



# Letchmore Infants' and Nursery School

## Local Learning Area SOP

### 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 although sometimes there may be situations when we would like to inform parents.
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

### Boundaries

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

- Letchmore Park
- Local Library
- The High Street, including the War Memorial
- Roads surrounding the school
- Local schools (for the purposes of sports fixtures, competitions, transition etc.)
- Stevenage Leisure Centre
- Local churches

## 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.)

These are managed by a combination of the following:

- The Co-Head's, SLT or EVC (Sally Allen) must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups 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 on the School website.
- There will normally be the following recommended ratio's:  
**KS1 - 1:6**  
**EY - 1:6 as a minimum**
- 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.
- 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.
- Staff are aware of any relevant behaviour information and ensure that any required support is available.

- 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 phone where available or a staff member's mobile phone (*battery charged and with sufficient credit*) is taken and the office will have a note of the number(s).
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles)
- Children wear school hi-vis tabards during Local Learning Area visits.
- Any specifics relating to a particular local learning area should be added below: