

Appendix 1 – Extended Learning Area

General

Visits/activities within the 'Extended 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 although it is good practice to inform parents/carers.
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).
- do not need to be recorded on EVOLVE if these are ad-hoc activities (any planned activities should be arranged through the EVOLVE procedure)

Boundaries

The boundaries of the Extended Learning Area include, but are not limited to, the following frequently used venues:

- Oakwood Park
- Oakwood Library
- Arnos Pool
- Highlands Village
- Oakwood Crescent
- St Thomas' Church
- Southgate Hockey Club

Operating Procedure for Extended Learning Area

(The below is simply a generic risk assessment for routine activities)

The following are potentially significant issues/hazards within our Extended 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).
- Assessment of children's ability in the water when swimming.

These are managed by a combination of the following:

- The Head or Deputy must give verbal approval before a group leaves.
- The concept and Operating Procedure of the 'Extended Learning Area' is explained to all new parents when their child joins the Extended, and a synopsis is in the School Prospectus.

- There will normally be a minimum of two adults.
- Staffs 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 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 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 mobile is taken with each group and the office has a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles)