



The Manor Local Learning Area Policy

Key Document Details

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Local Learning Area

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 a 'Signing-out' sheet to be left with the office
- do not require parental consent although as a school we will inform parents via text
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

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:

- King George V Park
- St Michael's and All Angels Church
- Melksham Blue Pool
- Waitrose and Sainsburys

'No-go' areas within the Boundaries

- Public Conveniences
- Crossing the A350

Operating Procedure 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.
- 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 Principal 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.
 - Regular handwashing or regular hand sanitising is in place
 - Pupils 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.
 - 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.
 - 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. Medical bags will be taken and a first aid kit.
 - Staff will leave a completed 'Signing out' sheet with the office.
 - 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 First aid kit, gloves, facemasks bag for waste, tissues etc.)
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- When crossing Bank Street, only pedestrian crossings must be used.