

# Operational Procedure for Trips Within the Designated Local Learning Area

**Approved by:** Allan Osborne      **Date Published:** 15/09/21

**Last reviewed on:** 08/09/22

**Next review due by:** 31/10/23

## 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 the GWS signing-out sheet to be left in reception
- do not require parental consent although parents should be informed in advance when possible
- do not normally need an additional assessment of risk to be carried out (other than following the Operating Procedure below)

## Boundaries

The Local Learning Area includes, but is not limited to, the following frequently used venues: e.g.

- Mycenae House
- Mycenae Gardens
- Greenwich Park
- Ranger's House
- Royal Observatory
- Blackheath Common
- Blackheath Library
- National Maritime Museum
- Old Royal Naval College and grounds
- The Queen's House
- The Cutty Sark
- The Age Exchange (Blackheath Village)

- Blackheath Halls
- St George's Church
- The Greenwich Centre
- The Forum - Greenwich
- Charlton United Reformed Church
- Greenwich Pleasaunce
- Blackheath Cricket, Football and Lawn Tennis Club
- Charlton House
- St Alfege's Museum

## 'No-go' areas within the Boundaries

- Section of Blackheath Common when the fair is visiting
- Blackheath High Street
- Wooded cut-through near Blackheath High School
- Any underground or DLR station (these can only be visited as part of a fully risk assessed trip involving transport)

## Operating Procedure for Local Learning Area

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

- Road traffic.
- Other people
  - social distancing
  - members of the public
  - animals
- A pupil becoming separated from the group
- Uneven surfaces and 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 Assistant Headteacher responsible for trips or, in some circumstances, the Executive Principal, must give approval via email at least **two weeks** prior to the trip taking place
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school and is available on the school website. This is also reinforced in letters to parents about individual trips and in parent meetings.
- Regular hand washing or regular hand sanitising is in place
- Students are briefed on keeping their distance from members of the public
- Children will walk in single file where pavements are narrow
- The selected route takes the least busy option
- Zebra and pelican crossings will always be used where they are available
- There will normally be a minimum of two adults and recommended ratios will be adhered to.
- 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. Teachers will take a copy of the 'Missing Child Procedure' and the 'Missing Child Incident Log' with them.
- 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 leave a completed signing out sheet in reception.
- A mobile is taken with each group and the office/reception has a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, bag for waste, tissues etc.)
- Parents will be notified in advance of any local trips where possible.

### IMPORTANT

- Pupils must be informed that they are not allowed to use the vending machines at the Greenwich Centre.
- The visit leader will hold the same high expectations of appropriate behaviour from children during trips as when in school
- Parent contact details, child medical details, a first aid kit and children's individual medications incl epipens and asthma inhalers will be carried securely by the Visit Leader
- A trained first aider will be present on every trip
- Children will wear hi-viz vests or body bands (classes 1 to 8)
- The teacher will assess the risk for their class. If a class has children who may 'run' or who are unpredictable and cannot regulate their behaviour, then additional adults are **always** required

## Ad hoc Visits to Mycenae Gardens

These visits may take place to enhance experiential learning.

- 1) These short visits can only be undertaken by main class teachers.
- 2) The teacher will assess the risk for their class. If a class has children who may 'run' or who are unpredictable and cannot regulate their behaviour, then an additional adult is **always** required
- 3) The class will be counted out and in again. This will be recorded by the teacher on a signing out sheet in reception
- 4) Walkie-talkies will be taken by each adult
- 5) Children will wear hi-viz vests
- 6) The lawn is out of bounds
- 7) A minimum ratio of 1:15 will be maintained
- 8) The session will last for a maximum of 30 minutes
- 9) No hazardous activities will be undertaken
- 10) The visit must have an educational purpose and should not be just for recreation

11) The class will remain in sight of the adult at all times