



Bishop Wood CofE Junior School

Local Learning Area Policy

General

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during normal school hours follow the Operating Procedure outlined below.

These visits/activities:

- do not require parental consent however we will endeavour to advise parents in advance.
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

Boundaries

The boundaries of the Local Learning Area are within Tring town boundaries (unless a sporting fixture).

This area includes, but is not limited to, the following frequently used venues:

- St Peter & St Paul's Church, Tring
- Baptist Church, High Street, Tring
- Tring Park
- Natural History Museum, Tring
- Tring School (Sports/Transition Events)
- The Furlong
- Norah Grace Hall
- Tring High Street & Surrounding Local Area (Curriculum Enrichment)
- Miswell Lane Park
- The Library, Tring High Street
- Local schools (for the purposes of sports fixtures/competitions/challenges etc)

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

- Losing a pupil
- Uneven surfaces (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:

- Only staff judged competent to supervise groups in this environment are approved – this comprises of all teaching staff.
- 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.
- All remotely supervised work in the Local Learning Area 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 medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff/adults, a proposed route, and an estimated time of return.
- A designated Emergency Contact ‘back at base’, who is aware of the proposed visit/activities, will have been identified beforehand and ensure that s/he remains contactable until notified of the group’s safe return.
- Individual mobile phones are taken and the office will have a note of the number(s).
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles).