the first aid facilities in place at the venue.

Qualified first-aiders may not be necessary for all off-site activities and visits, however, a basic level of first aid support should be available at all times. This will require that one or more of the staff leading the activity:

- Has a working knowledge of simple first aid and is competent to use the first aid materials carried with the group;

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· Knows

how to access, and is able to access, qualified first aid support.

For children in the Early Years Foundation Stage (EYFS), there is a statutory requirement that at least one person who has a current paediatric first aid certificate and sufficient understanding and use of English to summon help in an emergency must accompany children on outings.

Where a group of young people is subject to remote supervision, the supervisor should ensure that the group has:

- The ability to contact qualified first aid support;
- An appropriate level of competence and first aid materials to look after themselves until help arrives.

It is a legal requirement that all public service vehicles, including minibuses, must carry a first aid kit.

After School Sporting Events

When Sporting events take place after school, transport will be parental responsibility. Staff that attend the event will supervise after arriving on-site

Review Period for the Local Learning Area

The review period for the local Learning Area must be termly in the first year (to account for seasonal variations and learning) with regular contributions and updates from the visit leader team as they dynamically risk assess new elements.

Monitoring for the Local Learning Area

The Head, EVC or their delegate should provide a monitoring visit initially once a term then regularly thereafter.

This policy will be shared with all stakeholders, including pupils, staff, families and LACs.

Academies may consider adding the policy to the school website, so families (and OFSTED) are aware.