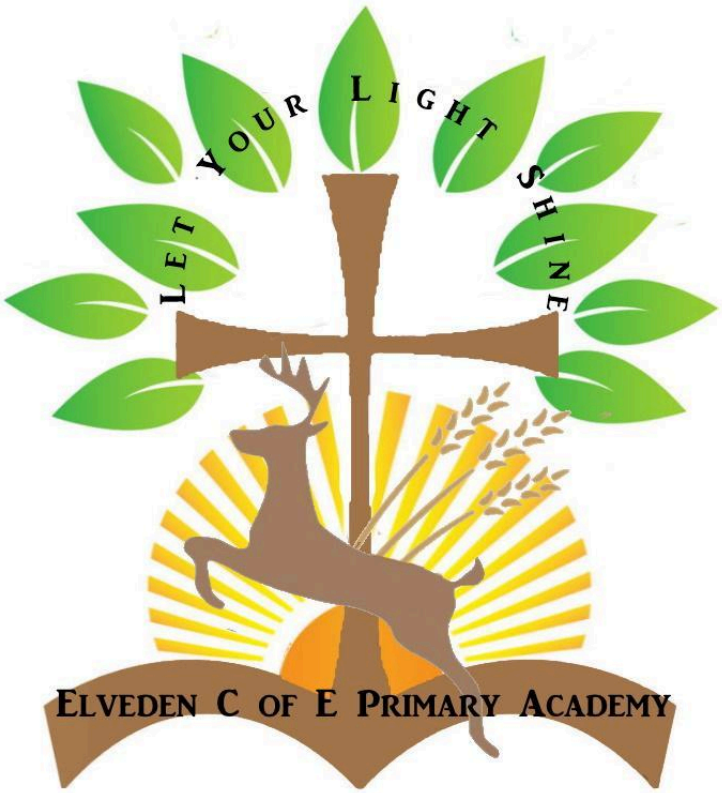


Local Learning Area Policy

Date: June 2025
Review: June 2028
Written by: Zoe Maguire

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 unless using public/private transport.
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

Boundaries

This area includes, but is not limited to, the following frequently used venues: *e.g.*

Elveden Estate land;

- *St Andrew and St Patrick Church and churchyard*
- *Elveden Courtyard*
- *Forest school site*
- *Cricket ground*
- *Lunch hall/Bowls hut*
- *MUGA*
- *Village green*
- *Elveden Farmland*
- *Elveden Hall*
- *Village Hall*

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 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/EVC (or delegated to the Assistant Head) must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment is approved- This must include a qualified teacher.
- 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.
- The selected route takes the least busy option

- There will 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.
- Pupils will wear hi vis jackets when on a local trip in the area.
- 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 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 gloves, facemasks, bag for waste, tissues etc.)

IMPORTANT

- *When crossing the old A11 to the church, this must only be done opposite the church with clear visibility of traffic coming each way. Member of staff to stand in the road to stop traffic as other staff member leads children across.*
- *When crossing the bury road, this must be done adjacent to the bowls green where the road is most narrow and visibility can be seen both ways. Again, staff members to stand in the road whilst children are taken safely across.*