



West Winch Primary School

Local Learning Area Policy 2024

General

Visits/activities within the 'Local Learning Area' (within 1 mile of the school) 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.
- Consent must be obtained on the 'Village Walk' form at the start of the academic year.
- Do not normally need additional risk assessments / notes (**other than for going near water**).

Operating Procedure for Local Learning Area

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

- Road traffic.
- Other people
 - members of the public
 - animals – cows on the common, dogs 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 must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved.
- 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.
- There will normally be a minimum of two adults.
- Pupils have been trained and have practised 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).
- A mobile is taken with each group and the office have a note of the numbers.
- Appropriate personal protective equipment is taken when needed (e.g. gloves).
- Small first aid kits, inhalers and EpiPens must be with each group.

IMPORTANT

- *Children must be walked to the corner of Watering Lane, where they can cross the road.*
- *A risk assessment must be undertaken if the children are going near water (the river Nar, The Puny Drain etc.)*

Adopted: Autumn 2024
Review: Autumn 2027

A handwritten signature in black ink, consisting of a large, stylized 'H' followed by a series of loops and a long horizontal stroke.

Heather Habbin - Chair of Governing Body