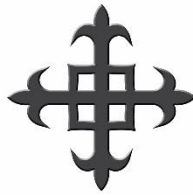


# **Regular and Local Visit Policy**



**ST. OSWALD'S**  
C of E ACADEMY

Head of School: Mrs C Furniss  
Executive Headteacher: Mrs S Patton

Policy Date: February 2024

# St Oswald's C of E Academy Regular and Local Visit Policy

This policy applies to visits taking place in the venues listed below. It is the responsibility of the Visit Leader to ensure that all relevant elements of this policy are followed for the duration of the visit by all staff. This policy is to be used in conjunction with the EVR form.

## Venues

The following venues are covered by the St Oswald's Regular and Local Visit Policy':

- Holy Trinity and St Oswald's Church
- Village Hall
- Go Local/Post Office
- Finningley Park
- Finningley village

A visit to any venue that is not listed above **must** be entered and approved on the 'Exeant' system.

## Generic Operating Procedure

This section outlines the generic significant and foreseeable hazards involved in visits to venues covered by this policy and outlines the appropriate control measures that **must** be in place and followed by the visit leader and staff on the visit.

## Hazards and Risks

<b>Getting to the venue</b>	<ul style="list-style-type: none"><li>• Road traffic accident</li><li>• Transporting of group members</li><li>• Wheelchairs/equipment in transport</li><li>• Getting onto/off vehicles</li><li>• Crossing roads / car parks</li><li>• Travel sickness</li><li>• Vehicle breakdown</li></ul>
<b>Looking after the group</b>	<ul style="list-style-type: none"><li>• Lack of safeguarding / general public</li><li>• COVID-19</li><li>• Group member lost / separated from group</li><li>• Pre-existing medical needs, conditions and anxieties of group members</li><li>• Incorrect feeding of group members</li><li>• Personal care routine</li><li>• Illness / medical emergency / incident</li><li>• Group member in crisis</li><li>• Venue / provider issue</li></ul>
<b>Environmental factors</b>	<ul style="list-style-type: none"><li>• Uneven surfaces, pavements and kerbs</li><li>• Obstructions on pavements</li><li>• Dogs</li><li>• Environmental issues such as litter, brambles, nettles, low branches etc.</li><li>• Weather conditions</li></ul>

## Control Measures

<p><b>Getting to the venue</b></p>	<p><b>Hired vehicle with driver (minibus / coach / taxi):</b></p> <ul style="list-style-type: none"> <li>• Reputable provider used</li> <li>• School staff to oversee seating of students/securing of wheelchairs by provider (including unoccupied wheelchairs/equipment)</li> <li>• Ensure pupil stays seated when on the transport with seatbelts fastened</li> <li>• Use of child booster cushions / seats as required</li> <li>• Adequate support staff distributed through the vehicle</li> <li>• Appropriate area used to disembark/embark off/onto vehicle</li> <li>• school staff to challenge provider over any practice that is deemed unacceptable</li> <li>• Clear communication with provider to ensure that any pick up point/time is agreed for return journey.</li> </ul> <p><b>Public service bus:</b></p> <ul style="list-style-type: none"> <li>• Understanding of bus route/timings</li> <li>• Waiting at bus stop a safe distance away from edge of road as vehicles approach</li> <li>• Moving onto/around/off vehicle when stationary</li> <li>• Seating allocated to school students on a priority basis if not enough free seats for all party members.</li> <li>• Awareness of general public on vehicle and appropriate spacing</li> <li>• Staff positioned on vehicle in most appropriate position to supervise group</li> <li>• Follow directions from driver</li> </ul> <p><b>Walking to / from venue and during visit:</b></p> <ul style="list-style-type: none"> <li>• Appropriate route(s) chosen to needs and abilities of group</li> <li>• All adults to wear Hi-Vis vests</li> <li>• Children to wear Hi-Vis where available</li> <li>• Appropriate footwear and clothing</li> <li>• Knowledge of route to be taken</li> <li>• Walking on footpaths, not cycle-paths (wheelchair users may use cycle-paths due to surface)</li> <li>• Students briefed/aware of not walking on very edge of roadside pavement and of passing other users on non-roadside edge.</li> <li>• Crossing of roads at appropriate points and with appropriate levels of staff supervision</li> <li>• Ensure that if wheelchair users in group, route to be used is appropriate with regards dropped kerbs/gradients/crossing points.</li> <li>• In the event of RTA dial 999, if safe, remove group to a place of safety, follow directions from emergency services and inform school.</li> </ul>
<p><b>Looking after the group</b></p>	<p><b>Group Management</b></p> <ul style="list-style-type: none"> <li>• Visit leader deemed by SLT to hold a sufficient level of competence, confidence and common sense to deal with any foreseeable incidents</li> <li>• Visit leader to have prior knowledge of venue/activity</li> <li>• Venue/provider is suitable and sufficient for needs of group and assurances have been sought to demonstrate this</li> <li>• Safeguarding procedures followed at all times</li> <li>• Level of staffing adequate for group and in the event of an emergency</li> <li>• Regular head counts throughout visit and head count prior to leaving any venue and prior to transport departure</li> <li>• Staff on visit have awareness of any potential exit points from venue which may allow a young person with a 'flight risk' to escape.</li> <li>• Clear briefing at start of visit</li> </ul>

	<ul style="list-style-type: none"> <li>• All staff aware of which students are on the visit and all students aware of which staff are on the visit</li> <li>• Appropriate levels of supervision and vigilance by staff at all times</li> <li>• Awareness of the general public</li> <li>• If group is to split into smaller sub-groups, sufficient staff supervision, communication maintained and clear meeting point identified</li> <li>• Suitable public toilet facilities used with appropriate supervision by school staff</li> </ul> <p><b>Pre-existing needs of group members</b></p> <ul style="list-style-type: none"> <li>• Pupils supervised by school staff with awareness of needs/pre-existing anxieties of group members. Staff used to working with specific students who have pre-existing anxieties and trained staff to accompany those students who require rescue type medication</li> <li>• Take and follow care plans as required and visit leader to be aware of and follow any individual risk assessment and support plan that is relevant to a participant on the visit.</li> <li>• Ensure all rescue medication taken and administered in accordance with care plan</li> <li>• Routine prescribed medication taken, stored and administered as per medicines policy</li> <li>• Oral feeding only by trained staff</li> <li>• Allergies known for group members.</li> <li>• Safe area identified upon arrival at venue for any group members showing signs of anxiety/distress. If group member is not considered calm enough to participate on morning of visit, pupil will stay behind with member of staff</li> <li>• Backup plan for students showing signs of anxiety</li> <li>• Personal care procedures followed at all times, along with moving and handling procedures</li> </ul> <p><b>Illness/Incident/Emergency</b></p> <ul style="list-style-type: none"> <li>• Access to first aid provision and/or first aid trained staff</li> <li>• Location of nearest hospital/treatment centre known</li> <li>• Follow any directions from present emergency services in the event of an incident/emergency</li> <li>• Follow emergency evacuation routes at any venues being used and upon arrival at any venue, staff to make themselves aware of emergency evacuation routes as required.</li> </ul> <p><b>Group member in crisis</b></p> <ul style="list-style-type: none"> <li>• Awareness of potential pre-existing anxieties</li> <li>• Sufficient staffing to deal with any issue</li> <li>• Area identified at each venue for any group member in crisis to use as a 'quiet' area.</li> <li>• Contact school for further assistance</li> </ul> <p><b>Venue/Provider Issue</b></p> <ul style="list-style-type: none"> <li>• Suitable and sufficient venues used that are appropriate to the group.</li> <li>• Appropriate checks undertaken of any activity provider in-line with LA guidance to ensure that appropriate insurance and risk management procedures are in place.</li> </ul>
<p><b>Environmental factors</b></p>	<ul style="list-style-type: none"> <li>• Weather forecast checked prior to departure and plans adapted if weather forecast dictates – Plan 'B' in place</li> <li>• Appropriate clothing worn/taken by group members and plans in place for hot weather – sun protection and sufficient fluid intake / cold wet weather – appropriate footwear and clothing</li> </ul>

	<ul style="list-style-type: none"><li>• Appropriate routes followed for needs of group and awareness of obstacles on pavements such as parked cars, wheelie bins etc.</li><li>• Awareness of dogs encountered and avoided as necessary</li><li>• Awareness and supervision as appropriate for slippery surfaces, wet leaves/grass etc. generally during Autumn and Winter months.</li></ul>
<b>GDPR</b>	<ul style="list-style-type: none"><li>• Should any document be lost or misplaced which contains personal or sensitive information it must be immediately reported to the Schools Data Protection Officer and the Data Breach Incident Reporting Policy followed.</li></ul>

## Venue Specific Operating Procedure

This section outlines the specific significant and foreseeable hazards involved in visits to venues covered by this policy and outlines the appropriate control measures that **must** be in place and followed by the visit leader and staff on the visit (in addition to the generic control measures outlined above).

<b>Holy Trinity and St Oswald's Church</b>	<b>Hazards and Risks</b>
	<ul style="list-style-type: none"> <li>• General public</li> <li>• Church yard</li> </ul>
	<b>Control Measures</b>
	<ul style="list-style-type: none"> <li>• Supervision of group by school staff and vigilance towards members of general public</li> <li>• Safeguarding procedures followed at all times</li> <li>• Briefing of group with regards slippery surfaces and supervision and vigilance by school staff</li> <li>• Pastoral supervision of students by staff</li> <li>• Appropriate measures in place for any young person with additional needs.</li> <li>• Specific parental consent obtained - annually</li> </ul>
<b>Village Hall</b>	<b>Hazards and Risks</b>
	<ul style="list-style-type: none"> <li>• Car park</li> <li>• General public</li> </ul>
	<b>Control Measures</b>
	<ul style="list-style-type: none"> <li>• Safe and appropriate area used to park and empty vehicle along with supervision of group walking from/to/through car park</li> <li>• Awareness of general public and appropriate supervision and vigilance by staff at all times.</li> <li>• Awareness of uneven surfaces/steps and appropriate supervision and footwear</li> <li>• Awareness of location of potential exit points that are close to roads</li> <li>•</li> </ul>
<b>Go Local/Post Office</b>	<b>Hazards and Risks</b>
	<ul style="list-style-type: none"> <li>• Car Park</li> <li>• General Public</li> </ul>
	<b>Control Measures</b>
	<ul style="list-style-type: none"> <li>• Safe and appropriate area used to park and empty vehicle along with supervision of group walking from/to/through car park</li> <li>• Awareness of general public and appropriate supervision and vigilance by staff at all times.</li> </ul>
<b>Finningley Park</b>	<b>Hazards and Risks</b>
	<ul style="list-style-type: none"> <li>• Car Park</li> <li>• General Public</li> </ul>
	<b>Control Measures</b>
	<ul style="list-style-type: none"> <li>• Safe and appropriate area used to park and empty vehicle along with supervision of group walking from/to/through car</li> </ul>

	<ul style="list-style-type: none"> <li>• Awareness of general public and appropriate supervision and vigilance by staff at all times.</li> </ul>
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<b>Finningley Village</b>	<b>Hazards and Risks</b>
	<ul style="list-style-type: none"> <li>• Duck Pond</li> <li>• Traffic</li> <li>• General Public</li> <li>• Level crossings</li> </ul>
	<b>Control Measures</b>
	<ul style="list-style-type: none"> <li>• Safe and appropriate areas used to cross roads</li> <li>• Children not to access area around the duck pond</li> <li>• Awareness of general public and appropriate supervision and vigilance by staff at all times.</li> <li>• Routes planned to avoid need to cross level crossings in order to ensure group not separated</li> </ul>