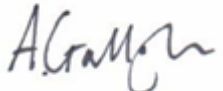


# St John Fisher Catholic Voluntary Academy

St Thomas Aquinas Catholic Multi-Academy Trust



## Local Learning Area Policy

Policy Date: 18/11/2023			
Policy Review Date:	18/11/2025	Anthony Gallagher	
Ratified by Governing Body:		Helen Ladkin	

General	<p>These 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. 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.</p> <p>These visits/activities:</p> <ul style="list-style-type: none"> <li>• must be recorded on EVOLVE via the 'Local Area Visit' module. (Or if not activated: must be recorded on a 'Signing-out' sheet to be left with the office)</li> <li>• do not require parental consent. (State if there are any situations where you would like parents to be informed in advance, eg. via EVOLVE or a slip sent home).</li> <li>• must inform parents in advance</li> <li>• do not normally need additional risk assessments / notes (other than following the Operating Procedure below).</li> </ul>
Boundaries	<p>The boundaries of the Local Learning Area are within walking distance of (optional).</p> <p>This area includes, but is not limited to, the following frequently used venues: e.g.</p> <ul style="list-style-type: none"> <li>• Brock's Hill Country Park</li> <li>• Parklands Leisure Centre</li> <li>• Leicester Racecourse</li> <li>• Wigston Town Centre</li> <li>• Oadby Town Centre</li> <li>• Immaculate Conception Church Oadby</li> <li>• St Paul's secondary school, Evington ( usually bus transport)</li> </ul>
'No-go' areas within the Boundaries	<p>The busier roads by the town centres if possible e.g. Welford Road, London Road</p>

### Operating procedures for Local learning area

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

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

These are managed by a combination of the following:

- The Head, Deputy or EVC must give verbal approval 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.
- 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.
- Regular handwashing or regular hand sanitising is in place
- Students are briefed on keeping their distance from members of the public
- The selected route takes the least busy option

- Use antibacterial wipes to clean any equipment before use
- There will normally be a minimum of two adults.
  
- 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 suspended.
- 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 either record the activity on EVOLVE (Local Area Visit module)
- A mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, facemasks bag for waste, tissues etc.)
- First Aid box is taken

Notes