



Local Learning Area & Type A Visits Procedure

Visits/activities within the school's '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:

- do not require individual parental consent in addition to the completion and return of the consent form at the end of this document.
- will be communicated to parents/carers in advance of any visits/activities via Class DOJO
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).
- will be recorded on EVOLVE e.g. Sainsburys, Moor Park, Deepdale Retail Park, PNE.
- DO NOT need to be recorded on EVOLVE if these are ad-hoc activities e.g. Eaves Brook visit, Forest School, walking around the area in and around the school boundary.

Boundaries

The boundaries of the school's Local Learning Area are shown on the attached map. This area includes, but is not limited to, the following frequently used venues: e.g.

- Moor Park
- St Gregory's Church
- Preston North End
- Deepdale Retail Park
- The woodland/green space behind school
- Sainsburys
- Ambulance and Fire Station
- Masjid e Salaam

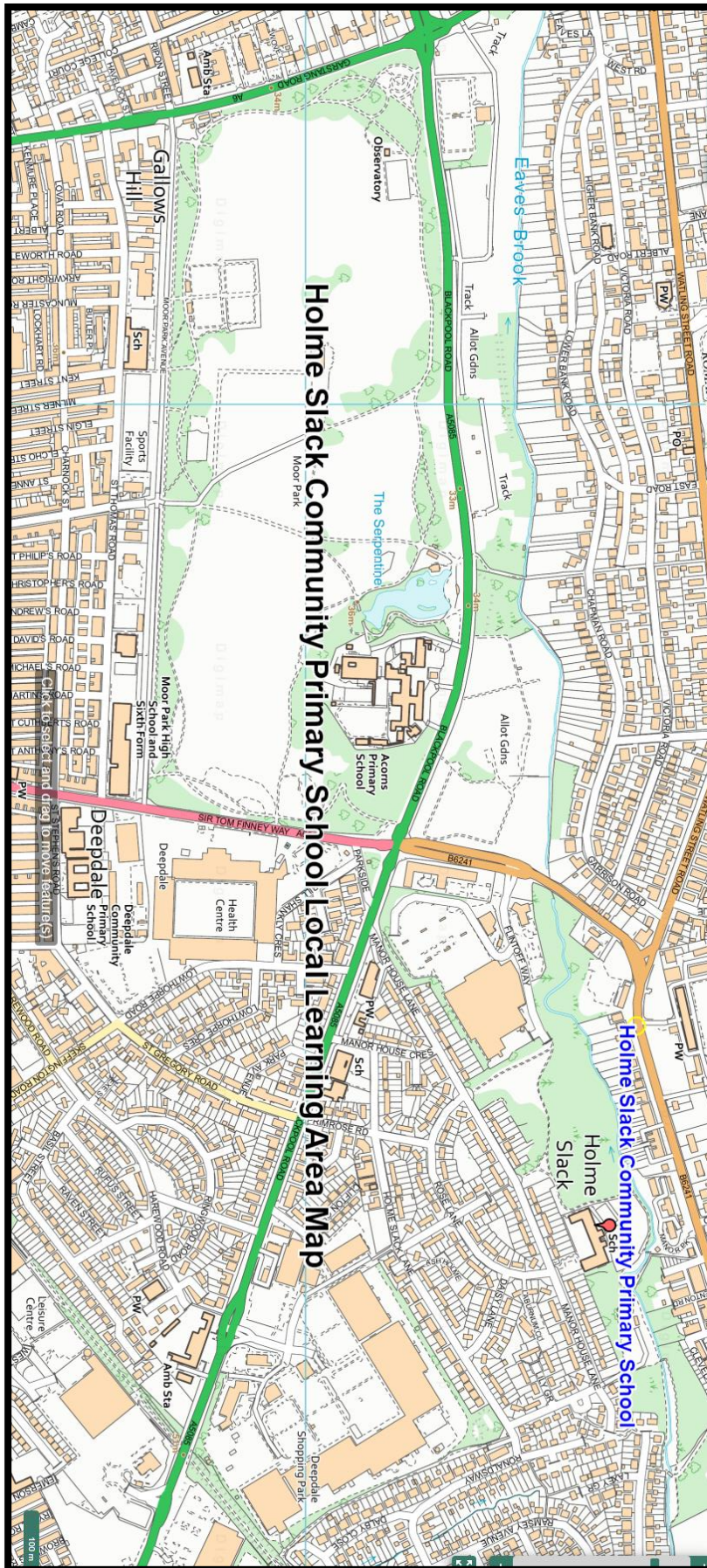
Operating Procedure

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 and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc.).

These are managed by a combination of the following:

- The Head or Deputy (EVC) must give verbal approval before a group leaves.
- A current list of staff approved to lead in this setting is maintained by the EVC and office.
- The concept and Operating Procedure of the school 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 (this will be dependent on number of, and age of, students attending)
- 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 Local Learning Area 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 inform the office of all pupils and staff, a proposed route, and an estimated time of return.
- A mobile phone or walkie talkie is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles)
- 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





Consent Form for Educational Off Site Type A Visits including Local Learning Area Visits/Activities

Please note the following important information before signing this form:

- The visits and activities covered by this consent include;
 - Low risk off site visits, up to one-day duration. Examples include theatre visits, most field study visits, museum visits, activities in the local community or visits to local schools for an event
 - Off site sporting fixtures
- The school will send you information about each visit or activity via Class DOJO before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular visit or activity.

Written parental/carers consent will not subsequently be requested from you for such off-site activities offered by the school.

Please sign and date the form below if you give your consent for:

Name of child	
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I agree to my son/daughter/ward taking part in local learning area and type A visits and having read the information on Class DOJO, agree to his/her participation in any or all of the activities described. I acknowledge the need for good conduct and responsible behaviour on his/her part and that the school reserves the right to prevent my son/daughter/ward taking part in the visit/activity in the case of poor behaviour. Further, I understand that there would be no entitlement to a refund of monies paid. I agree that I will update the school with any medical information or changes to emergency contact details.

Emergency Details:

a) I may be contacted by telephoning the following telephone number(s):

Home: (.....) Work: (.....)

Mobile Telephone no:

Name & Address:

.....
.....

b) Please state an alternative contact point: - Tel number:.....

Name & Address of Contact:

.....
.....

Medical Information

Details of any medical condition that the child named above suffers from and any medication to be taken during visits:

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.....

Declaration by Parent/Carer:

- In the case of an emergency I agree to my child being given any medical, surgical or dental treatment, including general anaesthetic and blood transfusion, as considered necessary by the medical authorities present.
- I have read the attached information provided about the proposed visit and the insurance arrangements.
- I consent to my child taking part in the visit and, having read the information sheet, declare my child to be in good health and physically able to participate in any activities mentioned; subject to any agreed adjustments.
- I have noted where and when the children are to be returned and I understand that I am responsible for my child getting home safely from that place.
- I will ensure that any change in the circumstances (e.g. recent illness, medication or injury) which will affect my child's participation in the visit will be notified to the School/Service prior to the visit.

Signature of Parent/Carer **Date**.....

Name of parent/carers in block letters:

Address:.....

.....

Notes:

1. Please note that this visit is covered by Lancashire County Council's Public Liability insurance.* There is no Personal Accident or Travel insurance provided for your child, which would cover injury or property loss/damage happening on the visit regardless of legal liability. If you feel that this is necessary, you will need to make separate arrangements.
2. In the light of unacceptable behaviour, the school reserves the right to deny a place for a student on the visits or return the student home.

Copies of written Risk Assessments for the activities (including Plan B) are available on request from the school/service.

It is important that parents/carers contact the school/service prior to any visits if there has been any recent illness of which the Visit Leader should be aware. Furthermore, parents/carers should provide the school with any updated medical information and any changes to emergency contact numbers.

Note: Please retain pages 1-3 for your information and return pages 4 and 5 to the school office