

Growing Together Federation

Bowerdean Nursery School

Mapledean Nursery School

Local Learning Area Policy

Local Nursery Learning Area Policy and Procedure

Offsite visits are activities which take place outside the Nursery grounds. Our Federation believes that high quality offsite learning supports the development, independence and learning of our children.

“When you step outside the classroom you have the opportunity to transform learning and raise achievement. Learning takes place in context, by practical engagement and personal discovery”

CYPS (2014) ‘Learning outside the classroom Manifesto’

Visits/activities within the ‘Nursery Learning Area’ that are part of the normal curriculum and take place during the normal Nursery day follow the Operating Procedure below.

These visits/activities:

- do not require parental consent (unless there are any situations where we would like parents to be informed in advance such as bringing in wellies or waterproof clothing, sun hat, e.g. via a slip sent home).
- do not normally need additional risk assessments/notes (other than following the Operating Procedure below).
- planned activities will be recorded and approved on EVOLVE e.g. Forest School off-site or swimming
- ad-hoc activities do not have to be approved on EVOLVE e.g. walk in local Rye park or to the post box, however it is useful to record them retrospectively as it provides evidence of outdoor learning for Ofsted, Trustees and for accreditation schemes.

Boundaries:

The boundaries of the Nursery Learning Area are shown on a map and each Nursery site has its own map (appendix 1 and 2 – LLA folder). This area includes, but is not limited to, the following frequently used venues:

- Local footpaths
- Local woodlands and parks: Keep Hill & Dean Garden Woods, The Rye, Chairborough Nature Reserve
- The Railway station
- Local residential home: Rye View, Catherine Court
- Fire station
- Library
- Town Centre
- Local places of worship
- Local Shop (Tesco, Lidl)
- Post box

Operating Procedure for Nursery Learning Area

A generic risk-benefit assessment is in place for each Nursery site local learning area kept in the office LLA folder and will be reviewed and updated termly (appendix 3 – LLA folder).

- The Head or nominated EVC must give verbal approval before a group leaves. There may be some visits where it is deemed that a separate risk benefit assessment and visit form/EVOLVE entry should be carried out – such as swimming or a visit to PlayTrain. This will be at the head's discretion.
- The staff who are approved by the Head to lead off-site visits in our LLA are listed on training sheet (appendix 4 – LLA folder).
- The concept and Operating Procedure of the 'Nursery Learning Area' is explained to all parents when their child joins the Nursery, and a synopsis is in the Nursery Prospectus and on the Nursery website. All children will give consent for trips to the LLA when joining the Nursery (appendix 5 – LLA folder).
- There will normally be a minimum of two adults. For EYFS a ratio of 1:5 adult:children. However the number of adults may be greater than this as determined by the group risk assessment for the specific class in order to provide effective supervision. There will always be an adult with paediatric first aid training.
- Staff are familiar with the area, and risk assessment and as an outcome know what to do.
- Staff know the emergency procedures, lost child procedure and practiced appropriate group management techniques.
- Children have been trained and have practiced standard techniques for road crossings in a group.
- Where appropriate, children are fully briefed on what to do if they become separated from the group appropriate to their age. We will follow the lost child procedure.
- Children's clothing and footwear is checked for appropriateness prior to leaving Nursery.
- Staff are aware of any relevant child medical information and ensure that any required medication is available.
- Staff will deposit in the office a Visit Form listing all children and staff, a proposed route, and an estimated time of return. We will use our own adapted sign out sheet, which is adapted from the EVOLVE Visits Form (appendix 2 – LLA folder).
- A mobile phone is taken with each group, checked for reception and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g. Hi vis, gloves, goggles)
- Training will be carried out with staff and children ahead of visiting the LLA. Traffic precautions will be taken for crossing roads as we exit and enter the Nursery building. All children will be made aware of traffic safety and recorded as a Children's mind map. Children will practice road safety within Nursery.
- All staff will receive training on the LLA and this will be added to staff induction. There will be two levels of training – the first level for competent leaders, and second generic awareness training for all staff. This will be recorded and kept on file in the office.
- Information on the LLA will be found on our website.
- LLA consent forms will be added to welcome packs for all children joining nursery and will be completed when children join.