

Local Learning Area

Arnett Hills JMI School

General

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during normal school hours follow the Operating Procedure outlined below.

These visits/activities:

- do not require parental consent but will be referred to on weekly home learning
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

Boundaries

This area includes, but is not limited to, the following frequently used venues:

- Rickmansworth High Street inc. Watersmeet Theatre
- Rickmansworth Library
- The Aquadrome
- Local Woods up to and no further than Berry Lane / Dog Kennel Lane
- Local schools – Shepherd Primary, St. John and St. Peters (for the purposes of sports fixtures, competitions etc)
- Local secondary schools (The Reach Free, Rickmansworth, St Joan of Arc, St Clement Danes)
- William Penn Leisure Centre
- Chorleywood Common
- St George V Playing field

(See also http://www.thegrid.org.uk/info/healthandsafety/documents/risk/secondary_school_pools.doc)

Operating Procedure for Local Learning Area

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

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

These are managed by a combination of the following:

- The Head, Deputy or EVC must give verbal approval 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 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 School Prospectus.
- There will always be a minimum of two adults - unless a small group are being taken to a local event where there will be other adults – e.g. sporting fixture, local school consortium events.
- Staff are familiar with the area, including any “no go” areas, and have practised appropriate group management techniques.
- Pupils have been trained and have practised 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. *(For trips into London via public transport children need to know that if they get lost to wait where they are – someone will return to find you; within a building - go to a uniformed member of staff, show your yellow card and ask for help)*
- All remotely supervised work in the Local 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 medical information and ensure that any required medication is available in the red first aid pouch.
- Staff will deposit in the office a list of all pupils and staff/adults, a proposed route, and an estimated time of return.
- A designated Emergency Contact 'back at base', who is aware of the proposed visit/activities, will have been identified beforehand and ensure that s/he remains contactable until notified of the group's safe return.
- A school mobile is taken and the office will have a note of any other contact number(s)
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles)