

Booth Wood Academy Local Learning Area Policy

General	These 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. 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 EVOLVE via the 'Local Area Visit' module. • must be recorded on a 'Signing out' sheet to be left with the office and on the electronic system. • do not require parental consent. Good practice is to always let parents know if children are leaving the premises in advance. • do not normally need additional risk assessments / notes (other than following the Operating Procedure below).
Boundaries	There is no specific boundaries of the Local Learning Area, although a rough guide can be found below and the following areas are included, but is not limited to, the following frequently used venues: <i>e.g.</i> • Charnwood College • Charnwood Forest Nursery • Booth Wood (including stream for educational purposes) • The Hut (local hub) • Loughborough University • Loughborough College • Thorpe Acre church • Thorpe Acre Village area • Morrisons Supermarket
'No-go' areas within the Boundaries	• The park at the end of Old Ashby Road • The stream by the park at Old Ashby Road
Operating Procedure for Local Learning Area	<i>The below is simply a generic risk assessment for these routine activities</i>

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

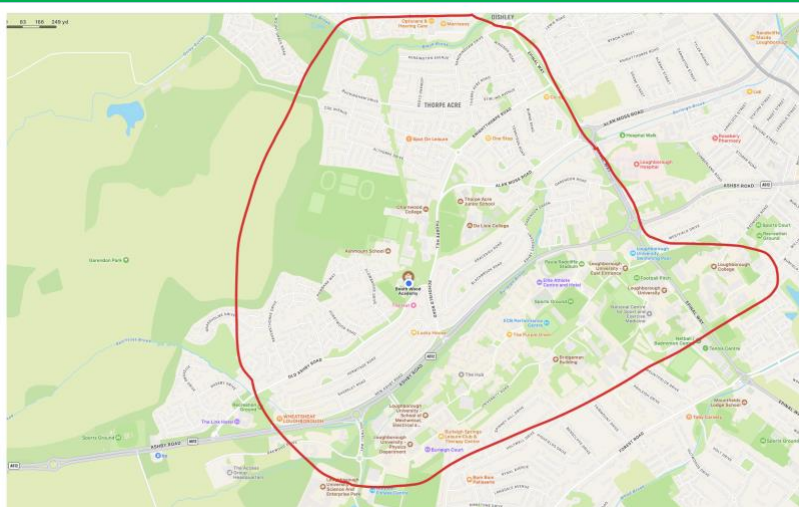
- Road traffic.
- Crossing roads
- Other people
 - members of the public
 - animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.

- Weather conditions.
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).

These are managed by a combination of the following:

- The Head or EVC must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved.
- The concept and Operating Procedure for 'Local Learning Areas' is explained to all parents in the first newsletter of the year. Consent is obtained yearly from all parents for pupils to take part in local learning areas, although if this is not given learning and trips will still take place.
- Regular handwashing or regular 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.
- Use antibacterial wipes to clean any equipment before use.
- There will normally be a minimum of two adults. Please use the EVC policy for guidance.
- 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. *For lower years this is easy to do with some simple road markings in the playground – with a little practice this becomes drilled and slick, as everyone knows what is going to happen.*
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group. *This will depend on the area the class is visiting – 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 either record the activity on EVOLVE (Local Area Visit module).
- Staff leave a completed 'Signing out' sheet with the office which includes names of all attendees. Pupils will also be signed out of the electronic system.
- 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.)

Map of Local Learning Area



Notes

Date: 8.8.25

Reviewer: Heather Sharpe and Claire Youngs

Next Review Date: 8.8.27