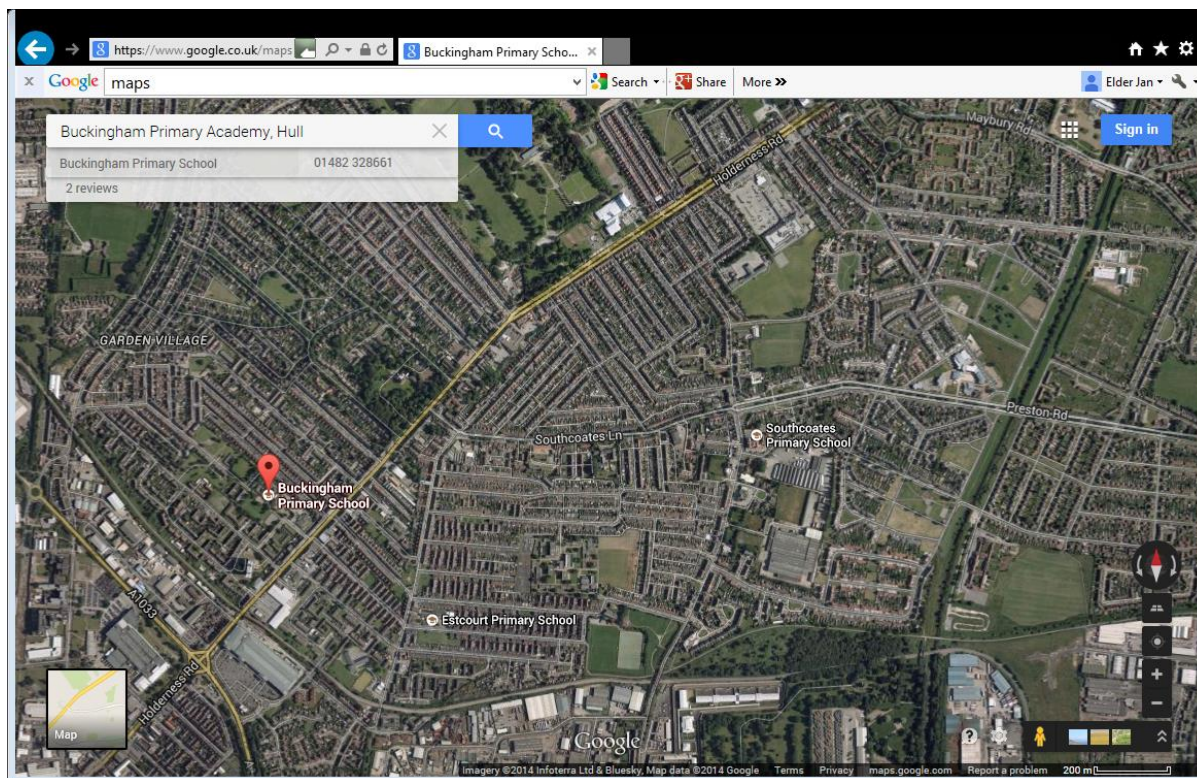


APPENDIX 1

Extended Learning Locality

Boundaries

The boundaries of the locality are shown below.



This area includes the following frequently used venues:

- Holderness Road
- Mount Pleasant Retail Park
- Local Library

We use this extended area on a regular basis for a variety of learning activities, and approved staff are allowed to operate in this area without completing the EVOLVE visit approval process, provided they follow the below Operating Procedure.

Operating Procedure for Extended Learning Locality

The following are potentially significant issues/hazards within our extended locality:

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

These are managed by a combination of the following:

- The Principal, Vice Principal or EVC must give verbal approval before a group leaves.

- Only staff judged competent to supervise groups by the Principal 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 'Extended learning locality' is explained to all parents by letter when they sign the consent form.
- There will normally be a minimum of two adults.
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate 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 extended learning locality is done in 'buddy' pairs as a minimum.
- 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.
- A 'signing-out sheet' (found in EVOLVE Resources) will be completed by the Visit Leader prior to the visit and handed to the EVC.
- A mobile phone will be taken with each group and the office will have a note of the number.
- Appropriate personal protective equipment is taken when needed.