

Vernon Primary School



Educational Visits – Local Area Visits Policy

This Policy works alongside our Educational Visits Policy and is designed to support staff planning to take pupils to local visits in Poynton.

At Vernon we want our pupils to learn about their local area and participate in visiting local amenities, such as the library, local shops, residential homes and we are fortunate enough to have very strong links with Poynton High School. Much of our 'out of the classroom learning' takes place around Poynton centre.

These visits 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. Staff only need a little extra planning beyond the educational aspect of the trip. They can be considered as lessons in a different classroom. 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. Staff will only complete the 'Local Area Visits' section of EVOLVE.

These visits/activities:

- Must be recorded on EVOLVE via the 'Local Area Visit' module.
- Do not require parental consent. Staff will still inform your child of the visit.

Boundaries

The boundaries of the Local Learning Area are within the Poynton main centre. This area includes, but is not limited to, the following frequently used venues: *e.g.*

- Poynton Library
- Poynton High School
- Residential Homes
- Local shops on Park Lane
- Local places of Worship (St George's, Baptist & Methodist), all located within a ten-minute walk from Vernon Primary School.
- The stretch of London Road from bottom of Dickens Lane to St. Georges church.
- The length of Park Lane

'No-go' areas within the Boundaries

- Any other shops
- Areas where traffic is a higher volume
- Onto 'London Road South or North – this pavement becomes very narrow at times.
- Any social areas such as pubs, restaurants or bars.
- Poynton Pool

Operating Procedure for Local Learning Area

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

- Road traffic.
- Other people
 - social distancing / 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).
- Poynton has a 'shared space' area, so this has to be considered with any visit.

These are managed by a combination of the following:

- The Head, Deputy or 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 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 on the school website.
- 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.
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- Staff must not deviate from the plan and are not permitted to undertake any personal errands whilst with pupils.
- If there are any changes in the original plan agreed by the teacher, then this needs to be shared back at school and the reason why. The teacher can then record on EVOLVE. This could be due to a road closure, roadworks or a situation where the supporting adult felt a change was needed.
- 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 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 either record the activity on EVOLVE (Local Area Visit module), or 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.)
- When crossing Park Lane and Clumber Road you must always move further down the road so you are opposite Costa Coffee, this can be a busy junction and often cars cut the corner.

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