



St Martin's School

Local Learning Area



Introduction

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 have the permission of the Head, Deputy head or Proprietor.
- must leave a signing out sheet with the office.
- do not require parental consent.
- do not normally need additional risk assessments/notes (other than following the Operating Procedure below).

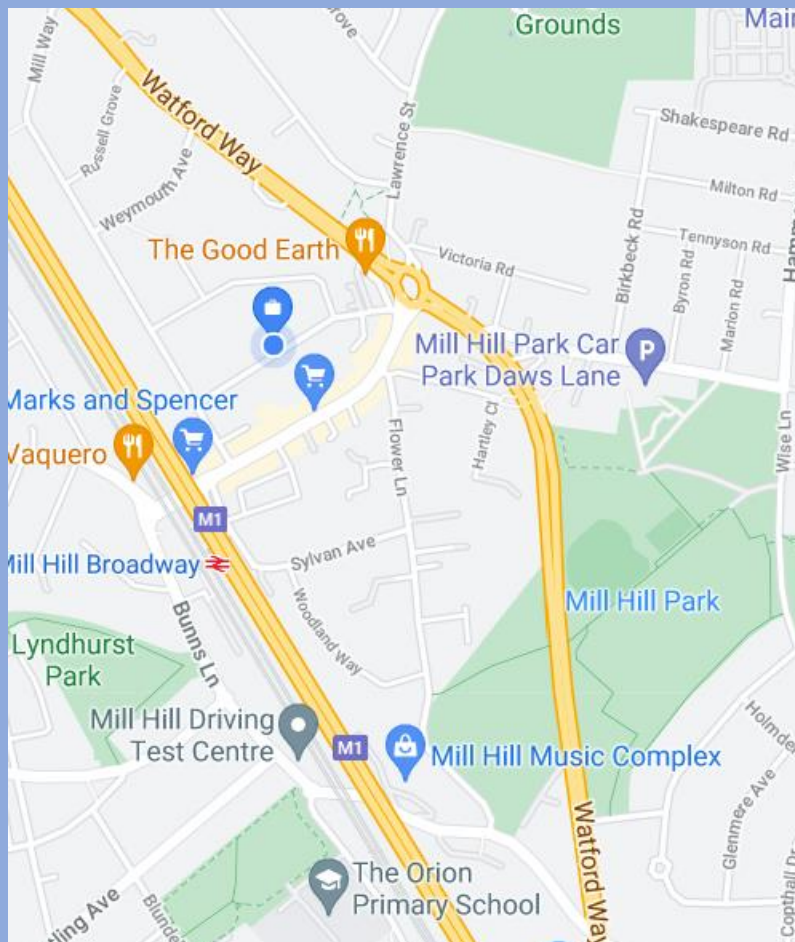
Boundaries

The boundaries of the Local Learning Area are shown on the attached map. This area includes, but is not limited to, the following frequently used venues:

- Hartley Hall
- St Michael's Church
- Mill Hill Park
- Mill Hill Broadway

No go areas

There are currently no 'no go areas' specified. However, this may be subject to change.



Operating Procedure for Local Learning Area

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

- Road traffic
- Other people
 - Social distancing
 - 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, Deputy head or Proprietor must give verbal approval before a group leaves.
- Only staff judged competent to supervise in this environment are approved.
- Regular handwashing or hand sanitising is in place.
- Students are briefed on keeping their distance from members of the public
- The selected route takes the least busy option
- There will normally be a minimum of two adults.
- Staff are familiar with the area.
- Pupils have been trained in the standard techniques for road crossings.
- Pupils are fully briefed on what to do if they become separated from the group.
- Pupil's 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 the group and the number of this is recorded on the signing out sheet.
- Appropriate PPE and a first Aid kit are taken.

Written by: Mrs Doherty (EVC)

Policy date: 22nd May 2023

Ratified by: Governors

**To be reviewed: May 2024
(Initial review then biannual)**