Gislingham CE Primary School
Local Learning Area Visits

Approved: 02/2024
Review Date: 02/2026

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:

- do not require parental consent - although parents are likely to be notified of many of these
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

Recording and notifying school of visits

Regular local learning visits, eg swimming lessons, sports fixtures, should be recorded on evolve but will not need to specify the dates.

Learning visits that take place as a one-off or for a need identified on the day must be recorded on the Local area visit signing-out sheet to be left with the office.

Boundaries

This Local Learning Area includes, but is not limited to, the following frequently used venues:

- *St Mary's Church*
- *Community meadows and woods behind the school*
- *Local shop*
- *Thornham Walks*
- *Village hall*
- *Marked footpaths around community meadows*
- *Lodge Farm, Westhorpe*
- *Hartismere High School*

Operating Procedure for Local Learning Area

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

- Road traffic
- Farm machinery
- Members of the public
- Animals
- Uneven surfaces and slips, trips, and falls
- Weather conditions
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc)

- Losing a pupil

These are managed by a combination of the following:

- The Head or most senior teacher on site must give verbal approval before a group leaves. The headteacher can provide written permission (eg by email) for any teacher who is deemed competent and confident in this operating procedure to lead Local Area Visits without this permission (but they would still need to complete the signing out form when leaving the building).
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the Headteacher.
- 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 on the School website.
- There will normally be a minimum of two adults. Year 6 pupils require only one adult for most local area visits that do not require road crossing but decisions should be based on the area and the age/maturity and behaviour/SEND needs of the pupils.
- Staff are familiar with the area, and have practiced appropriate group management techniques
- Pupils have been trained and have practiced standard techniques for road crossings in a group. This is done with some simple road markings in the playground to enable pupils to become familiar and competent with the procedure
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group. This will depend on the area of the visit and could include return to school, wait where they are, go to x and ask for help, etc
- 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), or leave a completed 'Signing out' sheet with the office.
- A mobile phone is taken with each group and the office has a note of the number.
- Appropriate personal protective equipment is taken when needed