



Grimoldby Primary School
Local Learning Area Policy

This policy sits in conjunction with the Educational Visits Policy.

General

Routine visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day follow the procedures below.

These visits/activities:

- must be recorded on a sign-out sheet which will be left with office staff
- do not require parental consent
- do not require additional risk assessments/notes.

Boundaries

The boundaries of the Local Learning Area are the villages of Grimoldby and Manby. This area includes, but is not limited to, the following frequently used venues:

- *The cricket pitch*
- *The Co-Op store*
- *The Post Office*
- *The footpath routes used for 'welly walks'*

'No-go' areas within the Boundaries

- Any areas undergoing construction where footpaths are completely closed with no alternative route provided for pedestrians.

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 using the streets
 - animals (pets or in fields)
- Losing a pupil
- Uneven surfaces and slips, trips, and falls
- Weather conditions
- Activity specific issues when doing fieldwork (nettles, brambles, litter, etc).

These are managed by a combination of the following:

- The Headteacher or Deputy Headteacher must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved.
- There will normally 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.
- Staff will complete a 'signing out' sheet and leave it with the office.
- A mobile phone is taken with each group and the office have a note of the number.
- A First Aid kit is taken, and the school's day-to-day First Aid procedures are followed.
- All adults with the group are to wear hi-vis jackets.