



LOCAL LEARNING POLICY

Policy Monitoring, Evaluation and Review

The policy will be promoted and implemented throughout the academy. The Academy Council will review the policy annually, unless there are significant legislative changes in the interim period.

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Revision History:

Version:	Date:	Author:	Reason for Change:
1.0	09/10/2023	S.Macadam	New Policy

<p>General</p>	<p>These visits involve no more than an everyday level of risk, such as slips and trips and are covered by a school’s current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip. They can be considered as lessons in a different classroom.</p> <p>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.</p> <p>These visits/activities:</p> <ul style="list-style-type: none"> • must be recorded on a ‘Local Area Visit Signing-out’ sheet to be left with the office. • do not require parental consent. • do not normally need additional risk assessments / notes (other than following the Operating Procedure below). • visits loaded under local area policy are walked to by scholars and staff, and happen during the usual times of the school day. Any visits that are required to use transport need to be loaded on as an Evolve form.
<p>Boundaries</p>	<p>The boundaries of the Local Learning Area are shown on the attached map and are no further than a 1-mile radius from the school reception.</p> <p>This area includes, but is not limited to, the following frequently used <i>venues</i>: <i>e.g.</i></p> <ul style="list-style-type: none"> • Leicester City Centre • De Montfort University • The Curve Theatre • King Power Stadium • New Walk Museum • Newarke House
<p>Operating Procedure for Local Learning Area</p>	<p>The below is simply a generic risk assessment for these routine activities, which needs to be considered and adhered to on each occasion.</p>

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

- Road traffic.
- Other people
 - members of the public
 - animals.
- Losing a scholar
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).
- Canal and water safety

These are managed by a combination of the following:

- The Principal, must give verbal approval by email/in person before a group leaves.
- Only staff and other colleagues 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 Parent Handbook.
- Scholars are briefed on keeping their distance from members of the public.
- The selected route takes the least busy option.
- 1 group will have a maximum of 32 scholars. More groups will have more staff.
- Sufficient staff:scholar ratio approved by the Principal.

- Staff are familiar with the area (including any 'no-go' areas) and have practiced appropriate group management techniques.
- Scholars have been briefed and have practiced standard techniques for road crossings in a group.
- Where appropriate, scholars are fully briefed on what to do if they become separated from the group. Any scholars that become separated from the group must return back to school where a member of staff will call the lead staff member.
- Scholars' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant scholar medical information and ensure that any required medication is available.
- A mobile is taken with each group and the office have a note of the number.
- First Aid kit to be always taken.

