

Appendix to Educational Visits Policy

Local Learning Area for Rossmere Academy



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Competent Advice, Approval and Monitoring	North Yorkshire Educational Visits Advisory Service
Web Based Management System	EVOLVE

Boundaries

The boundaries of the locality are shown on the attached map. This area includes the following frequently used venues:

- Rossmere Park
- Rossmere Way Church
- Manor Academy
- Brierton Sports Centre
- High Tunstall College
- Seaton Carew (including beach)
- The Headland (including beach and Heugh Gun Battery)
- Hartlepool College of FE
- Hartlepool 6th Form College
- Eldon Grove Academy
- Springwell School
- Ward Jackson Park
- Summerhill
- Maritime Museum and Historic Quay
- Hartlepool Art Gallery
- Billingham Forum
- Town Hall Theatre
- Saltholme RSPB Centre
- Owton Manor Library
- Wynyard Road shops

We use our Local Learning Area on a regular basis for a variety of learning activities, and visit leaders are allowed to operate in this area by inputting visits on EVOLVE using the On-site enrichment/Learning Area option, provided they follow the below Operating Procedure. This requires the completion of a greatly reduced question set but allows for all visits to be recorded in a single place which can be very useful when running reports on Evolve.



Operating Procedure for visits to the Local Learning Area

The following are potentially significant issues/hazards within our extended locality identified on generic LLA risk assessment:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish)
- Open water – ponds in the parks, the sea

These are managed by a combination of the following:

- The Headteacher is aware group is off site.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and Headteacher.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school.
- There will normally be a minimum of two adults.
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.
- 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 extended learning locality is done in 'buddy' pairs as a minimum.
- 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 will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- Staff will sign pupils out and in on return using INVENTORY system
- A school mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles)
- When crossing roads, pelican or zebra crossings are used with traffic light controlled crossings the preferred route.