

# School Learning Area



## General

Visits/activities within the 'School 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:

- do not require parental consent. However, parents will always be notified in advance via letter home/email (ParentMail).
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).
- do not need to be recorded on EVOLVE unless the trip/visit contains more than an everyday level of risk.

## Boundaries

The boundaries of the School Learning Area are up to a 3 mile radius of the school. This includes, but is not limited to, the following frequently used venues outside of this radius for the purpose of PE fixtures:

- *Bosworth Academy*
- *Braunstone Leisure Centre*
- *Brookvale Groby Learning Campus*
- *Countesthorpe Leylands Community College*
- *Dixie Grammar School*
- *Heath Lane Academy*
- *Hinckley Rugby Club*
- *Hinckley Town Tennis Club*
- *Market Bosworth Rugby Club*
- *Market Bosworth School*
- *Pingles Leisure Centre*
- *Robert Smythe Academy*
- *Saffron Lane Athletics Stadium*

## Operating Procedure for School Learning Area

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

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

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

- A Trip Enquiry form is submitted to the Principal within 2 weeks of the visit/activity and approval must be given 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.

- The concept and Operating Procedure of the 'School Learning Area' is explained to all new parents when their child joins the school and is included in the information booklet available on the School website.

- There will normally be a minimum of two adults.
- 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.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the School Learning Area is done in 'buddy' pairs as a minimum.
- 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 deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- A school 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, goggles)

## Appendix 2 – Emergency Procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. For visits that take place outside the School Learning Area, the visit leader will carry an OEAP National Guidance Emergency action card.
7. This Emergency Procedure is tested through both desktop exercises and periodic scenario calls from visit leaders.