

# Sibsey Free Primary School



## Local Learning Area Policy

Date: May 2023

Date for next review: May 2025



## General

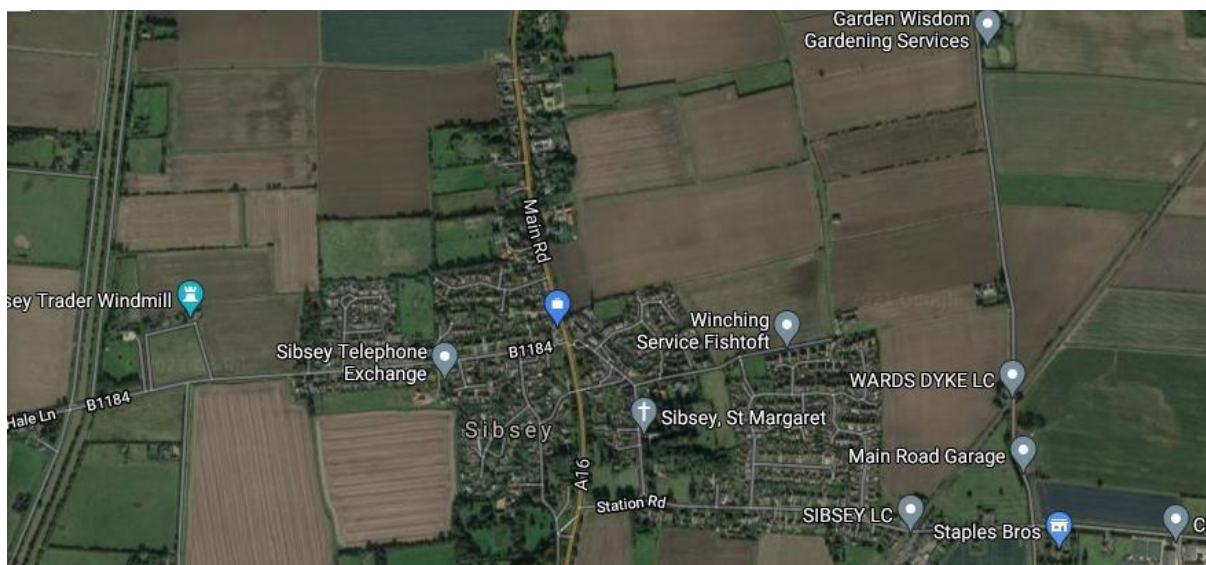
Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below:

These visits/activities:

- must be recorded via the signing out sheet to be left in the office (appendix 1)
- do not require parental consent
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

### Boundaries

The boundaries of the Local Learning Area are shown on the attached map (every area contained within the picture that is public)



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

- *Boundary of St Margaret's Church (separate risk assessment required if worship involved)*
- *Play park – Amos Way*
- *Play park – Frithville Road (next to Village Hall)*
- *Green space on corner of Harvester Way/Church Walk*
- *Public footpath by Sibsey Windmill*
- *Chapel Lane – duck pond*



'No-go' areas within the boundaries – are any areas of private land unless prearranged with landowner.

## Operating Procedure for Local Learning Area

In preparation for local learning area curriculum activity, staff complete a STAGED plan (appendix 2) and signing out sheet (appendix 1). These work in conjunction with the instructions set out in this policy.

**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
- Changes in environment/landscape – i.e. roadworks, building work
- Weather conditions
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc.)

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

- The Head, who is also the EVC, must give verbal approval before a group leaves. This is delegated to the SLT member in charge if the Head is not available for contact
- 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
- There will normally be a minimum of two adults. In some situations, it may be appropriate for Y5/6 pupils to go with one adult although this would have to be agreed with the Headteacher beforehand. *The key determinant will always be 'what would the pupils do if the only adult collapsed?'*
- 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. This can be practised in the school playground.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group. ***This needs a decision and will depend on the area you are in – return to school, wait where they are, go to x and ask for help, etc.)***
- 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 as a record of the learning
- 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)

### **IMPORTANT**

Specifics relating to our local area – this section has been supported by consulting the parents (May 2021)

- *Where indirect supervision takes place at the village park on Amos Way, the meeting point will be the gate by the entrance. There must always be a member of staff there*
- *When crossing Station Road, near the A16, the crossing space must be used*
- *When crossing the A16 outside school, the puffin crossing must be used*
- A16 – only travel on pavement. South of the school, the pavement is on the left-hand side (going northbound). North of the school, pavement is on both sides
- If walking to/from Sibsey Windmill, the footpath ends at the boundary line of Sibsey and particular care would have to be taken by group leader to ensure the safety of pupils walking along the grass verge of Frithville Road (windmill side of the road)
- *Where indirect supervision takes place at the village park on Frithville Road, the meeting point will be the gate by the entrance. There must always be a member of staff there*
- *When walking to/from the church, cross the Main Road outside school, safely go past Sharps Packaging car park entrance, cross over Littleport Lane and cross Main Road to the church entrance*
- *When crossing in residential areas and driveways, continue to follow road safety principles outlined in section above*
- Be mindful that in the caged area of the local park at Frithville Road there is sometimes broken glass



- Acknowledgement that cars travel faster than national speed limit in places and group leader takes this into consideration with planning. This is particularly the case in Hale Lane by Trader Bank

## Appendix 1



### **Signing out sheet for learning activities in the school locality**

Date	
Visit Leader	
Accompanying Staff	
Volunteers?	
Group/Class/Form	
Activity	
Destination/venue details	
<i>First Aid kit taken? (This <b>must</b> be taken by a member of staff)</i>	
Mobile contact number for visit leader	
Time out	
Time back	
Any other relevant details/issues (including pupil medical/behavioural needs)	

Photocopy this – visit leader keep one copy, office keep the other copy. Office to give Headteacher this once group returned and to be placed in EVC file.



Appendix 2



**STAGED PLANNING GRID**

<b>STAGED</b>	<b>Issues</b>	<b>How to manage</b>
<b><u>Staffing</u></b>  Numbers, competence, experience of all adults on visit		
<b><u>Transport</u></b>  Mode of transport, assessing providers, consent for private cars etc.		
<b><u>Activity</u></b>  Intended learning outcomes, suitability range, prior training needed, special equipment needed		
<b><u>Group</u></b>  Age, prior experience, abilities, behaviour, maturity, medical/dietary needs,		
<b><u>Environment</u></b>  Urban/rural, remote, distance from base, transport, season, time of day		
<b><u>Distance</u></b>  Is the activity – onsite/within the local learning area/further afield/remote/overseas?		

