



Ancaster
Church of England Primary School

Local Learning Area Visits Policy

Vision Statement

In the spirit of St. Martin, the Centurion Saint, we are a welcoming and inclusive community where every individual is celebrated. As we journey together through exploration and learning, our curriculum strives to promote local and global citizens who realise they have the power to change. Our high expectations for all, underpinned by our core Christian values of Wisdom, Courage and Respect, allow us to challenge everybody to be the best they can be.

Be the Best You Can Be!

Wisdom Courage Respect

Signed by Chair of Committee/Governors:	Approved at the meeting held on:
Signed by Headteacher:	
Next Date of Review: March 2024	<ul style="list-style-type: none">• Health and Safety Policy• LCC Educational Visits Policy

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1. Overview

This policy covers visits/ trips 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:

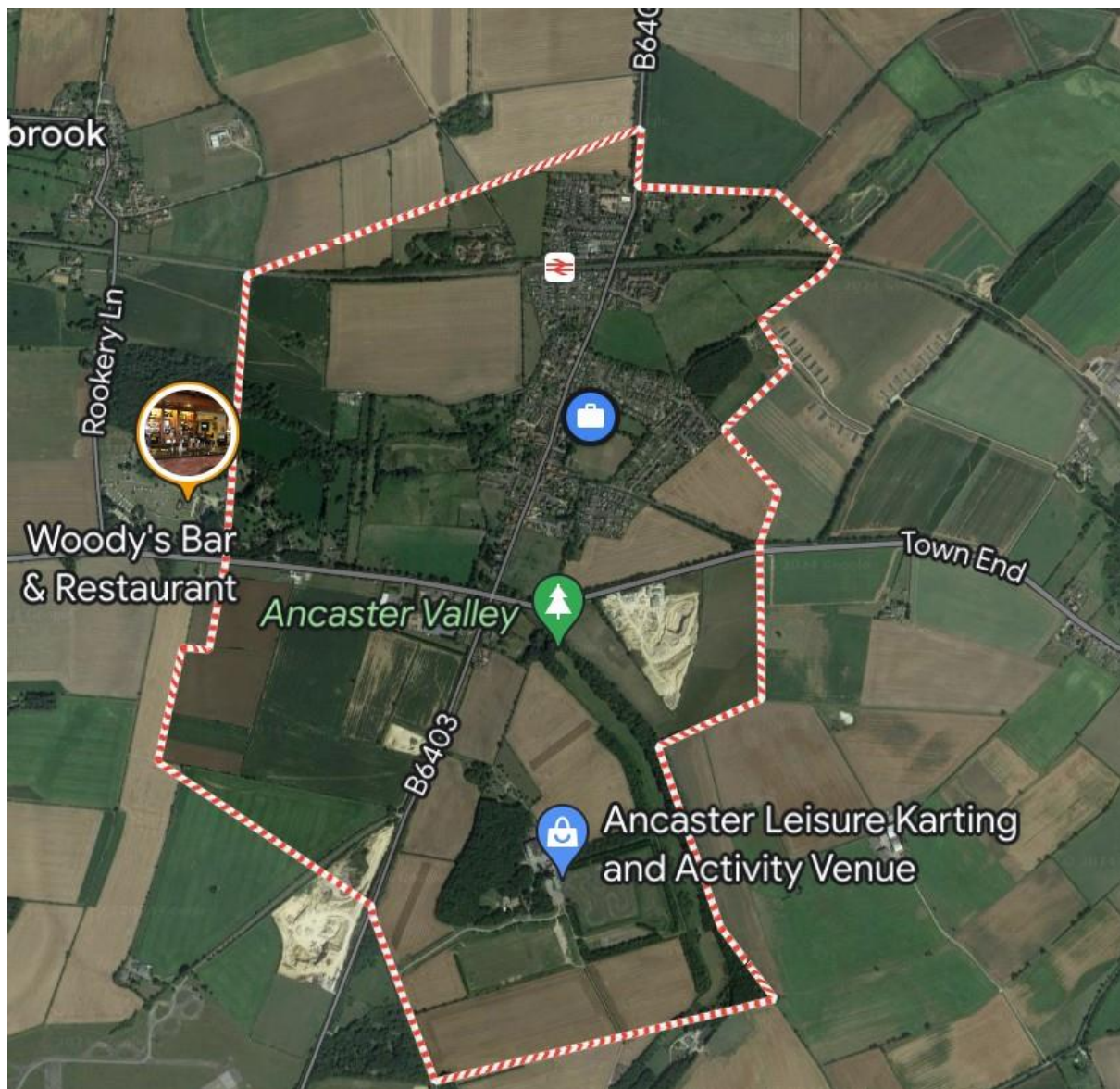
- Must be recorded on EVOLVE via the 'Local Area Visit' module.
- Must be approved by the Educational Visits Co-ordinator and Headteacher prior to the visit taking place.
- Do not require parental consent but a ParentHub message home on the day is helpful in case of medical appointments.
- Do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

2. Boundaries

The boundaries of the Local Learning Area are outlined below. The boundary follows that of the village and including the following frequently visited destinations:

- St Martin's Church
- Woodland Waters
- Ancaster Playing Fields and Park
- Co-Op Food Ancaster
- Ancaster Train Station

Local Learning Area Boundaries:



3. No-Go Areas Within Boundaries

Currently, the no-go areas within the boundaries are:

- The sites of the Copper Hill Quarry and the Goldholme Stone Quarry. Any visits to these areas will require additional, detailed, and activity-specific risk assessments to be undertaken.
- Ancaster Leisure and Karting – Any visits to this area will require additional, detailed, and activity-specific risk assessments to be undertaken.

4. Operating Procedure

Staff must adhere to the following operating procedure when undertaking visits in the Local Learning Area:

- All visits need an off-site day visit risk assessment and a transport risk assessment
- If walking is the mode of transport, this can be added to the off-site risk assessment
- ALL visits need to be approved by an Educational Visits Coordinator (EVC) and the Headteacher.
- The Administration Assistant needs to be advised of every trip, visit or visitor (for diary purposes as well as safeguarding)
- On the day, you must sign out every adult and child (if whole class - just let our office staff know who ISN'T going)
- Parents need to be informed of a Local Learning Area visit - permission is only needed for out of area visits.

5. Potential Risk and Hazards

When undertaking visits in the Local Learning Area, staff and pupils must be aware of the following potential hazards:

- Road traffic / electric scooters
- Members of the public
- Animals
- Losing a pupil
- Uneven surfaces and slips, trips, and falls
- Weather conditions
- Water hazards
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish)

These are managed by a combination of the following:

- The Head and EVC must give verbal 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 is outlined on the school website.
- Students are briefed on keeping safe during their outing
- The selected route takes the least busy option
- There will always be a minimum of two adults.

- 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.
- 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 first aid kit will be taken on all outings and an appropriately trained first aider will be present.
- Staff will record the activity on EVOLVE (Local Area Visit module)
- A mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (such as gloves, facemasks bag for waste, tissues)

IMPORTANT

- Staff will wear hi-viz vests
- When walking to the church or other venues which are multiyear groups, the older children walk with the younger children in 'buddies' or staff members will ensure that they are positioned at the front, back and centre of their group
- Staff members will ensure that they visibly 'block' the roads from traffic while crossing
- When walking to a destination in our local area, please ensure that you have shared the route with an EVC prior to departure (in case any diversions are necessary)