

INVICTUS

Education Trust



Local Area Visits Policy

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Kinver High School
Local Area Visits Policy

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1. Our Mission, Vision and Values

 Mission 'Excellence everyday, unlimited ambition and transforming lives'	 Vision 'To create a community of inclusive schools where people choose to learn with us, work with us and belong with us, so that everyone succeeds'	 Values • Respect • Resilience • Relationships
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2. Local Area Visits

This document has been prepared in accordance with:

- [DfE guidance: Health and Safety on Educational Visits](#)
- <https://oeapng.info/download/1184/> - OEAP NG 5.3b How to write an establishment visit policy.
- <https://oeapng.info/download/1144/> - OEAP NG 4.3c Risk management – an Overview

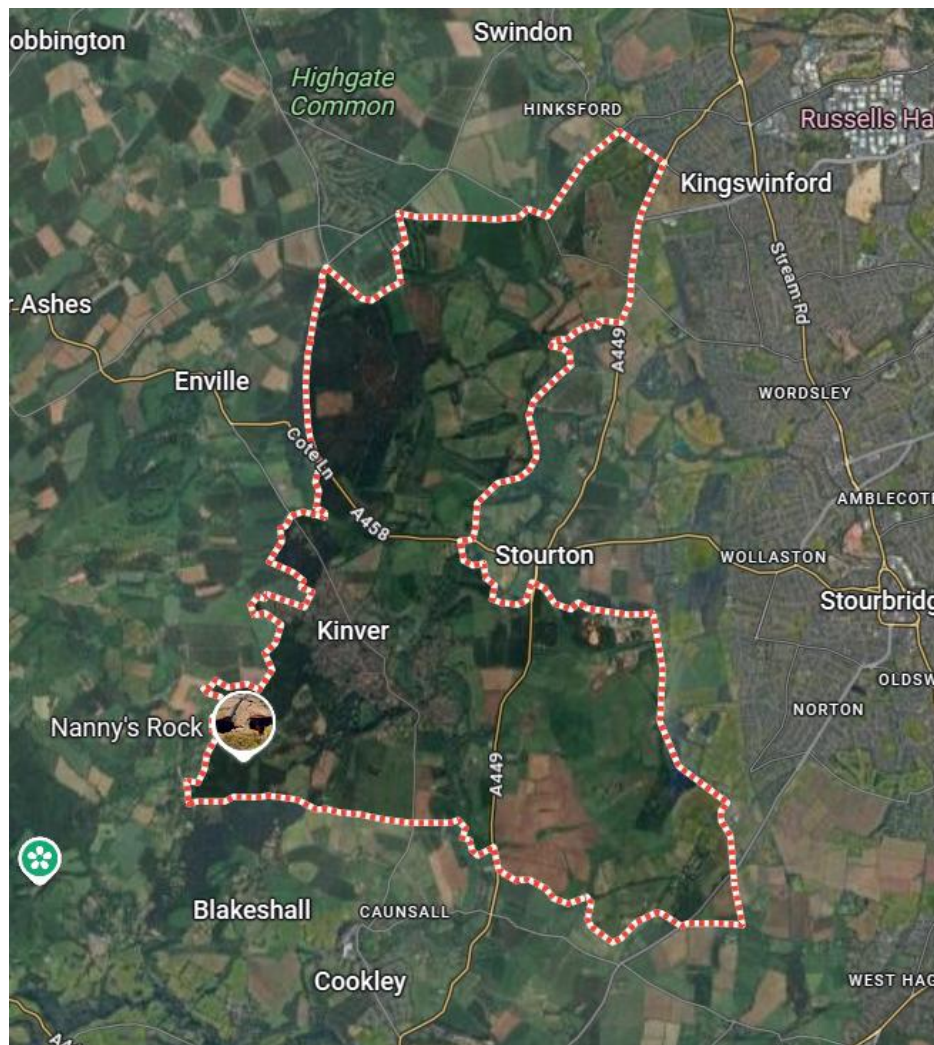
General

Visits/activities 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.
(Or if not activated: must be recorded on a 'Signing-out' sheet to be left with the office)
- do not require parental consent.
(But state how parents are to be informed in advance, eg. via Arbor, Text, Phone-call or a slip sent home).
- do not normally need any additional risk assessments / notes (other than following the Operating Procedure below).

Boundaries



The boundaries of the Local Learning Area are shown on the map above (red line). This area includes, but is not limited to, the following frequently used venues:

- Kinver High Street (shops and public areas)
- St Peter's Church, Kinver
- Kinver Library
- The canal towpath (Staffordshire and Worcestershire Canal)
- Kinver Edge and the Rock Houses (National Trust site)

'No-go' areas within the Boundaries

- High traffic zones without safe pedestrian crossing (e.g. A458 junction near the edge of Kinver)
- Private farmland not previously agreed for access
- Areas around the canal known for unstable banks
- Kinver Quarry and restricted access woodland behind it

Transport to the Local Learning Area

- Walking is the primary method of transport for local visits.
- For sites slightly further away (e.g. Kinver Edge), the school minibus may be used.

- All transport is arranged and controlled directly by school staff.

**If using an outside provider please revert to the full visit form. **

3. Local Learning Area LLA

Operating Procedure

Local Visits Risk Assessment (Appendix A)

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

- Road traffic.
- Other people / 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).
- Slippery surfaces on canal towpaths and woodland tracks during wet weather
- Occasional livestock in public access fields
- Seasonal flooding near the canal or park areas
- Potential contact with visitors/tourists near Kinver Edge and the Rock Houses

These are managed by a combination of the following:

- **The Headteacher 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 in the School Prospectus.
- 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.
- 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 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 either record the activity on EVOLVE (Local Area Visit module) or leave a completed 'Signing out' sheet with the office **as agreed with the Headteacher.**
- 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,)

IMPORTANT

- Pupils are not permitted to use the vending machines at the Community Centre or make any personal purchases from nearby shops unless specifically allowed by staff.
- When visiting Kinver Edge or other National Trust land, pupils must remain on marked footpaths and follow staff instructions at all times. No climbing or entering woodland areas without permission is allowed.

- When walking to locations within Kinver, pupils and staff must use the designated pedestrian crossing eg the crossing outside Kinver Methodist Church.
- If visiting areas near the canal, pupils must stay on the designated footpaths and keep well away from the water's edge. No pupil may throw objects into the river or canal.
- When visiting public buildings such as Kinver Library, St Peter's Church, or The Community Centre, pupils should use toilets under staff supervision and in small groups. They must not enter public toilets unaccompanied.

4. First Aid Policy for LLA

As Local Learning Areas are close, contactable, and easily reached, a minimal first aider policy based on the schools existing procedures and the likely activities undertaken, should be sufficient.

5. Review Period for the Local Learning Area

The review period for the local Learning Area must be set with a suggestion that is termly in the first year (to account for seasonal variations and learning) with regular contributions and updates from the visit leader team as they dynamically risk assess new elements.

6. Monitoring for the Local Learning Area

The Head, EVC or their delegate should provide a monitoring visit initially once a term then regularly thereafter depending on risk and number of visits.

7. Policy Review

This policy will be reviewed by the Deputy CEO/Director of Education at least every 2 years and approved by the Executive Team, prior to school adoption.

Appendix A – Kinver High Local Visit Risk Assessment

Hazard / Activity	Who might be harmed	Potential risks	Initial risk (L×S)	Existing / planned control measures	Residual risk (L×S)	Further action / notes
Walking from school to local venues	Pupils; staff	Slips; trips; minor falls; contact with traffic	3×3=9 Med	Route pre-assessed; pupils walk in pairs/ small groups; pavements used; headcounts at set points;	2×2=4 Low	Review route each term
Crossing main roads (High Street; Enville Road; Stone Lane)	Pupils; staff	Collision with vehicles	4×4=16 High	Use pedestrian crossings in silence on	2×3=6 Med	Induct new or cover staff before leading

				staff signal; small groups		
Public car parks (High Street; Library; Community Centre)	Pupils; staff	Moving vehicles	3×3=9 Med	Staff lead through car parks; single file; no running; use marked walkways	2×2=4 Low	Liaise with venue for safe access
Gathering points and queuing to enter venues	Pupils	Crowd surge; separation	3×3=9 Med	Pre-agreed assembly spots; staff positioned to contain group; headcount before entry and exit	2×2=4 Low	Marked muster point on plan
Behaviour in public and noise in residential streets (Enville Road; Compton Road; Stone Lane)	Pupils	Complaints; conflict with public	3×3=9 Med	Conduct briefing; quiet voice in residential areas; sanctions per policy	2×2=4 Low	Tutor follow- up if needed
Interaction with public; aggressive behaviour; uncontrolled dogs	Pupils	Harassment; bites	3×4=12 Med	Stay together; avoid confrontation; change route if needed; record and report to DSL	2×2=4 Low	Note time, place, description
Use of public facilities (Library; Church; Community Centre)	Pupils	Separation; damage; slips	3×3=9 Med	Entry and exit supervised; stay in agreed areas; walk not run; venue rules followed	2×2=4 Low	Report hazards to venue
Toilets in public venues	Pupils	Safeguarding concerns; bullying	3×4=12 Med	Same-sex small groups; staff wait by door; no pupil left alone; clear time limit	2×2=4 Low	Record any issue to DSL
Shops and vending machines (High	Pupils	Unsupervised movement; separation	3×3=9 Med	Not permitted unless part of activity; staff	2×2=4 Low	Consistent enforcement by all staff

Street; Sports Centre)				monitor; rule stated in briefing		
Data protection – printed lists; medical info	Pupils	Personal data loss	3×3=9 Med	Carry minimal data; store in zipped folder; return to office and lock away after visit	2×2=4 Low	Use initials where possible
Mobile phones and headphones during movement	Pupils	Distraction; step into road	3×3=9 Med	No phone or headphone use while walking; allowed only when directed	2×2=4 Low	Confiscation per policy if ignored
Minibus or coach transport	Pupils; staff	Collision; boarding injury	4×4=16 High	Approved drivers; seatbelts worn; staff manage doors; luggage stowed; pre-drive checks	2×3=6 Med	Keep emergency kit and contacts on board
Kinver Edge – uneven ground; sandstone edges; steep paths	Pupils; staff	Slips; falls; sprains	4×4=16 High	Pre-visit check; stay on marked paths; no climbing; stout footwear; first aider present	3×3=9 Med	Avoid after heavy rain or ice
Flora, fauna, stings, ticks (Kinver Edge; parks)	Pupils; staff	Allergic reaction; tick bite	3×3=9 Med	Long sleeves if needed; avoid bracken and nettles; check for ticks after visit; carry antihistamines per care plans	2×2=4 Low	Parents informed in advance
Water margins – Canal	Pupils; staff	Fall into water; drowning	5×4=20 High	Keep 2 m from edge; use fenced sections if possible; high supervision; no object throwing	3×3=9 Med	Exclude in adverse weather
Weather exposure –	Pupils; staff	Hypothermia; heat stress; slips	3×4=12 Med	Check forecast;	2×2=4 Low	Add sun safety to

heat; cold; heavy rain; ice				clothing and footwear required; carry water; postpone if amber warnings		summer briefings
Sun exposure and UV	Pupils	Sunburn; heat illness	3×3=9 Med	Hats and sunscreen advised; shade breaks; water carried	2×2=4 Low	Remind families in consent letter
Fire evacuation at external venues	Pupils; staff	Smoke; burns; panic	3×4=12 Med	Staff locate exits on arrival; follow venue plan; assembly point set; count heads	2×2=4 Low	Confirm plan with venue contact
First aid and medical emergency	Pupils; staff	Delay in care	4×4=16 High	First aider on every visit; kit carried; phones charged; nearest services known	2×3=6 Med	Re-stock kit after each visit
Known medical conditions – asthma; allergy; diabetes; epilepsy	Named pupils	Exacerbation; anaphylaxis	4×4=16 High	Individual care plans followed; medication carried and in date; staff briefed	2×2=4 Low	Check meds on day of visit
Packed lunches; food hygiene; allergens	Pupils	Allergic reaction; illness	3×3=9 Med	No food sharing; hand hygiene; waste binned or taken back	2×2=4 Low	Record any reaction
Critical incident in community; lockdown or police incident	Pupils; staff	Exposure to harm; disorder	4×4=16 High	Shelter in place if safer; avoid police cordons; contact school and follow advice	2×3=6 Med	
Safeguarding breach –	Pupils	Inappropriate sharing	3×3=9 Med	No pupil images without	2×2=4 Low	DSL informed if concern

photography or social media				consent; no posting during visit; staff challenge public photography if intrusive		
Missing child / pupil	Pupil	Separation; harm	5×4=20 High	Headcounts at departure, arrival, intervals and return; meeting points set; if missing: immediate search; inform school; call 999 within 10 minutes if not found; DSL and Head informed; actions logged	2×3=6 Med	Debrief and update plan
Communication failure or poor signal (Kinver Edge)	Staff	Delay in help	3×3=9 Med	Charged phone; route shared with office; timed check-ins; consider radios	2×2=4 Low	Test signal at key spots
Students with SEND or EAL needs	Named pupils	Misunderstanding of instructions	3×3=9 Med	Additional adult where needed; visual prompts; buddy system; tailored briefing	2×2=4 Low	
Fatigue on longer walks	Pupils	Minor illness; reduced attention	3×2=6 Med	Planned rest stops; pace matched to slowest; water carried	2×2=4 Low	Adapt route if needed
Littering; environmental damage	Pupils	Complaints; reputational harm	3×2=6 Med	Leave no trace; use bins; final sweep before departure	2×2=4 Low	Remind at briefing