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Head of School: Mrs A O'Donovan

Local Area Visit Policy

October 2023

School name: St Cuthbert Mayne Catholic Primary School

School address: St. Nicolas Avenue, Cranleigh, Surrey, GU6 7AQ

Head of School: Mrs A O'Donovan

Educational Visit Coordinator (EVC): Mrs E Quinlan

Policy date: October 2023

Review date: October 2026

St Cuthbert Mayne Catholic Primary School is committed to providing and maintaining a safe and healthy learning environment for children and this extends beyond the school facilities and grounds.

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.

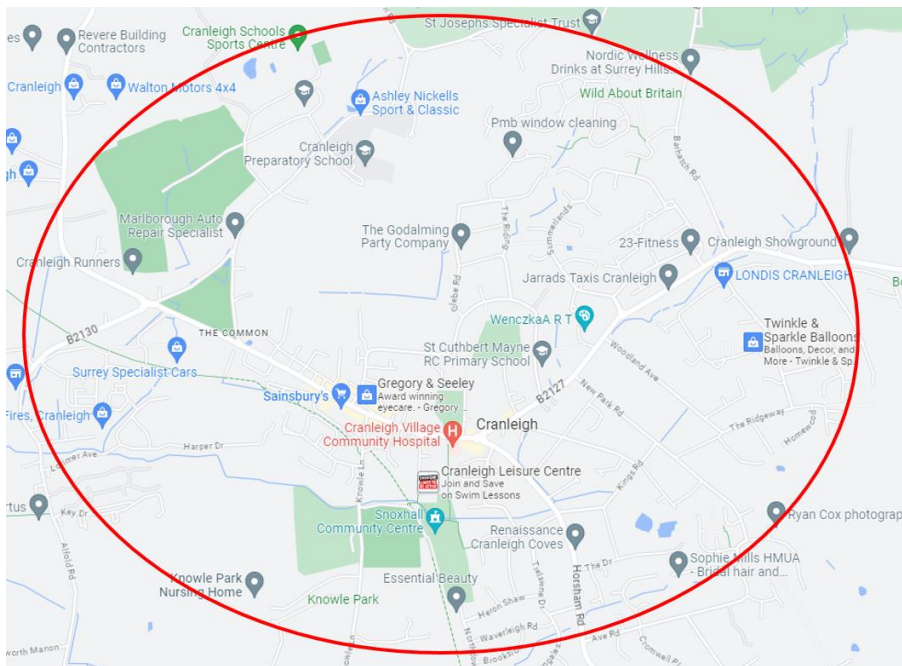
These visits/activities:

- 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 via ScoPay.
- 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 map below. This area includes, but is not limited to, the following frequently used venues:

- Cranleigh leisure centre
- Cranleigh arts centre
- Cranleigh Prep school
- Glebelands
- Jesus Christ Redeemer of Mankind Catholic Church
- St Nicolas Church & Presbytery
- Park Mead Primary School
- Cranleigh C of E Primary School
- St Joseph's Specialist School



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

- Astra House Business Centre Area

Operating Procedure for Local Learning Area

Significant issues/hazards

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

- a. Road traffic
- b. Other people
- c. Members of the public
- d. Animals
- e. Losing a pupil
- f. Uneven surfaces and slips, trips, and falls
- g. Weather conditions
- h. Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc)

- i. Narrowed pavements

Managing risk

Risks are managed by a combination of the following:

- a. The Head, Assistant Head or EVC must give verbal approval before a group leaves.
- b. The Head, Assistant Head or EVC will have their mobile phone available if required.
- c. Only staff judged competent to supervise groups in this environment are approved.
- d. 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.
- e. Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- f. Pupils have been trained and have practiced standard techniques for road crossings in a group.
- g. 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).
- h. Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- i. Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- j. Staff will record the activity on EVOLVE (Local Area Visit module).
- k. A mobile is taken with each group and the office have a note of the number.
- l. The Head, Assistant Head or EVC numbers made available for group leaders.
- m. Appropriate personal protective equipment is taken when needed (e.g., gloves, facemasks bag for waste, tissues etc.).

Important things to note in our local area:

- Procedure when crossing roads:
 - Children line up in rows of 6
 - Wait for silence
 - Cross when children are quiet and there is no traffic
 - One member of staff to stand in the road while the children are crossing and follow the back of the group
- When walking to Cranleigh Arts or Leisure Centre, turn right out of school and walk through ally