



Handforth Grange Primary School

HGPS SEND Information Report 24-25

Policy Area	Leadership and Management
Policy Title	Local Area Visits Policy
Policy Leader	Handforth Grange Primary School
Policy Date	Autumn 2024
Latest Review	Autumn 2024
Policy Review	Autumn 2025

Social Justice through Excellence in Education

Introduction

Local Area 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. They only need a little extra planning beyond the educational aspect of the trip. They may sometimes 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.

These visits/activities:

- must be recorded on EVOLVE via the 'Local Area Visit' module.
- do not require parental consent. (State if there are any situations where you would like parents to be informed in advance, eg. via EVOLVE or a slip sent home).
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

Boundaries

The boundaries of the Local Learning Area are shown on the attached map. This area includes an area of around 2 miles, and is not limited to, the following frequently used venues: e.g.

Meriton Road Park
Handforth Library
St Chad's Church
Handforth Precinct
Handforth Station
Wilmslow Garden Centre
Oakmere Nursing Home
CMA Mosque

Any visits which involve pupils taking part in more adventurous activities or which are longer than a morning or afternoon session should be fully risked assessed with a complete Evolve form.

No-go' areas within the Boundaries

The boundaries of the Local Learning Area are shown on the attached map. This area includes, but is not limited to, the following frequently used venues: e.g.

Handforth Station Bridge (Railway pub side without/ diminished pavement).
Handforth Bypass Footpath on A555.

Operating Procedure for Local Learning Area

POTENTIAL HAZARDS	CONTROL MEASURES TO BE CONSIDERED	ESTABLISHMENT SPECIFIC CONTROL MEASURES, ARRANGEMENTS AND/OR ACTIONS TO BE TAKEN BY
<p>1 ENVIRONMENTAL ISSUES e.g. Weather,</p>	<ul style="list-style-type: none"> • <i>Weather forecast checked were appropriate</i> • <i>Activities programme amended where necessary</i> 	<ul style="list-style-type: none"> • Visit will be postponed if weather too adverse (i.e. snow/torrential rain) • Children asked to bring appropriate clothing depending on weather. • Children asked to bring suitable footwear for event depending on terrain and weather. • Children have been advised to wear sun cream, a hats and light clothing if it is sunny. • If it is cold children will wear hats, gloves and scarfs. • If it is sunny the children will eat lunch in the shade. • Teachers to ensure that they check for suitable clothing after dynamic risk assessment before children leave.
<p>2 TRANSPORT e.g. vehicles, drivers, arrival and departure of vehicles, breakdowns</p>	<ul style="list-style-type: none"> • <i>Driving hours limited, with back-up driver on long journeys</i> • <i>Appropriate car child restraint used at all times</i> • <i>Marshalling as group leaves coach, etc</i> • <i>Appropriate stops for eating and care arrangements en route</i> • <i>LA guidance on transport in private cars, minibuses, and public transport followed.</i> 	<p>If walking;</p> <ul style="list-style-type: none"> • Parents to be informed. • Ensure visit lead has taken into account the route the children will be travelling. • Children to walk in pairs where possible, staying as fair away from the road as possible. • Children to cross the road at a traffic lighted crossing where possible. • At any crossing, adult to stand in the middle of the road, blocking the route of any cars. • High Vis jackets for any vulnerable children or younger children where available. • Staff to be aware and consider the speed limit of traffic when walking on the pavements or crossing roads. <p>If using the school minibus;</p> <ul style="list-style-type: none"> • Parents to be informed. • Parents to be given the option of providing a booster seat for any child under 135cm. • No child to be sat in the front seat unless over 135cm and parents informed and given permission. • Children to wear seatbelts at all times that the engine is on. • Adjustments made to child’s seatbelt in order to be appropriately placed. • In KS1, a maximum of 14 children are allowed to travel in the bus as no child is over 135cm. No child to sit in the front seat. <p>If using staff member’s car;</p> <ul style="list-style-type: none"> • Driver to use ‘checklist for private cars. • All children to be measured. • If child is under 135cm booster seat must be worn. • This to be provided by parent. • If parent is unable to provide booster seat or hasn’t done so, booster must be provided by school. • Children given permission by parents to travel in staff member’s car using template slip. • Children to wear seatbelts at all times that the engine is on. • No child under 135cm can be seated in the front seat at any time. • Driver of car to be insured through school business insurance.

		<ul style="list-style-type: none"> All driving members of staff to have signed 'Declaration of Car Suitability'. <p>When walking from bus or car;</p> <ul style="list-style-type: none"> Above walking guidance followed. Children to get out of the car or minibus at pavement side where possible. <p>All transport to be communicated and approved by headteacher.</p>
<p>3 EQUIPMENT CLOTHING SUBSTANCES</p>	<ul style="list-style-type: none"> <i>All clothing appropriate to the activities and location, including the use of weatherproof clothing</i> <i>Appropriate footwear worn</i> <i>Special equipment checked</i> <i>All equipment appropriate to the activities and location</i> 	<ul style="list-style-type: none"> All children and staff to wear appropriate clothing and sensible shoes All staff and children to bring a packed lunch Staff to ensure appropriate visual communication systems are taken on the trip. All staff to ensure spare clothing is taken for specific children. First aid kits will be taken. All first aid incidents to be recorded appropriately when back in school and parents informed using normal procedure. Specific medication will be taken. Suncream/waterproof clothing will be worn by all. All staff to keep mobiles on at all times – to ensure cars can stay in contact.
<p>4 ACTIVITIES and PROCEDURES</p> <p>e.g. Programme of activities, down time</p>	<ul style="list-style-type: none"> <i>Detailed programme, including alternatives for bad weather</i> <i>'Down time' arrangements</i> <i>Adequate supervision at all times, with a duty rota in place</i> <i>Agree standards of behaviour and conduct</i> <i>Equipment suitable for activities and abilities of young people</i> 	<ul style="list-style-type: none"> Activities to be shared with parents. Ensure enough 'down time' given to any extended in length trips. Ensure children are clear about standards of behaviour before leaving. Visit leader to add estimated itinerary to evolve note. Staff to be aware of the behaviour of other users in public places and be prepared to use dynamic risk assessment where required Staff to be aware of children who may be nervous of around particular animals, such as dogs, which may be present in the area visited and be prepared to make dynamic risk assessments where required. Children to be made aware by staff that they are not to touch any other animals when visiting unless part of a separate risk assessed activity.
<p>5 SUPERVISION COMPETENCE DISCIPLINE</p>	<ul style="list-style-type: none"> <i>Prior assessment of Leaders and helpers in relation to the visit, the young people involved and the activities taking place</i> <i>Supervision ratio to keep sufficient check on all the party-including accompanying children other than young people</i> <i>Code of conduct established and maintained</i> <i>Adequate staffing numbers available</i> 	<ul style="list-style-type: none"> EYFS to use recommended ratio of 1:6 on all local area trips. All other age groups to follow visit leader's assessment of quantity of adults depending on amount of children, specific cohort, age of children and specific needs for the trip. Children to be accompanied by an adult at all times. Staff to take note of and inform children and other adults present of any potential hazards or surfaces which cause cuts, slips, trips or falls so they can take appropriate action. Staff member attending and first aiders to be specified on evolve note. All staff attending to have read risk assessment prior to the event as well as having been informed of any evolve notes prior to the event. All staff to be aware of who the visit leader is and who assumes responsibility in the absence of visit leader.

	<ul style="list-style-type: none"> • <i>Appropriate voluntary helpers used and fully briefed on their responsibilities</i> • <i>Police check for helpers under the Child Protection Act</i> 	<ul style="list-style-type: none"> • Children to be spoken to before the event about the risks and how to deal with them. Sometimes children may be involved in planning for risks.
<p>6 OVERALL PLANNING MONITORING AND CONTROL</p> <p>e.g. Accommodation</p> <ul style="list-style-type: none"> • Emergency Contacts and Communication • Insurance • LA Notification • Medical Arrangements • Parental Information • Research • Special Needs • Visits Abroad 	<ul style="list-style-type: none"> ▪ <i>Only suitable accommodation used and checked for appropriate facilities. Fire precautions and certification checked and a fire drill carried out</i> ▪ <i>Emergency arrangements include carrying the contact numbers for all the participants, the emergency contact person at the establishment and for emergency services maintained by the Leader of the party</i> ▪ <i>Mobile telephone available for emergency use</i> ▪ <i>Established appropriate emergency contacts with schools or establishments and parents</i> ▪ <i>Critical incident procedure functions properly</i> ▪ <i>Set up effective communication procedures with the group</i> ▪ <i>Insurance cover checked and parents informed of the limits of cover provided</i> • <i>Prior approval/notification of adventurous activities, overseas visits or visits to challenging geographical areas</i> • <i>Specific adventure activity guidelines being followed</i> • <i>All relevant medical information of all participants maintained</i> • <i>All appropriate medical</i> 	<ul style="list-style-type: none"> • All staff to carry a register for the children they are responsible for. • Children should be briefed before they leave school on what to do if they become separated from their group or adult. <p>Lost Child Procedure</p> <ol style="list-style-type: none"> 1. Where there are concerns that a child may have gone missing, all adults to take a register/headcount and inform the trip lead and any personnel within a venue to alert them to the identity of the missing child. 2. All remaining children to be kept in a safe place with a suitable number of adults which may include site staff as long as not on their own. 3. The trip lead to undertake a thorough search of the area and inform any other adults that a child is missing. <ul style="list-style-type: none"> • Where initial searches do not locate the child the trip lead should contact the police to notified via 999 and contact the school office/headteacher and parent of the missing child. • Parents to be informed and permission to be gained if travelling on minibus or any other form of transport. • Ensure all children, who need one, have an inhaler and any other medication needed. • Visit leader to pick key contacts that are back at school and add it to evolve system.

	<p><i>arrangements, including first aid</i></p> <ul style="list-style-type: none"> • <i>Special potential health hazards associated with the site</i> • <i>Is it necessary to notify parents. Check this document and local policy</i> • <i>Have you provided appropriate information for parents</i> • <i>Meeting with parents</i> • <i>Parental Consent</i> • <i>Do you need and have they given their consent</i> • <i>Researched the area, site accommodation, company</i> • <i>Pre visit carried out</i> • <i>Full account taken of any special needs involved</i> 	
OTHER	Boundaries	Boundaries of this risk assessment – approx. 2.5 mile radius Map in appendices

These are managed by a combination of the following:

- The Head (or delegated member of SLT) 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 the 'Blanket Permission' form is in the School Prospectus.
- 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.
- The SAGED model will be used (Staff, Activity, Group, Environment, Distance from base) will be used to inform ratios
- 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.

- Staff will either 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 (eg gloves, facemasks bag for waste, tissues etc.)

Ratified by Governors: Steve Burmester

Signed by Headteacher: Andrea Booth

Date: 12/11/2024

Appendix 1

Staff Driver's Declaration Form

To: The HeadteacherSchool

I confirm that I am willing to use my own vehicle for transporting students on Educational Visits.

The parents will have been informed and have given permission to travel in the car with me.

I am a member of staff and am therefore insured through the FFET Occasional Business Use Policy

I have a current insurance policy for the vehicle in my name.

I have a current clean, valid driving licence.

I shall ensure that the vehicle has a valid MOT certificate and I confirm that my vehicle is/will be roadworthy in all respects.

I shall ensure that all passengers wear correctly fastened seat belts and appropriate seat constraints such as booster seats for any child under 135 cm. No child to travel in the front seat unless over 135 cm tall and agreed by their parent.

I shall at no time transport a single student, other than my own child, as part of any journey.

I agree to the terms and conditions outlined in this declaration and will operate within them. I have never been interviewed, cautioned or convicted of any offence that would render me unsuitable to work with young people.

I shall at no time transport a student or students while I am under the influence of alcohol or drugs.

Signed:

Date:

Name and address:

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The Establishment/LA reserves the right at any time to request copies of any relevant documentation, including vehicle registration or ownership document, MOT certificate, insurance certificate, road tax or driving licence.

Persons regularly transporting children will be asked to provide any disclosure certification required by the school or employers' policy. This is in order to ascertain that they have not been declared unsuitable to work with children and young people.

Drivers should retain a copy of this declaration reminding them of the school's expectations.

Appendix 2

SAGED Model

A useful framework for assessing requirements for ratios and effective supervision is SAGED. See OEAP National Guidance document 1b 'Foundations':

Staffing - Who is needed/available? The plan must work within the limits of available numbers, abilities and experience.

Activities to be undertaken: what do you want the group to do and what is possible?

Group characteristics: prior experience, abilities, behaviour and maturity, sex, any specific individual needs.

Environment: indoors or out; a public space or restricted access; urban, rural or remote; quiet or crowded; within the establishment grounds, close to the establishment or at a distance; and the ease of communications between the group and base.

Distance: the distance you are travelling from school

Do not overlook environments to be passed through between venues:

For residential visits consider the accommodation and surrounding area.

For outdoor environments, consider remoteness, the impact of weather, water levels and ground conditions.

Consider the implications of current guidance about avoiding infection during an epidemic

Appendix 3

Map of Local Area

