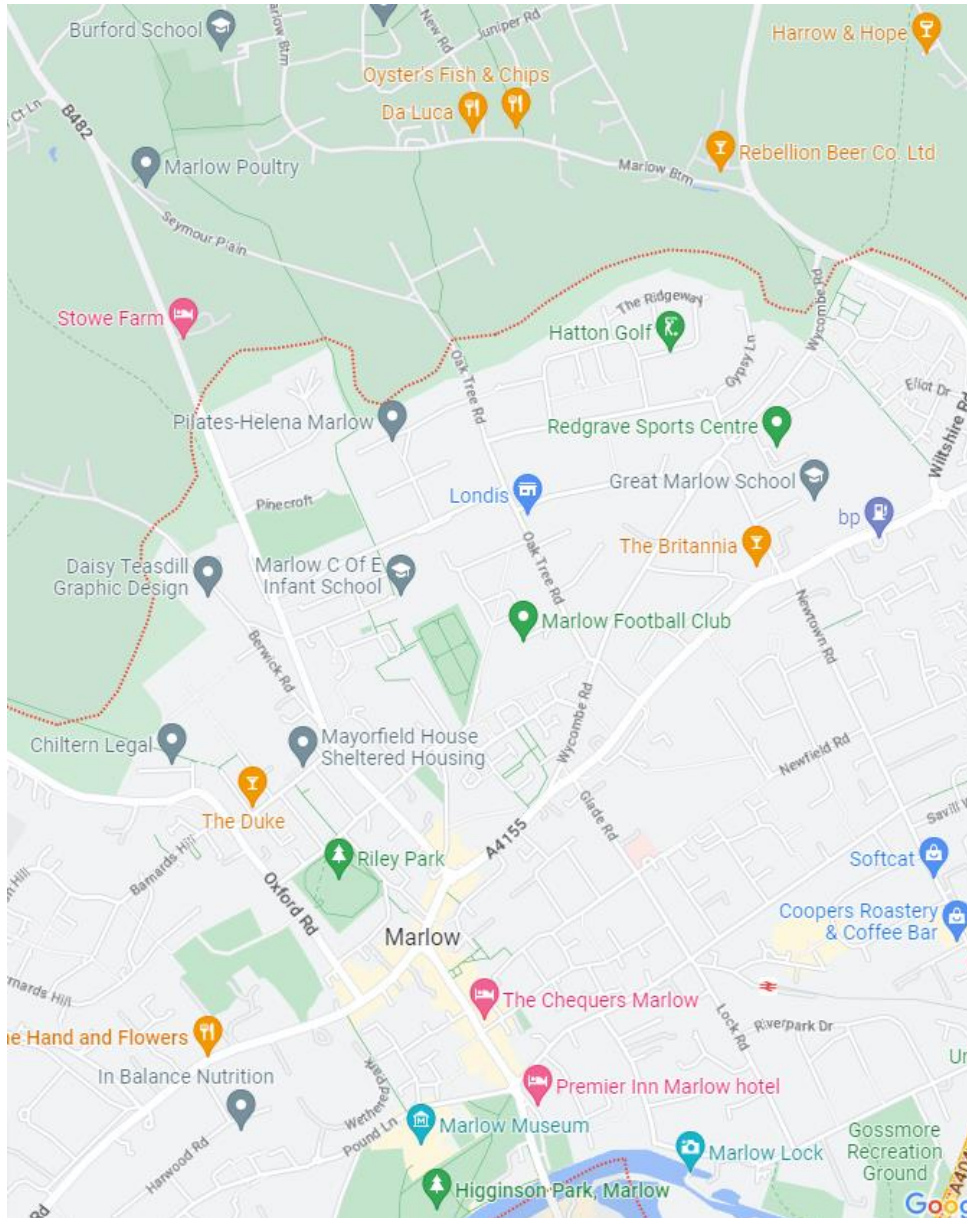# Local Learning Area Policy

February 2023

Approved by the TLP Committee March 2023

To be reviewed March 2025

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

Boundaries

The boundaries of the School Local Learning Area are shown on the attached map.

This *area includes, but is not limited to, the following frequently used venues: e.g.*

- The Park
- The Library
- The Pool and Leisure Centre
- Marlow Town
- Local Marlow Schools

Operating Procedure

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

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

These are managed by a combination of the following:

- The Headteacer/Deputy Headteacher (if Headteacher is off-site) must give verbal approval before a group leave.
- A current list of staff approved to lead in this setting is maintained by the EVC and office.
- 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.
- 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 deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- A mobile phone is taken with each group and the office have a note of the number.

School Local Learning Area:

- Parents will be informed about children leaving the school site
- Parents will sign an annual approval on entry to school