

# Hawridge and Cholesbury CE School



## Local Visits Operating Procedure

**Our Vision is for every child within the Hawridge & Cholesbury family to grow, flourish 'have life and ... have it more abundantly' (John 10:10 KLV); to be fascinated, rounded, eager to make a difference, spiritual and have high aspirations through Jesus' teaching and our curriculum.**

**We live our vision through our natural setting and our school values:**

**Respect Teamwork Responsibility Understanding Peace Honesty**

**Review date: July 2023**

**Adopted by the governing body on 27 September 2023**

**Next review: March 2027**

# Local Learning Area

## General

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum at Hawridge & Cholesbury CE School and take place during normal school hours follow the Operating Procedure outlined below.

These visits/activities:

- Do not require parental consent (on joining the school all parents give consent for children to take part in local area visits).
- Must be recorded on Evolve under Local Visit category.

## 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:

- The Common, as far as the Iron Age fort/ Cholesbury Church on one side and Hawridge Church on the other
- The windmill and Full Moon Public House
- The sheep sculptures

In addition

- Chesham Outdoor Leisure Pool/ Chesham Prep School Pool (See also BC Swimming Guidance)
- Schools taking part in the Chiltern League and other sporting fixtures. NB the Chiltern League is a group of schools in Chesham who compete each half term in different sports. Competitions take place at different schools or sporting venues, e.g. Chesham Rugby Club, Hawridge Cricket Club each term. All competing schools have sign up to the League at the beginning of each academic year.

## Operating Procedure for Local Learning Area

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

- Road traffic and road crossing
- Other people / members of the public / animals
- Lost / alone child
- Uneven surfaces (→ slips, trips and falls)
- Wide open spaces – lack of boundaries
- Communication with each other and with school/ other agencies as required
- Weather conditions- fog, thunder/ lightning, heavy rain/snow/hail or extreme heat
- Activity-specific issues when doing fieldwork (nettles, brambles, rubbish, mud, stings, scratches, poisonous and dangerous substances, e.g. fungus, berries, sharps, fireworks etc.)

- Animals, e.g. horses, dogs/ wildlife, deer, ticks and Lyme's disease, faeces
- Member of the public
- Inconsistent or lack of mobile phone signal

**These are managed by a combination of the following:**

- The Educational Visits Co-ordinator (EVC) must give verbal approval before a group leaves.
- The visit must be recorded on Evolve.
- 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 Local Visits Operating Procedure is explained to all new parents when their child joins the school, and is on the school website for all to see.
- There will normally be a minimum of two adults.
- Staff are familiar with the area, including any "more hazardous" areas, such as the ponds and roads used as cut throughs. Staff have practised appropriate group management techniques.
- All children and adults to wear high vis jackets (just adults for sporting fixtures).
- Children have been trained and have practised standard techniques for road crossings in a group.
- Children will have been advised not to approach members of the public or any animals. They are advised to ignore friendly dogs for example and to be polite if approached but not to talk to members of the public unless a member of school staff says it's ok.
- Children are instructed not to touch animal faeces when out in the woods.
- 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.
- Children should have arms and legs covered (e.g. long sleeves) in order to protect against the risk of Lyme disease from tick bites.
- Staff are aware of any relevant medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff/adults, a proposed route, and an estimated time of return.
- A designated Emergency Contact 'back at base', who is aware of the proposed visit/activities, will have been identified beforehand and will ensure that s/he remains contactable until notified of the group's safe return.
- A school mobile and walkie talkie is taken and the office will have a note of the number(s). NB mobile phone reception is poor in the local area.
- Staff take a designated emergency bag with them containing first aid kit, small eye wash, laminated Serious Incident Action Card, space blanket etc.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles, long sleeved t-shirts and legs covered).

- Local visits will not take place during a thunderstorm or when one is forecast. If a thunderstorm happens, children and adults will crouch down in a ball-like position with their head tucked and hands over ears so that they are down low with minimal contact with the ground. They will immediately get out of and away from swimming pools, ponds, lakes, and other bodies of water.
- Local visits will not take place in the fog. A compass and map is kept in the emergency bag in the event of there being poor visibility due to unexpected fog occurring.

