

Henry Allen Nursery School

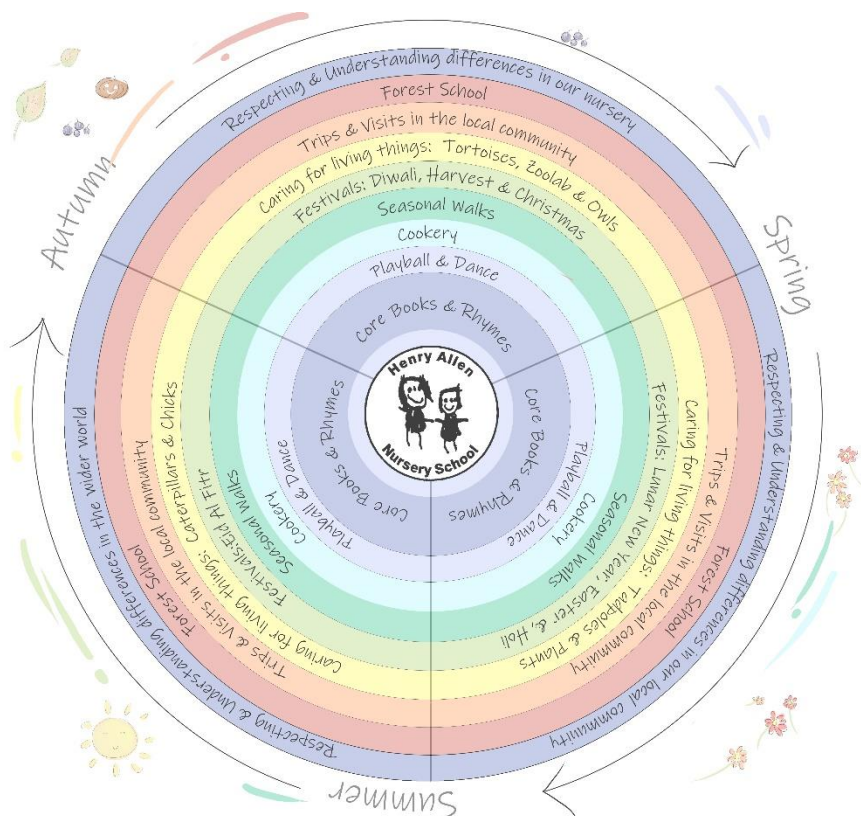
Local Learning Area Procedure



General

“The locality around school harbours a wealth of opportunities within walking distance. Learners can develop the skills to explore their local environment. This can enrich all areas of the curriculum, for example through land and streetscapes, sites of special scientific interest, heritage sites, places of worship, theatres, live music events and involvement through citizenship activities like local volunteering projects.”

Learning Outside the Classroom MANIFESTO 2009



Core experiences are evidenced in the above wheel, which highlight our opportunities for exploration, awe and wonder. Regular visits within the local area, and opportunities to invite visitors into our setting, enhance the children’s opportunity to learn about and become active members of the community of Amersham. It may involve trips to the library, local park, shops, restaurants, care homes and places of worship. The trips take place during normal school hours follow the Operating Procedure outlined below.

Trips within the local area “are often the most memorable learning experiences, help us to make sense of the world around us by making links between feelings and learning. They stay with us into adulthood and affect our behaviour, lifestyle and work. They influence our values and the decisions we make. They allow us to transfer learning experienced outside to the classroom and vice versa.”

Learning Outside the Classroom MANIFESTO 2009

These visits/activities:

- do not require parental consent
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).
- Must be recorded on Evolve under Local Visit category

Boundaries

The boundaries of the Local Learning Area are shown on the attached map of Amersham. This area includes, but is not limited to, the following frequently used venues:

e.g.

- *St Georges's School*
- *Amersham Station*
- *Raans Farm and woods behind*
- *Local Library in the Chiltern Lifestyle Centre*
- *The soft play Lifestyle centre and local park nearby*
- *Amersham High street shops and Tuesday market*
- *The Fire station in Amersham*
- *Local places of worship e.g. King's Church*
- *Local care homes*
- *Local cafes and tea rooms*

A map showing the limits of the local learning area.



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-Headteacher, (Mrs Manning or Mrs Macdonald) or EVC, Mrs Collins, must give verbal and written approval (on LLA form Appendix 2) before a group leaves.
- The trip must be recorded on Evolve as a local Area Visit.
- The staff who are approved by the Co-headteachers to lead off-site visits in our LLA are listed in Appendix 1.
- When their child joins the Nursery, the concept and Operating Procedure of the 'Nursery Learning Area' is explained to all parents. There is a synopsis is in the on the Nursery website. All children will give consent for trips to the LLA when joining the Nursery, see Appendix 3, agreement to trips in the LLA.
- There will normally be a minimum of two adults and a ratio of 1:5 adults: children with the three/four-year olds.

However, the number of adults may be greater than this as determined by the group risk assessment for the specific class in order to provide effective supervision. There will always be an adult with paediatric first aid training.

- Staff are familiar with the area and risk assessment and as an outcome know what to do.
- Staff know the emergency procedures, lost child procedure and have practised appropriate group management techniques.
- Children have been trained and have practised standard techniques for road crossings in a group.
- Where appropriate, children are fully briefed on what to do if they become separated from the group appropriate to their age. We will follow the lost child procedure.
- Children's clothing and footwear is checked for appropriateness prior to leaving Nursery.
- Staff are aware of any relevant child medical information and ensure that any required medication is available.

- Staff will deposit in the office a Visit Form listing all children and staff, a proposed route, and an estimated time of return. We will use our own adapted sign out sheet, which is adapted from the EVOLVE Visits Form, see Appendix 2.
- A designated Emergency Contact 'back at base', who is aware of the proposed visit/activities, will have been identified beforehand and ensure that she remains contactable until notified of the group's safe return.
- The school mobile is taken and the office will have a note of the number(s).
- Staff take a designated emergency bag with them containing first aid kit, small eye wash, laminated Serious Incident Action Card, space blanket etc.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles).
- Training will be carried out with staff and children ahead of visiting the LLA. Traffic precautions will be taken for crossing roads as we exit and enter the Nursery building. All children will be made aware of traffic safety, and will practise road safety within Nursery.
- All staff will receive training on the LLA and this will be added to staff induction. There will be two levels of training – the first level for competent leaders, and second, a generic awareness training for all staff. This will be recorded and kept on file in the office.
- Information on the LLA will be found on our website.
- LLA consent forms will be added to welcome packs for all children joining nursery and will be completed when children join.

Appendix 1

Staff leading Local area trips

Co- Headteachers:


- Mrs Manning and Mrs Macdonald

Nursery nurses:

- Mrs Warwick
- Mrs Little
- Mrs Wallman
- Mrs Wooldridge
- Mrs Sagoo

Appendix 2

Please ensure that the trip is recorded on Evolve before leaving under local area visit.

<i>Henry Allen Nursery School</i> <i>Local area Visit Form</i>		
<i>Date</i>		
<i>Leaving at</i>	. : — —	
<i>Returning at</i>	. : — —	
<i>Where are you going?</i>		
<i>Number of children</i>		
<i>Staff member in charge</i>		
<i>Other staff members</i>		
<i>Ratio staff:children</i>		
<i>Emergency contact at Henry Allen Nursery</i>		
<i>Comments</i>		
<i>Approved by</i> <i>Co-Headteacher or EVC</i>		

Generic Local Area Visit Form for parents

**ANNUAL CONSENT FOR LOCAL AREA EDUCATIONAL VISITS INCLUDING
MEDICAL TREATMENT AND EMERGENCY CONTACT INFORMATION
September 2023-24**

Name of child Date of Birth.....

1. I understand that my son / daughter may leave the school premises for the types of visits **set out in the local area policy on the school website and accompanying letter** and give my consent for my child to participate in these visits. I also understand that s/he may leave the school premises at other times when I will be informed separately by letter. If so, further consent will be required from me if the activity takes place outside school time or the activity is perceived to involve a higher level of risk, such as a visit involving a long journey or adventure activity.

I agree to my son / daughter receiving medication as instructed and any urgent dental, medical or surgical treatment including anaesthetic or blood transfusion as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided. **(Details on the school website / at the school office.)**

I undertake to inform the head teacher as soon as possible of any change in the medical circumstances of my child, and any change of emergency contacts after the date below:

Signed(parent/guardian)

Signed (parent/guardian)

Date

2. I/we(names) may be contacted by telephone on the following numbers:

Work:Home

Mobile:

Home Address:

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If the contact above is unavailable then please contact
who may be contacted by telephone on the following numbers:

Work: Home

Mobile

Home Address:

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3. Name, address and telephone number of family doctor:

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4. Does your son/daughter suffer from any conditions requiring medical treatment or medication?

Yes No

If yes please give details:

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5. Is s/he allergic to any medication or treatment? Yes No

If yes please give details:

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6. When was the last time your son/daughter received a tetanus injection

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7. Does your child have any special dietary requirements?

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The school will state clearly on its website and / or by letter which types of visit are covered by annual consent and those which may require additional consent (e.g. adventurous, residential, overseas and coach travel). The school will make available on its website and or at the school office the extent and limitations of the insurance cover provided.