



# Local Area Visits Policy

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# Contents

- Local Area Visits Policy ..... 1**
- Contents .....2**
- Our Mission Statement.....3**
- Our Vision .....3**
- Statement of Intent.....3**
- General .....3**
- Boundaries.....4**
- Operating Procedure for Local Learning Area .....4**

# Our Mission Statement

At Holy Cross, we are very proud of our school motto and our Catholic ethos; **Loved, Valued, Challenged.**

**Loved:** We love one another as Jesus taught us – our friends, our families and those who we may never meet.

**Valued:** We value everyone – everyone is important; pupils, staff, parents, governors, and members of the community– no matter their race, religion ability or need. We try to live like Jesus taught us.

**Challenged:** We challenge each other – not only with our learning but challenge each other to be more merciful to others, have a little more understanding of others’ needs and challenge each other to be better people.

## Our Vision

At Holy Cross, we aim to develop a caring Catholic community based upon the life and example of Jesus Christ, which envelopes the life and lives of everyone and everything in our school. It is through Christ’s message of love and forgiveness that the children, staff, both teachers and ancillary, parents and governors, preserve the essential Catholic ethos of the school.

The school aims to provide a challenging curriculum that reflects our philosophy, broadly balanced and relevant, and to support the development of the whole child to his/her full potential. At Holy Cross, everybody matters, therefore we encourage all to show respect to each other and the environment.

## Statement of Intent

Our Lady of Lourdes Catholic Multi-Academy Trust and Holy Cross Primary Catholic Voluntary Academy are committed to providing and maintaining a safe and healthy learning environment for children and this extends beyond the school facilities and grounds.

## General

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.

These visits/activities:

- Must be recorded on EVOLVE via the ‘Local Area Visit’ module.
- Do not require parental consent, however, there may be situations where you would like parents to be informed in advance, e.g., via EVOLVE or information sent home.
- Do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

## Boundaries

This area includes, but is not limited to, the following frequently used venues:

- Hucknall Library
- Holy Cross Church
- Hucknall Leisure Centre
- Post Office

## Operating Procedure for Local Learning Area

### Significant issues/hazards

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

- a. Road traffic.
- b. Other people.
- c. Members of the public.
- d. Animals.
- e. Losing a pupil.
- f. uneven surfaces, slips, trips, and falls.
- g. Weather conditions.
- h. Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).
- i. The railway lines.

### Managing risk

Risks are managed by a combination of the following:

The following are generic and should be reviewed:

- a. The Head, Deputy or EVC must give verbal approval before a group leaves. Not strictly necessary if you have clearly identified competent staff, and are confident in your operating procedure, and the fact that staff will follow it.
- b. Only staff judged competent to supervise groups in this environment are approved.
- c. 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.
- d. There will normally be a minimum of two adults. Decisions should be based on the area and the age / maturity of the pupils - the key determinant will always be 'what would the pupils do if the only adult collapsed?'
- e. Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- f. Pupils have been trained and have practiced standard techniques for road crossings in a group. For primary schools this is easy to do with some simple road markings in the playground – with a little practice this can become drilled and slick, as everyone knows what is going to happen.

- g. Where appropriate, pupils are fully briefed on what to do if they become separated from the group. This needs a decision and will depend on the area you are in.
- h. All remotely supervised work in the Local Learning Area is suspended.
- i. Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- j. Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- k. Staff will record the activity on EVOLVE (Local Area Visit module).
- l. A mobile is taken with each group and the office have a note of the number.
- m. Appropriate personal protective equipment is taken when needed (e.g., gloves, facemasks bag for waste, tissues etc.) If you have a local issue, e.g., with drug needles, etc, in any area, then you can mark that bit as no-go, or add here how you will educate the pupils to deal with it – it is their home after all, so they need to be able to cope with it.