

Local Learning Area Policy - September 2026

St. Adrian's Catholic Primary School



'To Learn, To Love, To Live as a Community of God with Christ as our Teacher'

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www.stadrians.herts.sch.uk

Approved by:

The Full Governing Body

Date: October 2026

Next review due by:

October 2028

General Local activities

These involve no more than an everyday level of risk, such as slips and trips and are covered by a school's current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip. They can be considered as lessons in a different classroom.

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.

These visits/activities:

- MUST be recorded on EVOLVE module. *(Or if not activated: must be recorded on a 'Signing-out' sheet to be left with the office)*
- do not require parental consent **unless transportation by parents is required and permission to share lifts is needed.**
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

Boundaries

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

- Vesta Lodge
- St Bartholomew's RC Church
- Local parade of shops
- Sainsbury's, Everard Close
- Verulamium Park
- Westminster Lodge leisure Centre
- St Albans Cathedral
- Alban Arena Theatre
- St Albans library

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 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.
- The 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.
- Regular handwashing or regular hand sanitising is in place
- Students are briefed on keeping their distance from members of the public
- The selected route takes the least busy option
- Use antibacterial wipes to clean any equipment before use
- There will normally be a minimum of two adults although where possible there will be three adults for a class of KS2 children (x1 per 10 children for KS2) and four or five for KS1 and EYFS (ideally x5 per 6 children).
- Staff are familiar with the area, including any "no go" areas, and have practised appropriate group management techniques.
- 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 school.
- Staff are aware of any relevant medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff/adults, a proposed route, and an estimated time of return.
- 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.

- When walking children in the local area, the class teacher will disperse the adults to ensure there is one leading the class, one in the middle of the group and one at the back of the class.
- When crossing the roads, the adult will inform children where they will be required to wait on the other side of the road once the crossing of the road has begun. The first adult will then wait until the traffic has stopped, she/ he will walk into the middle of the road and will remain there until the children have walked by. Once the next adult reaches the middle of the road he/she will relieve the first adult and will remain in the road until the final adult reaches this point.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles)
- When walking into St Albans City centre to go to Westminster Lodge or St Albans Cathedral, everyone must cross at the pedestrian crossing at the foot of Holywell Hill and by Prospect Road.
- Regular counting of the children will take place before the trip commences, once the class have arrived at the venue, throughout the activities, before the return journey commences and finally once arrives back at school.
- When using local coach companies, the class teacher will speak to the children about the safety procedures needed when getting on and off the coach, the expectations of where and how to walk to and from the coach once arrived at the venue.
- When using local coach companies to attend inter school events at other local schools, the class teacher and the other adults will ensure all children are secure in the coach seats with their seat belts on before moving on.
- Once arrived at the school venue, the class teacher will identify themselves to the host school representatives and will enquire about the key emergence procedures and toilet facilities.