

## St. Clare's School: Local Learning Area

### General

Visits/activities within the 'Local Learning Area,' that are part of the formal and informal curriculum and take place during the normal school day, follow the Operating Procedures below.

These visits/activities:

- must be recorded on EVOLVE via the 'Local Area Visit' module.
- do require a parental consent form for each child, which is kept by the designated teacher.
- do not normally need additional risk assessments / notes, other than following the Operating Procedure below or the normal Operating Procedures of the school.
- must be within walking distance of our school. The exception to this is local, regular P.E. fixtures, within 1/2hr drive of the school.

### Boundaries

The boundaries of the Local Learning Area are shown on the attached map for non-sporting fixtures, within walking distance. This area includes, but is not limited to, the following frequently used venues: e.g.

- Newton beach and surrounding dunes (as signposted in the map)
- Newton village

### 'No-go' areas within the Boundaries

- Beyond the dune boundary for dune walks/mountain walking (this would need a full risk assessment because of the terrain). The beach can only be accessed via the designated paths through the dunes.
- Tide times must be checked in advance if the activity is planned to take place on the sand. At high tide, this could be a no-go area.

## 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.
  - 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:**

- It is best practice for the Head, Deputy Head, EVC or Deputy EVC to give verbal approval before a group leaves. However, for P.E. fixtures, staff are aware of regular operating procedures. Once final registers and times of leaving and return are emailed to key staff e.g., Secretary, EVC and Deputy EVC, the trip is approved to leave.
- A current staff list is maintained in the school admin office. All our staff are trained in safeguarding and health and safety procedures and are therefore judged competent to lead a trip within the local learning area.
- 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.
- Staff are familiar with the area, including any 'no-go' areas, and have practised appropriate group management techniques.
- 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.
- Any remotely supervised work within the Local Learning Area must be undertaken within sight of supervising teacher/s.
- 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, via Care Plans.
- Staff will either record the activity on EVOLVE (Local Area Visit module).
- A mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g., gloves, bag for waste, grabbers, tissues etc.)

### **IMPORTANT**

#### ***Specifics of our local area:***

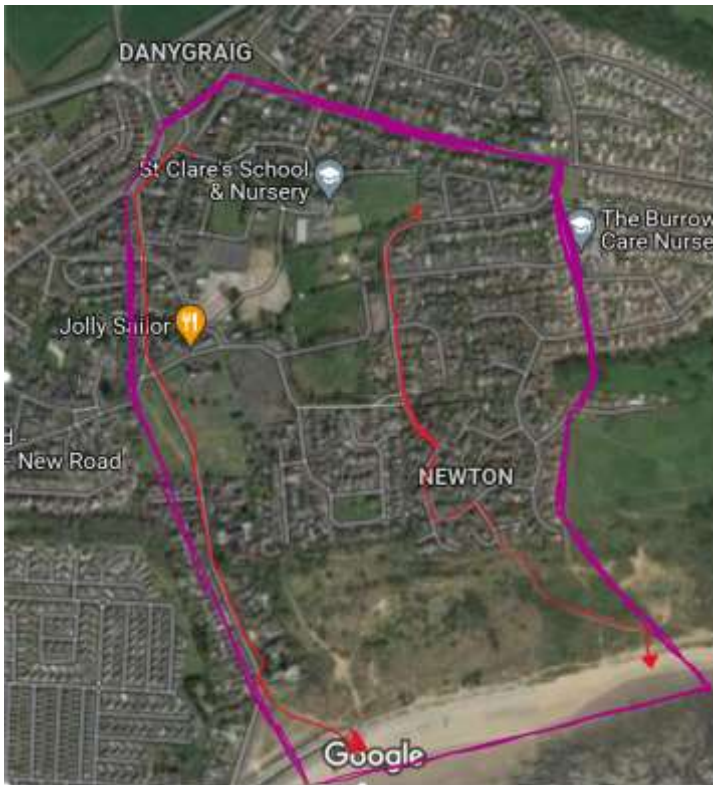
- *When accessing the beach, this must be done by the designated paths, to avoid the uncertain terrain of the dunes. If the dunes are going to be traversed, a full Evolve risk assessment needs to be undertaken.*

### **Specific Information for P.E. Fixtures:**

***only applicable to P.E. fixtures of a travel time under 1/2hr, by foot or school approved transport.***

- Local Area P.E. Fixtures must be added to the 'Local Area Module' on Evolve at least 24 hours before the planned fixture.
- Transport must be organised with the Transport Manager at least 5 days before the planned fixture.
- A full list of pupils attending must be added to Evolve.
- P.E. Staff must be aware of the specifics of pupil care plans, as well as any safeguarding risks, taking a care plan pack with them for any off-site fixture.
- Before leaving, a full list of pupils leaving site must be emailed to the secretary, EVC and Deputy EVC, with the time of leaving school and time of return to school specified.

- A visual, on-site risk assessment must be taken on arrival at the venue (e.g., playing conditions, pitch safety etc).
- For Local Area Fixtures, risk assessments for both transport and the playing of sports off-site, are assessed under the school's normal operating procedures. P.E. staff must ensure these are up to date for the sports being played, liaising with the school's H&S coordinator, Nicola McGinley.



**PURPLE:** Defined local area

**RED:** Paths to the beach (one leaving from the main drive, one from the gate at the end of the Senior School field).

Detail of the path to the beach via Juniper Close (gate to the beach path, not going over the dunes).

