

# TOYNTON-ALL-SAINTS PRIMARY SCHOOL



## Local Learning Area Policy *(Purple text COVID related)*

### 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.
- 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:

- Toynton Village Hall
- Toynton All Saints Church
- East Keal via public footpath

If crossing the A16, a trip specific risk assessment is required.

### 'No-go' areas within the Boundaries

- Private property and gardens
- Linkage College premises without prior approval

## Operating Procedure for Local Learning Area

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

Road traffic including farm machinery and lorries

- Lack of paths
- Other people
- *social distancing*
- members of the public
- animals – horses, dogs
- 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 must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved.  
Local learning area approved supervisors :-
- Suzy Sutton
- Rebecca Apps
- Andrew Reeson
- Lindsay Parker
- Alex Pillans
- Alice Rayiru
- Roxanne Gray
- Melissa Clark
- Sheryl Rymer
- Tina Lound
- 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.
- Regular handwashing or 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 and after use.
- 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. The group supervisor to inform all children before leaving school.
- 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), or leave a completed 'Signing out' sheet with the office.
- A mobile is taken with each group and the office have the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, facemasks bag for waste, tissues etc.)