**BLYTON CUM LAUGHTON CE PRIMARY SCHOOL**

**Local Learning Area Policy**

**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 at either the Blyton or Laughton site.
* do not require parental consent. There may be times when we notify specific information via Class Dojo.
* do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

**Boundaries**

Because of the split-site nature of our school environment, our local learning area extends over the two villages of Blyton and Laughton. This area includes, but is not limited to, the following frequently used venues: *e.g.*

* *St Martins’ Church, Blyton*
* *All Saints Church, Laughton*
* *Laughton Forest*
* *The War Memorial, Blyton*
* *Laughton Cemetery*
* *Blyton Village Hall*
* *West Lindsey Leisure Centre, Gainsborough*
* *Environmental Area, Blyton site*
* *Movement between the 2 sites*

**‘No-go’ areas within the Boundaries**

Currently, there are no areas within our boundaries. This information may be updated as necessary.

**Operating Procedure for Local Learning Area**

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

* Road traffic.
* Other people
	+ social distancing (Covid related)
	+ 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).
* Forest management work undertaken by Forestry England
* Agricultural machinery on roads and in fields

**These are managed by a combination of the following:**

* The Head, Assistant Head/EVC/Senior teacher must give verbal approval before a group leaves.
* Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
* 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. It is also available on the school website and as a paper copy in school.
* Regular handwashing or regular hand sanitising is in place (Covid related)
* Students are briefed on keeping their distance from members of the public
* The selected route takes the least busy option
* Use antibacterial wipes to clean any equipment before use
* 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 suspended (Covid related)
* 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 phone 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 High St, Blyton, a member of staff must lead the children across the road between the 2 staff members positioned on the road. Staff will supervise along the line of children at regular intervals. Staff will not go beyond the junction until everyone has crossed.*
* *When crossing Church Road, Laughton, staff will create a pathway through which the children must walk*
* *Pupils will not leave the Leisure Centre without adult supervision.*

*This guidance has been created using the Lincolnshire Local Authority Guidance/EVOLVE documentation*