

Appendix 1

Local Learning Area

for visits from Overfields Primary School

This appendix forms part of the Overfields Primary School Policy for Educational Visits, Outdoor Learning and Adventurous Activities

This Appendix provides details of the Local Learning Area category of Educational Visits and includes procedures and risk management information for Visit Leaders and accompanying staff.



Appendix 1 - Local Learning Area for visits from Overfields Primary School

1 BOUNDARIES

The boundary of the Local Learning Area will be the Tees Valley Combined Authority, comprising the five local authorities of Redcar & Cleveland, Middlesbrough, Stockton-On-Tees, Hartlepool and Darlington. The boundary of the Local Learning Area is shown on the map below. This area includes:

- All educational establishments – primary and secondary schools, 6th form & Further Education colleges
- All libraries, community centres, sports centres, leisure facilities and local authority buildings
- All museums and galleries
- All theatres, cinemas and places of worship
- All maintained parks, play areas and countryside centres
- All marked walking trails maintained by the local authority (except those whose locality would place them within the exclusions identified below)
- All shopping centres, supermarkets and other stores
- All properties and facilities ran by the National Trust and English Heritage organisations

In addition to the area bounded by the Tees Valley Combined Authority, the following locations are also included within the Local Learning Area given their regular use by the school.

- Beamish Open Air Museum
- The Moors National Park Centre at Danby, North Yorkshire



Map showing the extent of Overfields Primary School's Local Learning Area

2 EXCLUSIONS

Exclusions to the Local Learning Area – visits to these locations will require an additional level of risk management.

- Any visit to a beach
- Any visit on or near cliffs
- Any visit in proximity to a canal, river, reservoir or similar
- Any visit which involves an adventurous activity

3 OPERATING WITHIN THE LOCAL LEARNING AREA

We use this extended area on a regular basis for a variety of learning activities, and visit leaders are allowed to operate in this area inputting visits on EVOLVE using the Local Learning Area option, provided they follow the below Operating Procedure.

Operating Procedure for visits to the Local Learning Area

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

- Road traffic
- Uneven surfaces and slips, trips, and falls
- Weather conditions
- Other people / members of the public / animals
- Losing a pupil
- Access & egress from minibus, bus or coach
- Flora, fauna, nettles, stings from insects
- Litter

These are managed by a combination of the following:

- On the day of the trip, the Head, Deputy, EVC or member of the Senior Leadership Team 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.
- The concept and Operating Procedure of the 'Extended learning locality' is explained to all new parents when their child joins the school. Consent for routine trips within the Local Learning Area will be received annually in September.
- There will normally be a minimum of two adults accompanying a visit. Visits where supervision is provided for by a single member of staff must be approved by the Head Teacher or Deputy Head Teacher and will involve an additional level of risk management including training for key stage two pupils.
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques. Where staff are utilising a venue for the first time, pre-visits will normally be made by the visit leader and due care should be given to 'known locations' in the event of bad weather, potential disruption from third party events (e.g. full or partial closures, conflicting events) or potential disruption that may affect transport to/from the venue (e.g. roadworks, closure of a crossing)
- 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 extended learning locality 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 ensure that the school office are aware of the names of pupils and staff attending a visit, the proposed route (if walking) and an estimated time of return.
- A mobile is taken with each group (teachers may use their personal mobile phone for contacting the school or can use one provided by school.)
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles)
- Staff should ensure that they share any issues that they are made aware of that may affect visits within the local learning area. These will be displayed in the staff room (e.g. temporary road closures, derelict buildings, missing pedestrian guardrails, areas subject to use by drug users)
- Visit leaders will ensure that the controlled pedestrian crossings on the A171 (Ormesby Bank & Cargo Fleet Lane), B1380 (Ladgate Lane, Ormesby High Street, Normanby Road) and at the junction of Normanby Road and the B1380 (Normanby Centre) are used routinely to cross these busy roads adjacent to the school.

DEALING WITH ISSUES ON EDUCATIONAL VISITS

It is anticipated that the following issues will be present on all educational visits. Visit Leaders should familiarise themselves with these issues and how to deal with them. Visit Leaders should, however always be prepared to assess and deal with any risk in a dynamic way during an educational visit.

Issue	How to deal with it
Road traffic	<ul style="list-style-type: none"> • Only approved coach operators used for hire purposes. • Seat belts to be worn by all passengers. • Pupil's behaviour on coach managed effectively - staff pupil ratios approved in visit planning/pupil briefing • No pupils to sit adjacent to emergency exit without an adult next to them. • Visit leader to coordinate with coach operator regarding planned rest/toilet stops.
Uneven surfaces and slips, trips, and falls	<ul style="list-style-type: none"> • Pupils to wear appropriate footwear • Potential hazard points pointed out to students before tackling them • Staff pupil ratios approved in visit planning • Immediate and appropriate first aid available • Pupils with mobility/coordination or vision problems are known to visit leader and assistance given accordingly
Weather conditions	<ul style="list-style-type: none"> • All pupils to have an appropriate clothing and footwear prior to leaving school. • Visit leader will have knowledge of available shelter on journey and at venue. • Visit leader will have assessed potential changes in weather conditions for the duration of the visit (www.metoffice.gov.uk) and any weather warnings in place. • Parents informed of any additional clothing or equipment required due to weather conditions (Caps/sun cream/change of clothing)
Other people / members of the public / animals	<ul style="list-style-type: none"> • Staff pupil ratios approved in visit planning • Pupils grouped accordingly and instructed to stay in designated groups • Group leaders aware of children in their group • Pupils working with remote supervision will have received instruction on dealing with members of the public/other adults and work in (at least) pairs. • Pupils instructed how deal with presence of dogs (resources available online e.g. www.bluecross.org.uk) • Hand sanitizing gel carried by group leader when visits involve contact with animals (farms/zoos/parks)
Losing a pupil	<ul style="list-style-type: none"> • Pupils grouped accordingly and instructed to stay in designated groups • Group leaders aware of children in their group • Group leaders to do regular head counts • Staff pupil ratios approved in visit planning • Procedures for getting lost outlined to pupils at briefing • Training for pupils provided within school curriculum
Access & egress from minibus, bus or coach	<ul style="list-style-type: none"> • Pupils should be instructed to hold the handrail • Pupils should hand any large bags to an adult to load • Staff should assist smaller children with the step up/down from the vehicle • Immediate and appropriate first aid available
Flora, fauna, nettles, stings from insects	<ul style="list-style-type: none"> • Immediate and appropriate first aid available • Prior to visit, ensure staff aware of who suffers from allergies/asthma/hay fever • Health Care Plan for specific pupils are followed as if in school.
Litter	<ul style="list-style-type: none"> • Visit leader to check area before seating/rest/activity – particularly public play areas • Immediate and appropriate first aid available • Group leader to carry wet wipes/hand sanitizing gel • Children briefed about handling litter

Agreed Walking Routes

The school has developed safe walking routes which visit leaders should use; deviating only when necessary to keep the children safe. The agreed walking routes are to the following locations:

- Ormesby Hall (via Church Lane)
- St Cuthbert's Church
- Stewart Park
- Eston Cemetery
- Normanby Cricket Club
- Flatts Lane
- Ormesby Village
- Middlesbrough Sports Village

4 EDUCATIONAL VISITS AND THE SCHOOL CURRICULUM

The school will include in its risk management, specific visits training for pupils each year. The training will consist of:

	Pedestrian training	Getting lost	Dealing with strangers and animals	Risk management and planning a visit
EYFS	✓			
Year 1 & 2	✓	✓		
Year 3 & 4	✓	✓	✓	
Year 5 & 6	✓	✓	✓	✓