



Dacorum Education
Support Centre

Local Area Visits Policy

DESC values the mental health and wellbeing of every member of its community. Our policies reflect the core values of respect and support for each other in every aspect of life. Our aim is that all in our community, through working together, to feel safe and secure in an environment, which enables and equips every individual to thrive and be respectful of each other's strengths and differences.

October 2022

Dacorum Education Support Centre is committed to providing and maintaining a safe and healthy learning environment for learners and this extends beyond the Centre facilities and grounds.

General

Offsite visits/activities within the 'Local Learning Area' that are part of the curriculum and take place during the Centre day follow the following operating procedure.

Visits/Activities:

- Must be recorded on EVOLVE via the 'Local Area Visit' module
- Do not require parental consent, however, there may be situations where you would like parents to be informed in advance, e.g., via EVOLVE or a slip sent home)
- Do not need additional risk assessments/notes (other than following the Operating Procedure below)

Boundaries

The boundaries of the Local Learning Area are shown on the attached map (See appendix 1). This area includes, but is not limited to, the following frequently used venues:

- Ashridge Estate – Berkhamsted
- Cassiobury Park – Watford
- Dunstable Downs – Dunstable
- Hudnall Park - Berkhamsted
- Verulamium Park – St Albans
- Whippendell Woods – Watford
- Woodside Leisure Park - Watford

Operating Procedure for Local Learning Area

Significant issues/hazards

The following are examples of potentially significant issues/hazards when operating in our local learning area:

- Road traffic
- Members of the public

- Animals
- Uneven surfaces slips (trips, and falls)
- Adverse weather conditions
- Activity specific injuries
- Learners absconding

Managing Risk

Risks are managed by a combination of the following:

- The completion of the EVOLVE Local Area Visit form submitted
- The Deputy Headteacher (Dan Griggs) or EVC (Carole Hammond) must provide approval prior to a group departing
- A current list of approved staff is maintained by the EVC (Carole Hammond) and Jill Clark (HR)
- All permissions are granted and signed for in the parent/carer meeting pack at Induction (Educational Visits Consent form)
- Staff and learner ratios are based on the individual needs of the learners
- Staff to check learner records prior to departure for any known food allergies
- Staff are familiar with the area and ensure knowledge of local facilities and fire evacuation points and procedures
- Where appropriate, Learners are fully briefed on what to do if they become separated from the group. This needs a decision and will depend on the area you are in – return to Centre, wait where they are, go to x and ask for help, etc)
- Learners clothing and footwear is checked for appropriateness prior to leaving Centre
- Staff are aware of any relevant learner medical information and ensure that any required medication is available
- Staff will record the activity on EVOLVE (Local Area Visit module)
- A mobile phone needs to be taken on all trips. All contact numbers of staff attending must be left in the Admin office prior to departure.

Appendix 1 - The Boundaries of the Local Learning Area

