

Aylesbury High School

Local Visit Procedure

General

The Operating Procedure outlined below applies to visits and activities within the Local Learning Area. These are activities that are part of the normal curriculum, including co-curricular, and take place during normal school hours.

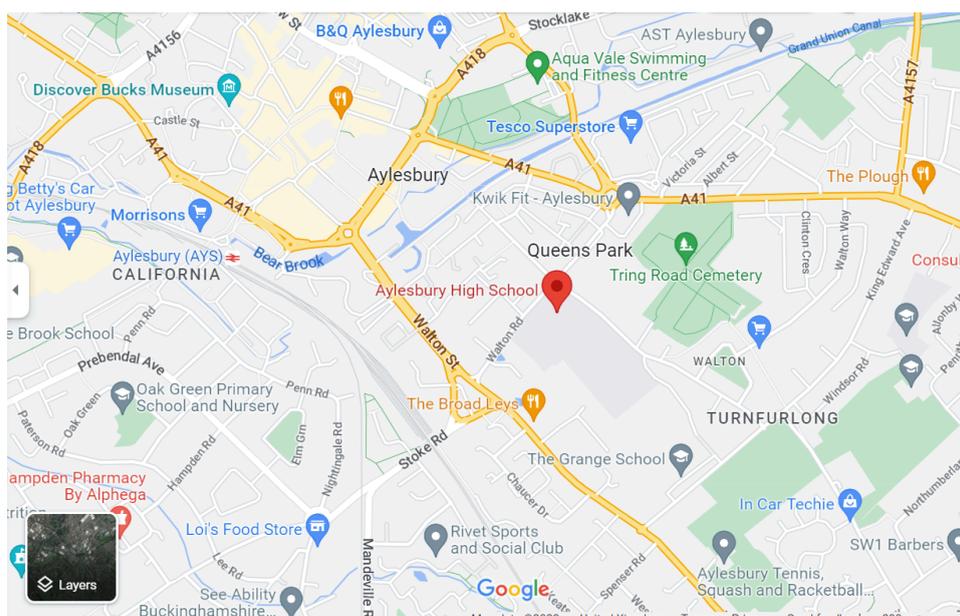
These visits/activities:

- do not require parental consent. Parents will be informed if the activity is beyond a curriculum activity during the curriculum lesson time.
- do not normally need additional risk assessments other than those stated in the Operating Procedure below.
- are recorded on Evolve under the Local Area 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: e.g.

- St Mary's Church
- Vale Park
- Local Library
- The Shopping Centre
- Aylesbury Grammar School
- Aquavale Pool and Leisure Centre (See also BC Swimming Guidance)



Operating Procedure for Local Learning Area

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

- Road traffic
- Other people / members of the public / animals
- Losing a pupil
- Uneven surfaces (→ slips, trips and falls)
- Weather conditions
- Activity-specific issues when doing fieldwork (nettles, brambles, rubbish, etc.)

These are managed by a combination of the following:

- The visit/activity needs initial approval from a member of LT or EvC and must be recorded and approved on Evolve as a Local Trip.
- Only staff judged competent to supervise groups in this environment, by the Head, SLT or EVC, are approved.
- 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.
- There will normally be a minimum of two adults - please discuss the staffing ratios with the EVC or a member of the senior leadership team.
- Staff are familiar with the area, including any "no go" areas, and have practised appropriate group management techniques.
- Staff will ensure safe road crossing practice procedures.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group: times, rendezvous and how to contact the trip leader or school emergency contact.
- All remotely supervised work in the Local Learning Area is done in groups of four as a minimum
- Staff are aware of any relevant medical information and ensure that any required medication is available.
- Staff put a student and staff list on the advance warning noticeboard on the staff homepage, with a proposed route, and an estimated time of return.
- A designated Emergency Contact at Reception, who is aware of the proposed visit/activities, will have been identified beforehand and will be contactable until notified of the group's safe return.
- A school mobile with a charged battery is taken and Reception has a note of the number(s). Or for regular local visits e.g. sixth form walk and talk, the trip leader will have the school number, reception, matron and the SLT link saved on their personal mobile phone.
- 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)