**Welshpool Church in Wales Primary School**

**Local Learning Area**

**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 a ‘Signing-out’ sheet to be left with the office.
* 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: *e.g.*

* St Mary’s Church
* Canal towpath from Lime Kilns at Buttington Cross to Morrisons/Powysland Museum
* The Flash leisure centre
* Playpark near to The Flash\*
* Tesco
* Bron–y–Buckley woods\*
* Town Hall
* Welshpool and Llanfair Light Railway
* Severn Farm Nature Reserve
* Powysland Museum and Library
* Railway Station
* Motte and Bailey Castle
* Hospital, Llys Hafren and The Rhallt
* Fire, Ambulance and Police Stations
* Maesydre playing fields and park\*
* Powis Castle park as far as below Llyn Du pond

\* These areas to be checked and litter picked before use; children to be briefed not to touch any rubbish/glass/drug paraphernalia they may see and to tell an adult.

**‘No-go’ areas within the Boundaries (To be kept under review)**

* A485 beside the school up to the Buttington Cross roundabout– use the canal towpath
* Public toilets in the Berriew Street or Church Street carparks
* Railway and Old Station carparks
* In relation to visiting Severn Farm Park – use the road bridge beside Ysgol Gymraeg Y Trallwng, not the foot bridge leading to the railway car park
* Road running behind the school over the canal bridge – use towpath to access canal

**Operating Procedure for Local Learning Area**

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

* Road traffic
* Narrow footpaths (especially at Red Bank and the crossing by Mollie’s Sweetshop)
* Members of the public
* Animals; pets on towpath, farm animals, wild animals
* Losing a pupil
* Uneven surfaces and slips, trips, and falls.
* Weather conditions
* Activity specific issues when doing fieldwork/walking on towpath (nettles, brambles, rubbish, drug paraphernalia etc).
* Canal
* Lake in Powis Castle park

**These are managed by a combination of the following:**

* 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.
* The Head, Deputy or EVC 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.
* Staff will leave a completed ‘Signing out’ sheet with the office.
* The school mobile **(07496 764908)** is taken with each group and the office have a note of the number.
* Staff are aware of any relevant pupil medical information and ensure required medication is available before leaving school. At least one First Aid kit is taken.
* Appropriate personal protective equipment is taken when needed (e.g. gloves, tissues, hand sanitiser, bin bags for waste etc).
* Pupils’ clothing and footwear is checked for appropriateness prior to leaving school and school kit supplied as deemed necessary by the group leader.
* There will normally be a minimum of three staff members. Volunteers/parents/student teachers may assist with trips but they must not lead or supervise a group on their own, staff members who must take overall charge. Ratios will be determined in line with legal requirements and **STAGED** principles and must be approved by The Head, Deputy or EVC: (Transport and Distance are not required to be included as this is a local area plan)

**S**taffing: who is needed/available? The plan must work within the limits of available numbers, abilities and experience.

**A**ctivities to be undertaken: what do you want the group to do and what is possible?

**G**roup characteristics: prior experience, abilities, behaviour and maturity, any specific individual needs.

**E**nvironment: indoors or out; a public space or restricted access; urban, rural or remote; quiet or crowded; within the establishment grounds, close to the establishment or at a distance; and the ease of communications between the group and base. Do not overlook environments to be passed through between venues. For outdoor environments, consider remoteness, the impact of weather, water levels and ground conditions.

*The key determinant will always be ‘what would the pupils do if the only adult collapsed?’*

*For further information on ratios and effective supervision, see:* [4 – Good Practice | (oeapng.info)](https://oeapng.info/downloads/good-practice/) 4.3b

* The selected route takes the least busy option.
* Staff are familiar with the area, including any ‘no-go’ areas, and have practiced appropriate group management and road crossing techniques. Regular head counts are conducted throughout the trip and particularly before leaving a venue/area.
* Pupils have been trained and have practiced standard techniques for road crossings in a group; this is an ongoing requirement and needs to be practised regularly.
* Where appropriate, pupils are fully briefed on what to do if they become separated from the group; for our school this is that they stay where they are until an adult from school collects them.
* Students are briefed on keeping their distance from members of the public and any animals they may encounter
* Regular handwashing or regular hand sanitising is in place
* Use antibacterial wipes to clean any equipment before use

***Additional Considerations***

* Follow the ‘generic walking risk assessment’ guidance and ‘safe routes’ to locations around the local learning area; ensure all adults in your group are aware of, and understand, its contents.
* When walking along/near Redbank, crossing near to Mollies and the crossing near to St Mary’s church, walk in single file following usually procedure – adult at front, middle, rear and no pupils to go in front or behind the lead/rear adult.
* Pupils not to use vending machines at The Flash
* If public toilets in a venue need to be used:
1. All members of the group to go with school staff, no-one to use toilets on their own
2. Member of staff to check toilets before pupil(s) enter and remain in toilets until last pupil has finished
3. Member of staff to wait outside of toilets for exiting pupil(s)
* Behaviour procedure: follow the usual school ‘Calm – Ready – Safe’ approach and use a graduated response.
1. Quiet verbal reminder/discussion
2. Quiet verbal reminder/discussion (inform other staff of potential escalation)
3. Supervised withdrawal from activity/ group for 10-minute period; phone call to inform school of potential issue (**01938 538660**)
4. Phone call to school asking for Head, Deputy Head or Family Liaison Co-ordinator to collect and return to school; child seats to be kept in office and staff to have appropriate car insurance.
* If someone enters the canal:
* Remember, sudden and unexpected immersion in cold water has a rapid and dramatic effect on the body’s systems and impairs people’s ability to reach safety.
* To attempt a rescue, ensure two adults work together to keep each other safe. The rest of the group should be removed out of sight by the remaining adults and these adults should call the Head or Deputy Head or school office (in this order) explaining the situation, they will take over contacting parents, LA etc as needed.
* The child/adult may be able to stand up as the water is very shallow, encourage them to do so if possible.
* If not, use surrounding materials (e.g. sticks, pieces of clothing, public safety equipment) to reach the child/adult. If it is not possible to reach them safely from the bank, call 999 if needs be.
* Once the child/adult is on the bankside, wrap in warm clothing and treat with first aid/call 999 as appropriate. Return to school as soon as possible.

**Welshpool Church in Wales Primary School Local Learning Area**

**Signing Out Sheet**

**Leave a completed form in the school office when you go out and take one with you.**

|  |  |
| --- | --- |
| Date: |  |
| Visit Leader: | Name:Mobile number: |
| Accompanying **school** staff: | Name:Mobile number:Name:Mobile number:Name:Mobile number: |
| Accompanying other adults:*Continue overleaf if needs be* | Name:Name:Name:Name:Name:Name:Name: |
| Group / Class:* *Attach a class list,* ***cross anyone***

***who is ABSENT**** *Note anyone who is staying*

*behind and where they will be* |  |
| Destination: | *Venue name:**Postal address:**Grid reference/what3words code:**Email:**Phone number:* |
| Activity: |  |
| First aid kit and medication taken:*List all medical needs but highlight**anyone with significant needs* |  |
| Departure time from school: |  |
| Estimated arrival time at venue: |  |
| Estimated time returning to school: |  |
| Key Individuals and actions: |  |
| Any other relevant details: |  |

Trip signed off by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Head / Deputy Head / EVC)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Key phone numbers:**

Head: 07791 290541

Acting Deputy Head: 07796 893828

School Office: 01938 538660

School mobile: 07496 764908

Welshpool Minor Injuries: 01938 558900

**Behaviour procedure:**

Follow the usual school ‘Calm – Ready – Safe’ approach and use a graduated response.

1. Quiet verbal reminder/discussion
2. Quiet verbal reminder/discussion (inform other staff of potential escalation)
3. Supervised withdrawal from activity/ group for 10-minute period; phone call to inform school of potential issue (**01938 538660**)
4. Phone call to school asking for Head, Deputy Head or Family Liaison Co-Ordinator to collect and return to school.

**Office Staff:**

* Bring this form outside in case of a school fire alarm whilst the trip is taking place;
* Monitor the group returns at the specified time;
* File this form for future reference on the group’s return.