

Appendix 1 - Local Learning Area Boundaries

The boundaries of the locality are shown on the attached map. This area includes the following frequently used venues:

- Whitby Beach
- Whitby Town centre
- Coaches to other local schools

We use this extended area on a regular basis for a variety of learning activities, and visit leaders are allowed to operate in this area inputting visits on EVOLVE using the Local Learning Area option, provided they follow the below Operating Procedure.

Operating Procedure for visits to the Local Learning Area

The following are potentially significant issues/hazards within our extended locality:

- 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).
- Tides – beach activities must be checked for tide suitability
- Cliffs – stay 20m away from any cliff
- Observe water margins guidelines when in the sea
- Create a circle of safety and recap safety rules when using a fire based activity

These are managed by a combination of the following:

- The Head, 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.
- The concept and Operating Procedure of the 'Extended learning locality' is explained to all new parents when their child joins the school.
- 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.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the extended learning locality 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 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 school mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed – happy bag when going to the beach
- The agreed route to the beach is to be used by all years except Y5 and 6