



# Shipbourne School Local Learning Area Policy

September 2025



<b>General</b>	<p>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.</p> <p>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.</p> <p>These visits/activities:</p> <ul style="list-style-type: none"><li>• must be recorded on EVOLVE via the 'Local Area Visit' module and the office told when you are leaving and plan to be back.</li><li>• do not require parental consent but parents will generally be told about the arrangements.</li><li>• do not normally need additional risk assessments / notes (other than following the Operating Procedure below).</li></ul>
<b>Boundaries</b>	<p>The boundaries of the Local Learning Area is that within walking distance of the school plus that which is driven to regularly. This area includes, but is not limited to, the following frequently used venues:</p> <ul style="list-style-type: none"><li>• <i>Shipbourne Common</i></li><li>• <i>St Giles' Church</i></li><li>• <i>Footpath to and from Ightham Mote starting behind the church</i></li><li>• <i>The field opposite the school in Back Lane</i></li><li>• <i>Footpaths off of Back Lane running to the Common and through local woodland.</i></li><li>• <i>The local tennis courts</i></li><li>• <i>The Chaser Inn</i></li><li>• <i>Shipbourne Farmers' Market</i></li><li>• <i>Tonbridge swimming pool</i></li><li>• <i>Hadlow Primary School and other local schools</i></li><li>• <i>Tonbridge Park</i></li><li>• <i>Tonbridge High Street</i></li><li>• <i>Tonbridge School and EM Forster Theatre</i></li></ul>
<b>'No-go' areas within the Boundaries</b>	<ul style="list-style-type: none"><li>• Areas with deep water</li><li>• Within 10 metres of a road unless walking together on pavement or preparing to cross.</li></ul>
<b>Operating Procedure for Local Learning Area</b>	<p>The Headteacher will be notified that the event is taking place and the office will be notified of departure and return. A first aid kit, sick bucket if required and high vs jackets will be taken along with pupil emergency contact details.</p>
<p><b>The following are potentially significant issues/hazards within our Local Learning Area:</b></p> <ul style="list-style-type: none"><li>• Road traffic.</li><li>• Other people<ul style="list-style-type: none"><li>○ social distancing</li><li>○ members of the public</li><li>○ animals</li></ul></li><li>• Losing a pupil.</li></ul>	

- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).
- Pupil specific food allergies – eg. nut allergy for which a specific epipen will be carried.
- Pupil specific medical conditions – eg asthma and diabetes for which specific medication will be carried.

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

- The Headteacher or SLT acting in their absence must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school and thereafter annually via the Parent Agreement Form.
- 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.
- 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. *For primary schools this is easy to do with some simple road markings in the playground – with a little practice this can become drilled and slick, as everyone knows what is going to happen.*
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group. *This needs a decision and will depend on the area you are in – return to school, wait where they are, go to x and ask for help, etc)*
- 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 either record the activity on EVOLVE (Local Area Visit module).
- A mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, facemasks bag for waste, tissues etc.)

**SWIMMING:**

- Buses and cars will park in the main pool carpark and children will only exit when the adult is ready to receive them. The children will line up in pairs and walk to the pool with an adult at the front and rear of the line.
- Adults will stay beside each exit when pupils are changing at the swimming pool.

**WALKING TO CHURCH:**

- Children will walk in pairs with an adult at the front and rear of the line. Additional adults will walk on the roadside and spread out along the line.
- Two adults as agreed before crossing will ensure traffic is stopped before the children are told to cross.

**EVENTS ON THE COMMON:**

- Children will be kept away from the road and any water.
- The site will be checked for hazards.
- A lead member of staff will ensure the lost child protocol is understood and practiced regularly.

**Notes**