

# DLD College/School Learning Area

## General

Visits/activities within the 'School 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:

- do not require parental consent (i.e. they occur during normal teaching hours, do not have a cost to students/parents, do not involve any adventurous activity – see list in Alpha Plus educational visits guidance)
- will be subject to normal dynamic risk assessment, but do not normally need additional written risk assessments or notes (other than following the Operating Procedure below).

## Boundaries

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

- *London Eye*
- *Cabinet War Rooms*
- *Westminster Abbey*
- *Waterloo station*
- *Archbishop's Park*
- *Imperial War Museum*
- *IMAX cinema*

## 'No-go' areas within the Boundaries

- *Try to avoid using the street public conveniences in the area*
- *On the river (would need full risk assessments and permissions for a hazardous activity)*

## Operating Procedure for School Learning Area

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

- 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).

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

- The Head, a Deputy or the EVC must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment will be approved. A list of approved staff is maintained by the EVC.
- The concept and Operating Procedure of the 'School Learning Area' is explained to all new parents when their child joins the school, and a synopsis is in the School Prospectus.
- There will ideally be a minimum of two adults. For older pupils or smaller groups, one will be sufficient providing there is a member of staff in the college who can be called upon to go and help if necessary. (*Think "What will the pupils do if the staff member collapses?"*)
- Staff are familiar with the area and have practiced appropriate group management techniques.
- Pupils have been trained in standard techniques for road crossings in a group. (*Think "Where are the safest road crossings? How will the group be managed at these crossings?"*)
- 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 college, wait where they are, go to x and ask for help, etc. Tell the students what your rules are for your visit.*)
- All remotely supervised work in the School Learning Area is done in 'buddy' pairs as a minimum. (*Remote supervision means there is no staff member with the pupils all the time*)
- 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. (*Ask the nurse – not all medical information is on SIMS*)
- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return. (*Consider adopting (or adapting) the 'Signing-out sheet' in EVOLVE Resources/Forms.*)
- A school mobile is taken with each group and the office have a note of the number. (*Book your mobile and a first aid kit from the Office Manager in advance*)
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles) (*If you find a local issue, eg. with drug needles, etc, in any area, then you can tell them that this bit is a no-go area, or add how you would educate the pupils to deal with it – it is their home after all, so they need to be able to cope with it!*)

### **IMPORTANT:** PLUS, you must add any specifics relating to your local trip

- *E.g. When crossing Bimble Street everyone must use the crossing by Baguette the Bakers. Usually, these would apply:*
- *Public toilets in the street: Pupils must ask permission, and go in pairs.*
- *Where indirect supervision (you are in the venue but not with all pupils all the time) is taking place at a venue, specify where the meeting point will be. There must always be a member of staff there.*
- *college rules apply – no smoking, no drinking alcohol etc.*
- *etc. Add anything specific to your trip.*