

Local Learning Area

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 on EVOLVE via the 'Local Area Visit' module
- do not require parental consent, but parents should be informed of trip to ensure children come in appropriate clothing.
- 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: *e.g.*

- *Tilford Green*
- *Tilford Church*
- *Footpaths to Frensham Little Pond*
- *Frensham Little Pond*
- *Hankley Common*
- *Waverley Abbey Ruins*

'No-go' areas within the Boundaries

- No entry to the River Wey unless a separate RA has been undertaken and signed off by EVC and Head.
- No entry to the water at Frensham Pond
- Not to walk down B3001 – use bridleway to walk down to Waverley Abbey Ruins

Operating Procedure for Local Learning Area

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

- Road traffic – adults to wear high Viz
- Other people
 - social distancing
 - members of the public
 - animals.
 - Etc.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, ticks etc).
- River (water danger)

These are managed by a combination of the following:

- The EVC or Head must give verbal approval before a group leaves.

- Only staff judged competent to supervise groups (by the EVC or Head) in this environment are approved.
- 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.
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- Pupils briefed about sensible behaviour and possible dangers they may encounter (e.g. trip hazards, ticks etc)
- Pupils have been trained and have practiced standard techniques for road crossings in a group (crossing in waves onto and off the green).
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group – wait where they are.
- 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.
- 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, bag for waste, tissues etc)

IMPORTANT

- *Children to be briefed when on Tilford Green about the road surrounding it and told not to cross over road unless with an adult.*
- *When walking down to Waverley Abbey Ruins bridleway is to be used. When reach road children to walk single file with adults well-spaced throughout wearing HighViz. Adults and children to walk on left-hand side of road (when facing downhill) next to the buildings. Children and adults to walk on same side when return. This avoids having to cross the road at any point. Children to be briefed about dangers of this road before trip. Only Upper school to visit this area.*

Additional COVID measures

- Regular handwashing or regular hand sanitising is in place
- Students are briefed on keeping their distance from members of the public (social distancing)
- The selected route takes the least busy option
- Use antibacterial wipes to clean any equipment before use
- Adults to take facemasks

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