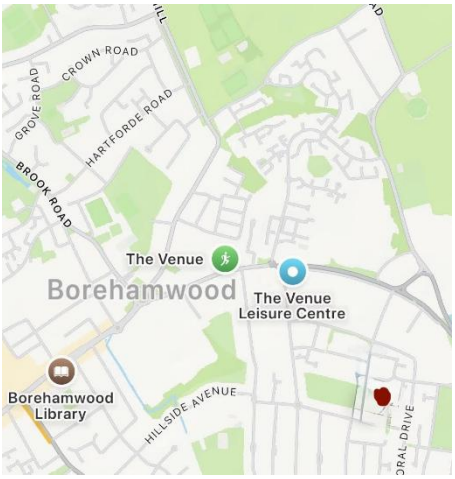
Local Learning Area Policy – Kenilworth Primary School

General	**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. These visits/activities: • must be recorded on EVOLVE via the 'Local Area Visit' module. • do not require parental consent, parents/carers are informed via email. • do not normally need additional risk assessments / notes (other than following the Operating Procedure below). • Staff leading the visit must be competent and have the ability to dynamically manage risk and document any risk or near misses post visit.
Boundaries	The boundaries of the Local Learning Area are shown on the attached map. This area includes, but is not limited to, the following frequently used venues: *e.g.* • Borehamwood Library • The Venue • Hertswood Academy • Local primary schools (Yavneh, Saffron Green, Monksmead, Summerswood) • TESCO • The Post Office • Reel Cinema • Sky Studios • Holy Cross Church • Kenilworth Park 
'No-go' areas within the Boundaries	• The seating area outside Reel Cinema Complex next to the graveyard.
Operating Procedure for Local Learning Area	

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

- Road traffic, road crossing
- Other people
  - members of the public
  - animals.
- Losing a pupil.
- The needs of the group.
- Supervision.
- Uneven surfaces and slips, trips, and falls.

- Weather conditions.
- First Aid
- Emergency procedures
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).

These are managed by a combination of the following:

- The Head or Deputy 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 our Educational Visits Policy
- 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 be a minimum of two adults. The number of staff attending the visit will be risk assessed on the basis of the needs of the group and in consideration of how the school would respond and continue to effectively supervise the group in the case of an emergency.
- 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.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- 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 record the activity on EVOLVE (Local Area Visit module) and ensure registers are completed prior to leaving.
- At least one sufficiently charged mobile phone is taken with each group and the office have a note of the number. Mobile phones are only to be used in emergencies – see Mobile Phone Policy for further detail.
- Appropriate personal protective equipment is taken when needed (e.g., gloves, facemasks bag for waste, tissues etc.)
- Application of the Behaviour Policy at all times
- When crossing roads, one adult will remain in the centre of the road assisting children across from the front.

First Aid Requirements

- Each visit lead will ensure that one member of staff who has an appropriate, current first aid certificate accompanies the group on the local visit.
- The staff member is responsible for ensuring they carry a full first aid kit
- Any pupil with medication should have it on the group leader's person during the visit
- Any incident will be recorded in accordance with school policy for recording incidents

Notes