



Stretford
Grammar School
Aspirat primo fortuna labori

Local Learning Area Policy

Ratified by Governors : February



Date of Policy: February 2019

Member of staff with overall responsibility: AHT with responsibility for Trips

Committee with Responsibility: Curriculum and Standards

Local Learning Area Policy

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.

This policy is to be read in conjunction with Appendix 1 and 2 before any visit leaves the school grounds.

These visits/activities:

- must be recorded on the 'Signing-out' sheet to be left with the office and must be recorded the same day on EVOLVE
- All students must be registered prior to departure and taken through clear guidelines of how to be safe and the types of behaviour expected
- do not require parental consent but good practice would involve an email sent to parent/ carer's 24hrs prior to the visit
- do not normally need additional risk assessments / notes other than following the Operating Procedure below.

Boundaries

The boundaries of the Local Learning Area are listed below. This area includes, but is not limited to, the following frequently used venues:

- *Longford Park*
- *Longford Park Stadium*
- *Hampden Pool and Leisure Centre*
- *Turnmoss*

'No-go' areas within the Boundaries

- Stretford Mall unless as part of an educational activity eg Urbanisation in Geography
- Main Road crossing points without staff supervision
- Staff undertaking Local Learning will have also walked the area prior to departure to note any dynamic risks that may evolve on the visit

Operating Procedure for Local Learning Area

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

- Road traffic and crossings on Edge Lane.
- 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 Headteacher 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 be a minimum of two adults too each group.
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- Pupils are trained and have practiced standard techniques for road crossings in a group before departure.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group. Any activity will identify clear points for students to wait. Where this is not possible they are to phone school and make their way safely back to reception.
- All remotely supervised work in the School Learning Area is done in pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school and will usually be full school uniform or PE Kit where appropriate.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will either record the activity on a completed 'Signing out' sheet with the office having notified the EVC and the Headteacher of their departure.
- A mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken in case of accidents and emergencies

IMPORTANT

- *When crossing Edge Lane staff must manage the crossing with a member of staff at the front and rear of the group.*
- *For access to Longford Park, only the crossing opposite the entrance should be used*
- *If waling to religious or historical buildings in the Stretford area staff must lead from the front and rear and check which crossings are most appropriate for the size of group, particularly crossing the A56*
- *Where indirect supervision takes place at Vestry Museum, the meeting point will be the seating area in the main concourse. There must always be a member of staff there.*
- *Pupils must be informed that they are not to leave the group to access shops or café's*
- *Where walks are near the canal, again supervision, at the front and rear of the group must be adhered to and all students given clear expectations.*

Off-site visit management using EVOLVE

Recording of visits within an Establishments Local Learning Area from 15/2/21

- In August 2019, as a way of formalising the ability of a school or other educational establishment to utilise their local area for what was previously termed 'ad hoc' or 'spontaneous' off-site visits, the LA promoted the concept of **Local Learning Areas** for Trafford establishments.
- A Local Learning area refers to a designated geographical area where Local Area Visits and activities can take place as part of the normal curriculum and within the normal school day.
- The area designated should be within comfortable **walking** distance to and from the school and **will not require transport of any kind.**
- Activities undertaken on **Local Area Activities** cannot be classed as adventurous so, for example, walking to a local park to undertake Forest School would require an EVOLVE Visit form completing.
- Pupil's age and ability will need to be taken into account when designating the area to be used.
- Schools and other educational establishments can designate a Local Learning Area by adapting the template document, which is in the Resource Section on EVOLVE, and adding this to their current Visits Policy.
- The visits / activities undertaken should follow the Standard Operating Procedures set out through the Local Learning Area document and Visits Policy and should not normally need additional Risk Assessments or notes added.
- Specific consent would not normally be required for this type of activity as it takes place during the normal school day and would be covered in any termly / yearly consent already collected by the establishment
- As of **15/02/2021** these activities can now be recorded on EVOLVE by choosing the LOCAL AREA ACTIVITY tab when adding the visit.
- This will open a shortened version of an EVOLVE VISIT FORM containing relevant information of:-
 - VISIT NAME
 - DATE OF VISIT
 - TIME OF DEPARTURE / TIME OF RETURN
 - WHERE THE VISIT IS GOING
 - VISIT LEADER
 - NUMBER OF STUDENTS ATTENDING

ADDITIONAL COMMENTS AND INFORMATION

There are also optional extras, such as adding a REGISTER of students, where an establishment has activated this module.

This removes the need of using a paper LAA RECORDING SHEET as requested previously and also means such visits should now not be added to EVOLVE as a VISIT, using the category of a 'none of the above' activity, as in the past.

Each individual establishment will have the option to 'automatically approve' such activities as they are covered within the Local Learning Area Policy or 'require specific approval' such as the EVC.

This option can be adjusted within the System Control Panel.

The LAA module is fully integrated into the EVOLVEGo Mobile app with details of which can be found in the HELP section of EVOLVE.

The Help section on EVOLVE will provide training videos for this and other EVOLVE options.

The LA Outdoor Education Adviser is available to answer any questions as required or provide training as appropriate.