

Local Learning Area Policy

Reviewed Spring 2026
Next Review: Spring 2028

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. Local area visits are defined as walks or activities taking place within a three-mile radius of the school site. These visits do not require formal written consent from parents/carers. This includes local area walks and sports fixtures held at Onslow St Audrey's School or any other school within the Welwyn Hatfield Partnership, provided pupils travel on foot. Where local area sports visits within the Welwyn Hatfield Partnership involve transport provided by parents/carers, a local area visit risk assessment will be completed; and parental consent will be required in these circumstances. Appropriate risk assessments will be completed, and staff will always follow the school's supervision and safeguarding procedures. A separate educational visits policy and additional consent procedures will apply where pupils are required to travel by coach or other motorised transport.

Boundaries

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

- *Ellenbrook Fields*
- *The Galleria*
- *David Lloyd centre e.g. for swimming*
- *The library in Hatfield*
- *The Police Station*
- *University of Hertfordshire*
- *The local supermarkets*
- *Onslow St Audrey's School*

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
- Animal excrement
- Activity-specific issues when doing fieldwork (nettles, brambles, rubbish, etc.)
- Rubbish and discarded refuse near to/in the underpass.

These are managed by a combination of the following:

- The Head, Deputy, member of SLT or EVC must have discussed the local learning area visit with the staff lead and 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 parents when their child joins the school, and a synopsis is on the School website.
- There will normally be a minimum of three adults and in regards to our Playscheme groups during the school holidays, where the children are of a mixed age range, adult to child ratios will be considered and be in line with our school policy. This will be discussed with EVC and play scheme lead prior to trips taking place. Staff will consider the following question when planning Local Area visits: *"What would the pupils do if the only adult collapsed?"*
- Staff are familiar with the area, including any "no go" areas, and have practised appropriate group management techniques. Group management techniques are highlighted and discussed in staff Evolve training updates.
- Regular pre-visit trips will be taken to the local area to ensure risk assessments are in place and they are up to date with any relevant changes.
- Risk assessments will be checked by our Facilities Manager and agreed before any trips take place. These will then be reviewed on the groups return.
- 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 the school grounds.
- All staff are aware of any relevant medical information and ensure that any required medication is available
- Staff will leave the following in the office: a list of all pupils and staff/adults, a proposed route and an estimated time of return. This may be left with a member of SLT from Day Care or the Facilities Manager
- 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. Playscheme events to be planned when a member of SLT is back at base to act as the emergency contact.
- A school mobile (*battery charged and with sufficient credit*) will be taken and the lead adult will have a list of all contact numbers accessible for the duration of the visit/activity.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles)