



Extended Learning Locality Statement for Barnby Dun Primary Academy

Boundaries

The boundaries of the locality are shown on the attached map (Appendix 1). The extended learning locality includes the following frequently used venues: e.g.

- *Local Walk – Church Road, Top Road, Sycamore Road, High Street, Madam Lane, Marlow Road, Caitlin Lane*
- *St Peter & Paul's Church Barnby Dun (1)*
- *Barnby Dun Post Office (2)*
- *Farm Shop (3)*
- *Parish Hall Park (4)*
- *Marlow Road Park (5)*

- *Pyramid Schools*
 - **Edenthorpe Hall Primary Academy (6)*
 - **Kirk Sandall Infant School (7)*
 - **Kirk Sandall Junior School (7)*
 - **Canon Popham C of E School (8)*
 - **Hungerhill Secondary School (9)*
 - **Dunsville Primary School (10)*

We use this extended area on a regular basis for a variety of learning activities, and approved staff are allowed to operate in this area without completing the Exeant visit approval process, provided they follow the below Operating Procedure.

Operating Procedure for Extended Learning Locality

The following are potentially significant issues/hazards within our extended locality:

- Road traffic (busy road with lorries, tractors, vans)
- Pedestrian traffic (people on foot, bicycles, mobile scooters)
- Other people / members of the public / animals
- Participant becoming lost/separated from group
- Curbs and uneven surfaces and slips, trips, and falls
- Weather conditions
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).
- Canal
- Bin day – Friday (bins & green boxes obstructing the paths)
- Animal's fouling on paths
- Temporary road works obstructing the paths and crossing places
- Narrow pathways
- Caitlin Lane – one way and no pathway
- Swimming day (Wednesday) – bus parked in front of school.
- Entrance to school car park (narrow and concealed) - delivery vehicles and visitors use this area throughout the day
- Parked cars
- Area around the Spar shopping area – bus stop, litter bins, car park, busy area.

These are managed by a combination of the following:

- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and stored in the school office along with a copy of this statement.
- The Head must give verbal approval before a visit is planned and an 'EVR' form will be completed, signed and retained within school.
- The concept and Operating Procedure of the 'Extended Learning Locality' is explained to all new parents when their child joins the school and consent for visits covered under this statement will be obtained at the start of each academic year using the 'RVC' form.
- Staffing will depend on the nature of the group and the activity. For explorations of the local area, as a minimum, staffing ratios are in place (KS2 - 1:8 KS1 - 1:6 FS - 1:4).
- Safeguarding procedures will be followed at all times and staff will maintain an appropriate level of vigilance and supervision.
- Staff are familiar with the area, including any 'no go areas', and have practiced and are competent in appropriate group management techniques. 'No go areas' – the canal path.
- Pupils have been trained and have practiced standard techniques for road crossings as part of a group. Once a safe place to cross has been established, the staff and pupils line up away from the edge of the road, once the road is clear and safe to cross, the teacher will blow a whistle twice to signal it is time to cross. When crossing Church Road a clear stretch of road is used after the Spar shopping area.
- Prior to leaving the school, all group members are briefed on their responsibilities and expectations and are fully aware of the nature of the activity being undertaken. Where appropriate, pupils are fully briefed on what to do if they become separated from the group – to wait where they are for a member of staff.
- Participants clothing and footwear is checked for appropriateness prior to leaving school and must be fit for purpose.
- Staff and pupils to each wear a Barnby Dun 'necker' to support easy identification.
- Staff are aware of any relevant pupil medical information and ensure that any required medication and care plans are available. Any medicine to be taken on the visit using the 'Grab and Go bag' Where appropriate, staff trained to administer the medication will accompany pupils with specific medical conditions e.g. epilepsy, diabetes etc.
- For regular after school sporting fixtures staff will have a list of contact information for each participant. In addition the school link person will have a list of all participants and their contact details (incl. staff) if they are not to be based at school for the entire duration of the event.
- First aid provision will be in place that is appropriate for the nature of the visit and the group.
- A first aid kit, a copy of the emergency procedures and a fully charged and operational school mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles). Each class has and takes out with them a 'visits' bag which includes medicine/accident record sheet, copy of this policy, tissues, wipes, gloves, tissues, 'nappy bags' and two whistles.

Specific Venue and Activity Issues

Key Stage 2 Curriculum Swimming

Armthorpe Leisure Centre - Mere Lane, Armthorpe, Doncaster, DN3 2BZ – 01302 834268

- DMBC/DCLT Key Stage 2 Curriculum Swimming Guidelines to be implemented and followed at all times.
- Safeguarding procedures to be adhered to at all times with particular reference to the transition times and changing areas.
- Specific Exeant risk assessment in place and is followed (running alongside this policy).

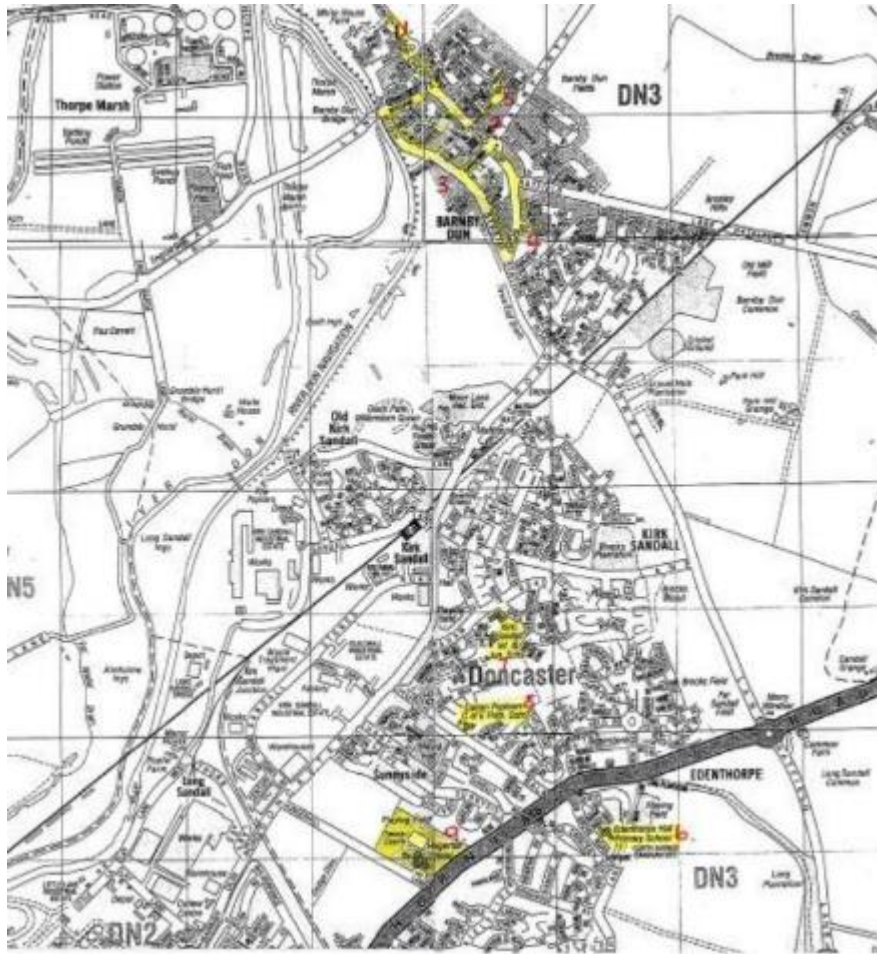
After School Regular Sporting Fixtures

- For after school sporting activities a procedure will be in place for the dismissal of participants following the end of the event.
- Written confirmation is always sought from the parent to confirm who will be collecting their child. Staff wait with the children until all have been collected. If any collection issues should arise then the staff member contacts the parent and also informs the head teacher.

Other Specific Venue/Activities

- When crossing Church Road everyone must cross at the safest, clear stretch after the Spar Shops.

Appendix 1: Locality Map



Appendix 2:

Visit Leaders 2016 – 2017

Miss Claire Robinson (Head Teacher)

Miss Carly May (Deputy Head)

Mrs Davinia Pedder (Assistant Head & Inclusion Manager)

Mrs Rebecca Pearson (KS2 Phase Leader)

Mrs Tracey Bailey (Class teacher)

Miss Ruth Cowling (KS1 Phase Leader)

Mrs Natalie Walker (Class teacher)

Miss Joanne Curtis (Class teacher)

Mrs Rachel Wilkinson-Leigh (Early Years Phase Leader)

Mrs Jessica Croft (EVC & Class teacher)

Mrs Sarah Harris (Class teacher)

Miss Alice Nettleton (Class teacher)

Miss Abigail Hirst (Class teacher)

Mrs Sharon Smith (Class teacher)

Miss Leanne Jackson (Class teacher)

Mrs Sarah Wilton (Class teacher)

Policy approved and adopted – March 2016

Policy Updated – September 2017

Policy Reviewed Annually

J.Croft 09.2017