



Elmsleigh
INFANT & NURSERY SCHOOL

Grow to be the best we can be
Local Area Visits Policy

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Policy Owner: Mrs Ellen Collins (Head of School)

Ratified: Mrs Nicola Price (Executive Headteacher)



Context

We believe that educational visits are an integral part of the entitlement of every pupil and enables an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes The Elmsleigh Infants School a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning, making, creativity, developing learning, relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world', 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. ie. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Application

Any Local visits that leaves the school grounds are covered by this policy as part of the curriculum during school time. In addition to this Educational Visits Policy, The Elmsleigh Infants School:

1. Adopts the Local Authority's (LA) document: '**Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE**' (All staff have access to this via EVOLVE).
2. Adopts National Guidance www.oeapng.info, (as recommended by the LA).
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with school policy (ie this document), Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

Roles and Responsibilities

Visit leaders are responsible for the planning of their visits, and for entering these on EVOLVE (where required). They should obtain verbal permission for a visit from the Executive Headteacher Teacher, Senior Leader or EVC. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements and be competent to manage the group or class.

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Contacting parents to request pupils are taken home or to hospital, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

The school allocated Special School Nurses (as appointed by the NHS) are responsible for:

- Developing, monitoring and reviewing Individual Healthcare Plans

Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.
- All staff who are leading the local area visit **must** read this policy and sign to have read through National College.

Definition of Local Area Visits

Local area visits are regular, low risk activities that our pupils would access in the community, these would include visiting the Local Park, Village Church, shops and communal areas of the countryside. Access to these will be predominantly through group walks but access could be gained via a School owned Mini Bus. **Visits that require external transport agencies must be uploaded to the Evolve alongside the accompanying risk assessments alongside a visit with the whole class.**

In summary local visits are visits that:

- only a number of children in the class go to. – This bullet to be removed as a whole class can go on a Local Area Visit.
- are regular visits to a known area or frequently used venue.
- use transport that is wholly in control of the school, such as establishment minibus or walking.
- are to venues that are no further than 10 miles away (if travelling by car/minibus)

- do not carry any unforeseen risks that are beyond those listed in the operating procedure below.

Emergency Procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team. The school has an emergency plan in place to deal with a critical incident during a visit. All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes. (see Emergency procedures actions).

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

Parental Consent

The school obtains blanket consent at the start of each year for activities that fall within the 'Extended learning locality'. Local area visits are an integral part of the Elmsleigh Infants School curriculum therefore do not need any further consent from Parent/Carers, however, out of courtesy it is good practice to inform Parents through letters, class newsletters, texts, emails and/or messages in a child's home school diary. For more specific visits that do not happen regularly, parental consent must be obtained. For these visits, sufficient information must be made available to parents, so that consent is given on a 'fully informed' basis.

Inclusion

Elmsleigh Infants School is a fully inclusive school. All children are included in all trips.

Transport

The school follows National Guidance regarding transport.

Insurance

The school has an RPA (Risk Protection Arrangement) Insurance from the Department for Education.

Local Area Visit Comments

All comments must include the name of the first aider (paediatric first aid trained if taking out children in Early Years), the mobile contact for the leader as well as the reason the visit is taking place.

Operating Procedure for Local Area Visits

The following are potentially significant issues/hazards within our extended locality:

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

These are managed by a combination of the following:

- The Executive Headteacher/EVC/Management must give approval via EVOLVE before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved.
- Staff will record the activity on EVOLVE (Local Area Visit module) and leave a completed 'Signing out' sheet with the office. In the rare occurrence that the EVOLVE platform cannot be accessed (i.e. internet down, then a signing out sheet, signed by the Headteacher/EVC will be accepted.
- The concept and Operating Procedure of the 'Extended learning locality' is explained to all new parents when their child joins the school.
- There will normally be a minimum of two adults or a suitable adult to child ratio, as deemed appropriate by the visit leader.
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group wherever practicable.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- 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.
- A school mobile is taken with each group and the office have a note of the numbers.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles)

Emergency Procedure

The school's emergency response to an incident is based on the following key factors:

- There is always a nominated emergency base contact for any visit (during school hours this is the office).
- This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
- For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
- For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.

- The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.