



**The Sacred Heart Catholic Voluntary Academy**

## **Local Area Visit Policy**

**March 2022**

Our Lady of Lourdes Catholic Multi-Academy Trust - Company Number: 7743523  
Registered Office: 1<sup>st</sup> Floor, Loxley House, Riverside Business Park, Tottle Road, Nottingham NG2 1RT

## **Our Lady of Lourdes Catholic Multi Academy Trust Mission Statement**

We are a partnership of Catholic schools and our aim is to provide the very best Catholic education for all in our community and so improve life chances through spiritual, academic and social development.

We will achieve this by:

Placing the life and teachings of Jesus Christ at the centre of all that we do.

Following the example of Our Lady of Lourdes by nurturing everyone so that we can all make the most of our God given talents.

Working together so that we can all achieve our full potential, deepen our faith and know that God loves us.

Being an example of healing, compassion and support for the most vulnerable in our society.

***Joshua 1:9-10 "Have I not commanded you? Be strong and courageous. Do not be afraid; do not be discouraged, for the Lord your God will be with you wherever you go."***

School name:	Sacred Heart CVA
School address:	Southcliffe Road, Carlton, Nottingham, NG4 1EQ
Headteacher:	C Hornsby
Educational Visit Coordinator (EVC):	J Owens
Policy date:	March 2022
Review date:	March 2025

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

## 1. 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.

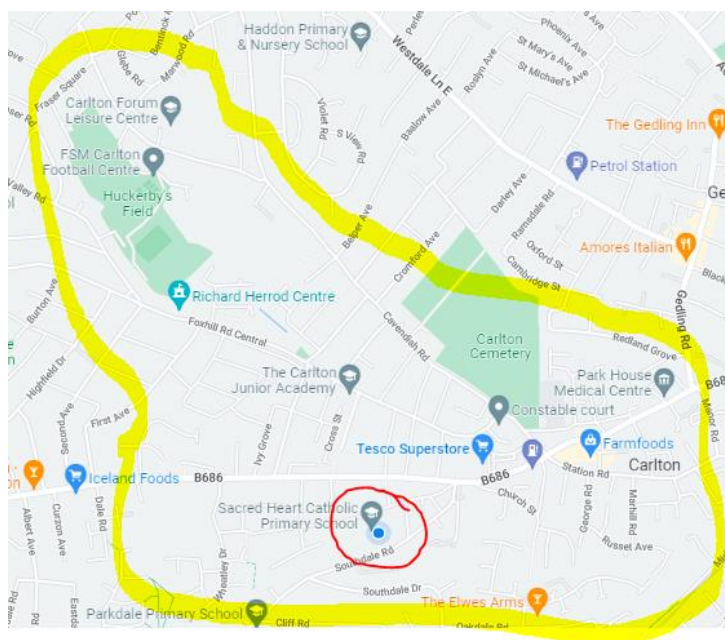
These visits/activities:

- 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 a slip sent home).
- Do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

## 2. 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:

- a) Sacred Heart Parish Church
- b) Tesco- Carlton Hill
- c) Library on Station Road
- d) Carlton Forum Leisure Centre
- e) Onchen Park



**The 'No-go' areas within the Boundaries are:**

- a) Electrical Sub Station – Buntings Lane

## 3. Operating Procedure for Local Learning Area

### 3.1 Significant issues/hazards

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

- a. Road traffic
- b. Other people

- c. Social distancing (this is Covid specific and should be reviewed when your Covid risk assessment is reviewed).
- d. Members of the public
- e. Animals
- f. Losing a pupil.
- g. Uneven surfaces and slips, trips, and falls.
- h. Weather conditions.
- i. Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).
- j. Narrowed pavements due to outside seating.

### 3.2 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.
- b. 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.
- 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-g are Covid specific and should be reviewed when your Covid risk assessment is reviewed.

- d. Regular handwashing or regular hand sanitising is in place
- e. The selected route takes the least busy option
- f. Use antibacterial wipes to clean any equipment before use
- g. There will normally be a minimum of three adults – the ratios for EYFS will be what is recommended by the government.
- h. Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- i. 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.
- j. 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 – return to school, wait where they are, go to x and ask for help, etc)
- k. All remotely supervised work in the Local Learning Area is suspended.
- l. Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- m. Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- n. Staff will record the activity on EVOLVE (Local Area Visit module).
- o. A mobile is taken with each group and the office have a note of the number.
- p. 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!

**IMPORTANT** - the following are examples only – replace with your own area-specific risks

- q. Pupils must be informed that they are not allowed to use the vending machines at the Leisure Centre.

- r. Staff must ensure no members of the public are in the changing rooms with the children at the leisure centre and are supervised at all times.
- s. Pupils will always be supervised by a member of staff in the church during school hours.
- t. If visiting the library, children will be allocated an area to sit.
- u. When at the park, staff will highly supervise children.
- v. When visiting Tesco, staff will remain with all pupils at all times.