Great Waltham C of E Primary School

LOCAL LEARNING AREA POLICY

Local Learning Area Visits involve no more than an everyday level of risk, such as slips and trips and are covered by a school's current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip. They can be considered as lessons in a different classroom.

General

Visits/activities within the '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:

- Must be recorded on EVOLVE via the 'Local Area Visit' module.
- Do not require parental consent.
- Do not normally 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 below. This area includes, but is not limited to, the following frequently used venues:

The Village Church
The recreation ground
Pre-school

Exclusions

- *N/A*

Operating Procedure for Local Learning Area

[The below is a generic risk assessment for these routine activities.]

Hazards

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

- Road traffic
- Interactions with members of the public
- Animals and insects
- Losing a pupil
- Uneven surfaces and slips, trips, and falls
- Weather conditions
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc)
- Road crossing to the church

Control Measures

These are managed by a combination of the following – the STAGED approach is a helpful structure.

When the whole school, or a larger group such as a key stage, is crossing Chelmsford Road/Main Road to access the church, the following procedure must be followed:

1. **All EYFS pupils must wear high-visibility jackets.**
2. **All staff supervising the crossing must wear high-visibility jackets.**

3. Three members of staff will communicate using radios:
    - One member of staff will be positioned outside the Stores.
    - One member of staff will be positioned near the entrance to South Street. This member of staff is responsible for communicating with colleagues and sounding the whistle when it is safe for pupils to cross.
    - One member of staff will be positioned at the church entrance near Barrack Lane.
4. Once it is safe to cross, pupils will cross in key stages, or another appropriate grouping, on the signal of the whistle. All pupils must be briefed beforehand on safe road-crossing procedures, with particular emphasis on the narrow and uneven footpath on the church side of Main Road.

This procedure should be followed whenever large groups of pupils are travelling between the school and church site.

Staffing	• The Head, must give authorisation before a group leaves. • Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office. • There will normally be a minimum of two adults. • Staff are practised in appropriate group management techniques and have agreed supervision arrangements. • Appropriate first aid support is in place.
Travel	• The selected route takes the least busy option. • Pupils have been trained and have practiced crossing roads in a group. • For travel in vehicles, see separate risk-assessment..
Activity	• Pupils' clothing/footwear is checked for appropriateness before leaving school. • Where a provider is used (e.g. forest school, swimming) appropriate checks have been made. • Regular handwashing or regular hand sanitising is in place. • The activity area and equipment are checked before use. Where appropriate, use antibacterial wipes to clean any equipment.
Group	• The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school, and is available to view on the school website. • Pupils are fully briefed on expectations and what to do if they become separated from the group. • Staff are aware of relevant pupil medical information, specific needs and behaviours. • Required medication will be carried and staff are appropriately trained to administer it.
Environ-mental conditions	• Weather and conditions have been checked and factored into planning. • Students are briefed about appropriate interactions with members of the public and animals. • Any 'no-go' parameters (e.g. locations, time of day) have been identified. • Appropriate personal protective equipment is taken when needed (e.g. gloves, facemasks bag for waste, tissues etc.)
Distance	• An Emergency Contact at school has been identified and briefed. • Emergency procedures for the locations you are using have been developed and are understood by all staff involved. • A mobile phone is taken with each group and the office/emergency contact has the number.

	• The Emergency Contact at school is aware of the group's intended return time.

The above operating procedure is a generic risk assessment for routine activities. Event-specific risk assessments should be completed if required.

Educational visits guidance

- ⇨ Outdoor Education Advisers' Panel National Guidance www.oeapng.info
- ⇨ Beyond the Gates (EVOLVE Advice) www.evolveadvice.co.uk/beyond-the-gates

Review and Sign-Off

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