

Vernon Primary School



Educational Visits – Local Area Visits Policy

This Policy works alongside our Educational Visits Policy and is designed to support staff planning to take pupils on local visits within Poynton.

At Vernon we want our pupils to learn about their local area and participate in visiting local amenities, such as the library, local shops, residential homes and we are fortunate enough to have very strong links with Poynton High School. Much of our 'out of the classroom learning' takes place around Poynton centre.

These 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 can 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 (an annual survey is sent to parents to gain consent).
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

Boundaries

The boundaries of the Local Learning Area are within the Poynton main centre. This area includes, but is not limited to, the following frequently used venues: *e.g.*

- Poynton Library
- Poynton High School
- Residential Homes
- Local shops on Park Lane (only used for the purpose of supporting curriculum needs)
- Local places of Worship (St George's, Baptist & Methodist), all located within a ten-minute walk from Vernon Primary School.
- The stretch of London Road from bottom of Dickens Lane to St. Georges church.
- The length of Park Lane

'No-go' areas within the Boundaries

- Any other shops
- Areas where traffic is a higher volume
- Onto 'London Road South or North – this pavement becomes very narrow at times.
- Any social areas such as pubs, restaurants or bars.
- Poynton Pool

Operating Procedure for Local Learning Area

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

- Road traffic & road works.
- Other people
- Social distancing / 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).
- Poynton has a 'shared space' area, so this has to be considered with any visit.

These are managed by a combination of the following:

'Nobody Else is Quite Like Me'

- The Head, Deputy or EVC 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 on the school website.
- 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.
- All volunteers have a current DBS and have received a briefing from the safeguarding lead.
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- Staff must not deviate from the plan and are not allowed to make any personal errands whilst with pupils.
- If there are any changes in the original plan agreed by the teacher then this needs to be shared back at school and the reason why. The teacher can then record on EVOLVE. This could be due to a road closure, roadworks or a situation where the supporting adult felt a change was needed.
- 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 suspended.
- 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 record the activity on EVOLVE (Local Area Visit module and use our signing in and out system for both pupils and staff when leaving or returning back to school.
- A mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (for example gloves, facemasks bag for waste, tissues etc.)
- When crossing Park Lane and Clumber Road you must always move further down the road so you are opposite Costa Coffee, this can be a busy junction and often cars cut the corner.

Policy Date: September 2026

Review Date: September 2029

Ratified by Governors: September 2026