Local Learning Area Policy

Supplement to Educational Visits Policy

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 'Signing-out' sheet to be left with the main office. Visits will be recorded on EVOLVE by the Finance Assistant;
- do 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 within the postcode areas of Urmston, Flixton and Davyhulme.

Operating Procedure for Local Learning Area

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

- Road traffic.
- Other people / members of the public / animals.
- Losing a student.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).
- The canal.

These are managed by a combination of the following:

- The Principal or Deputy must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. The Trip Leader is approved when the paperwork is submitted to the Principal.

- The concept and Operating Procedure of the ‘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 one member of staff.
- Staff are familiar with the area, including any ‘no-go’ areas, and have practiced appropriate group management techniques.
- Students are fully aware of practiced standard techniques for road crossings in a group.
- Where appropriate, students are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the School Learning Area is done in ‘buddy’ pairs as a minimum.
- 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 leave a completed ‘Signing out’ sheet with the office.
- The main office will have a contact number for the Trip Leader.
- Appropriate personal protective equipment is taken when needed (e.g. gloves,)
- Any specifics relating to the visit must be outlined on the educational visits paperwork – Planning of School Trips (this can be found on the staff intranet).