

Local Area Visits and Fixtures Policy

The Bishop of Winchester Academy



Sapere Aude

Approved by:	Academy Leadership Team	Date: July 2023
Last reviewed on:	July 2023	
Next review due by:	July 2024	

Local Learning Area Visits

General

Visits/activities within the 'Local Learning Area', that are part of the normal curriculum and take place during the normal school day, will follow these operating procedures.

Local Learning Area visits/activities:

- are recorded on our school trip management system
- do not require specified parental consent in addition to completion and return of the consent form
- do notify parents, in writing, and in advance of any off-site visit
- do not normally need additional risk assessments/notes

Boundaries

The agreed boundary has been set to 1.5 mile radius of The Bishop of Winchester Academy. Our Local Learning Area includes, but is not limited to, the following venues:

- *Bournemouth School for Girls*
- *Bournemouth School*
- *Epiphany School*
- *Jewell Academy*
- *Muscliff Primary School*

Areas within the Boundaries

Due to the school's location, any visits accessing water (river, sea etc) or adventurous activity within the local learning area **will** require a separate risk assessment.

Operating Procedure for Local Learning Area (for routine activities)

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

- A student getting lost
- Road traffic
- Members of the public
- Animals (domestic and farm)
- Uneven surfaces and slips, trips, and falls
- Weather conditions
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc)

These issues/hazards are managed by a combination of the following:

- A member of the senior leadership team is required to approve all visits
- Only staff who have completed the specified trip leader training are judged competent to supervise groups off-site
- Parents are notified in advance in writing of any off-site local area visits
- There will normally be a minimum of two adults (*this will be dependent on number of, and age of, students attending*)
- Staff are familiar with the area, and have practiced appropriate group management techniques
- Students are instructed on safe techniques for road crossings in a group
- All road crossings will be by use of specific safe crossings on route (e.g. pelican/zebra crossings)
- Where indirect supervision takes place at the authorised destination, the meeting point will be confirmed beforehand - there will always be a member of staff at the meeting point **at all times**
- Where appropriate, students are fully briefed on what to do if they become separated from the group
- Students' clothing and footwear is checked for appropriateness prior to leaving school
- Staff are aware of any relevant student medical information and ensure that any required medication is available
- Staff will record the activity on our school trip management system
- A mobile phone is taken with each group and the school office has the number recorded
- A first aid kit is taken with each group
- Appropriate personal protective equipment is taken when needed (e.g. gloves, facemasks, bag for waste, tissues etc.)

Fixtures

Sports fixtures are organised as a way of furthering the enjoyment of sport for students and as an important opportunity to represent the school and to experience competitive situations. These fixtures also allow for the practise of skills learnt in PE lessons.

Fixtures will be operated under the same procedures as Local Learning Area Visits with the addition of:

- A risk assessment for each activity
- A risk assessment for transport used
- Parental consent for student participation

Boundary Map:

