

## **TGAW – Learning Zone Policy**

### **What Is A Learning Zone?**

The Learning Zone is a predetermined, walkable area around the academy that has already been risk-assessed and can be used by staff in lessons without having to plan a trip on eVist. The purpose of this is to make it easier for staff to use our local community and surrounding area to take learning outside the classroom. There are all sorts of spaces there that could be used creatively by teachers. Permission will be given by parents for the whole academic year, so you do not have to organise and collect consent slips.

### **How do you use the learning zone?**

If you wish to use the learning zone you must follow these Standard Operating Procedures:

- Inform the EVC at least 24 hours before going.
- Read through the risk assessment and follow all procedures on it.
- Leave a LZAP (Learning Zone Action Plan with reception prior to departure and inform reception of your return.
- Comply with staff to student ratios (1:15).
- Ensure students requiring medication for existing conditions (e.g. asthma, allergies, epilepsy etc) are carrying it.
- Ensure staff and students are wearing/carrying suitable footwear, clothing and other items (e.g. filled water bottles) appropriate for the weather conditions.
- Take a mobile phone and ensure Student Services have your number and you have theirs.
- Carry a first aid kit and act as the appointed First Aider for the duration of the trip if no actual first aider is present.
- All injuries to be reported direct to the academy's first aid lead, and parents informed.
- Carry out continuous 'dynamic risk assessments' and make sensible decisions to avoid students or staff being exposed to un-necessary or heightened risk
- Any additional risks that you encounter need to be reported to Charlotte Mackie or Karen McStay upon your return to the Academy so the RA can be updated.

You do not need to:

- Send a letter home
- Complete Evisit

The Learning Zone is only for academy staff-led teaching and does not include externally run activities or visits requiring transport.

### **Who can use the Learning Zone?**

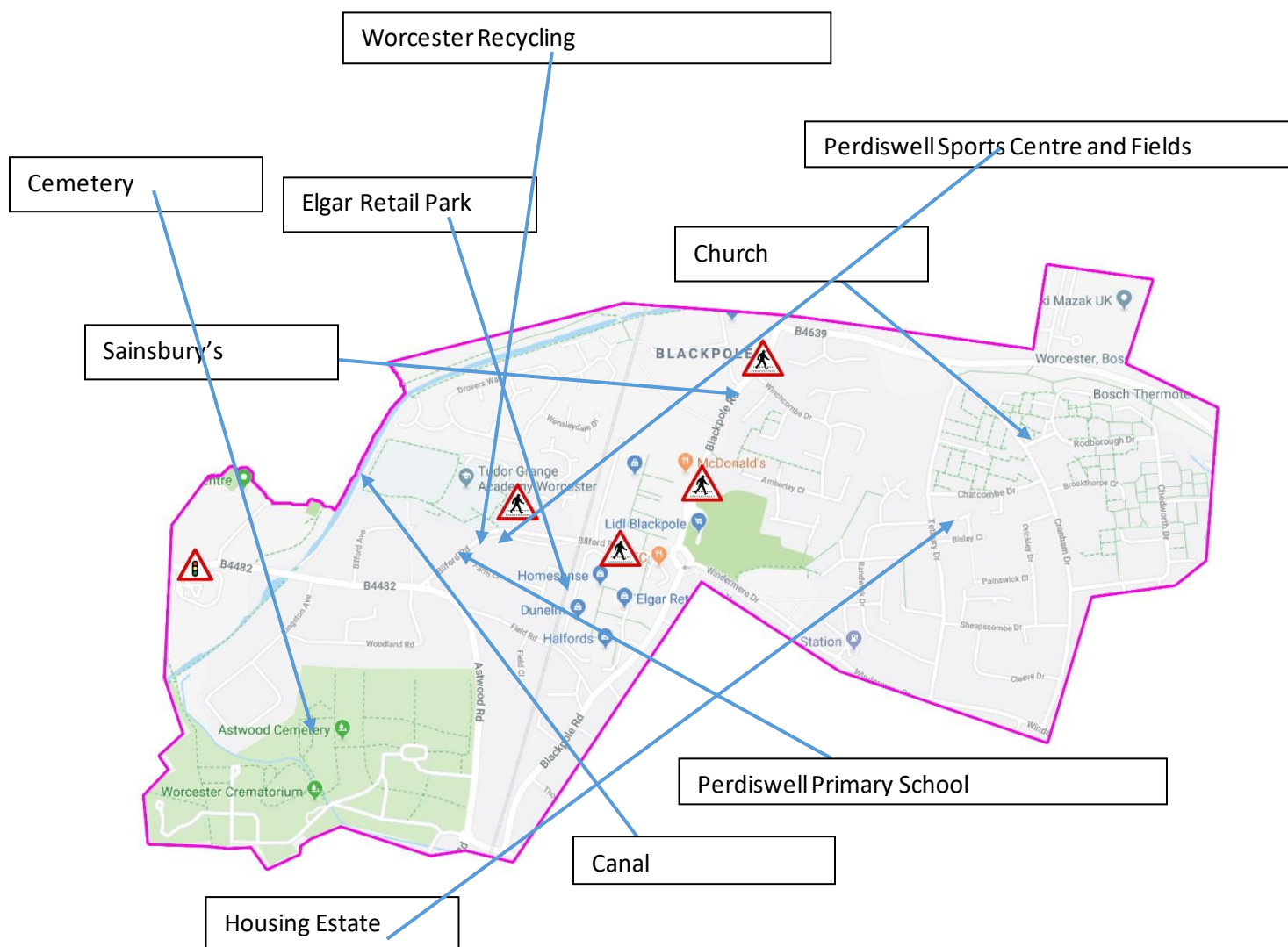
Any member of staff who has been to an EVC-led Learning Zone training session.

### **Ideas for how the Learning Zone can effectively be used**

Please see the map attached.

The Learning Zone includes, but is not limited to:

- Worcester Recycling Centre
- Perdiswell Leisure centre and fields
- Part of the canal
- Elgar Retail Park
- Sainsbury's
- A local church
- Housing estates
- The cemetery



There could be various learning activities aligned with these places, for example:

- Environmental surveys (e.g. comparing different housing estates or commercial v residential properties, considering noise pollution, air quality, amount of litter, dereliction, size and accessibility of green spaces, quality or presence of 'street furniture' etc)
- Biodiversity studies in green and urban spaces;
- Lichen-mapping, historical investigations into the local community, photography or drawing/painting practice,
- Story writing, art studies/poetry, flood mapping or biodiversity studies around the canal.
- Economics lessons relating to comparing small businesses to multi-national corporations etc
- Religious/cultural studies at local churches

**All activities will be supervised by MOS and have the students' safety as priority.**

There are 5 major road crossings within the Learning Zone. Please use these, where possible.

- Outside TGAW (pedestrian crossing)
- Outside Perdiswell School (traffic lights)
- Outside Marks & Spencer's Food Hall (traffic lights)
- Outside Sainsbury's (pedestrian crossing)
- Outside Lidl (pedestrian crossing)

Where this is not possible, ensure a MOS stops the traffic and dynamically assesses any risks.

### Learning Zone Risk Assessment

Generic Risk Assessment for all <b>Learning Zone Activities</b> , TGAW
<b>Educational objectives:</b> Local community spaces within a predetermined area that can be used creatively.

Significant Hazards and Identification of Risks	A combination of the following control measures should be used:
<b>Lost Pupil</b>	<ul style="list-style-type: none"> <li>- Students will stay together with teacher and will follow the staff to student ratio.</li> <li>- Students will not be left alone and will be in groups of no less than two.</li> <li>- Staff to ensure pupils understand arrangements, that they are part of a school party and must stay with group and follow instructions.</li> <li>- Frequent head counts, including when leaving school and returning.</li> <li>- LZAP register to be left at student services.</li> </ul>
<b>Injuries – slips, trips and falls</b>	<ul style="list-style-type: none"> <li>- All activities will be within walking distance of the academy so self-evacuation is feasible.</li> </ul>
<b>Road traffic</b>	<ul style="list-style-type: none"> <li>- Staff to be in possession of a working mobile phone and will contact Academy in the event of any issues/if support is needed.</li> <li>- Staff to brief students on suitable behaviour when crossing roads and use crossings.</li> <li>- Staff to brief students on sensible behaviour when walking to site, to include staying on paths and being considerate of members of the public sharing the path.</li> </ul>

<b>Members of the public</b>	<ul style="list-style-type: none"> <li>- Staff to remind students to be respectful to members of the public, and to alert staff if they see signs of unsociable behaviour from members of the public.</li> </ul>
<b>Bodies of water, including the canal</b>	<ul style="list-style-type: none"> <li>- Staff to brief students about staying away from water edges and to act sensibly around any water. Staff to remain vigilant around water and constantly supervise the students.</li> <li>- If students are conducting fieldwork around water edges, staff to ensure students wash their hands after touching the water and avoid getting cuts/fresh grazes immersed in water.</li> </ul>
<b>Flora and fauna (including deadfall, poisonous plants - e.g. nettles - biting and stinging insects, ticks, dogs/animals belonging to members of the public etc)</b>	<ul style="list-style-type: none"> <li>- Staff to brief students to be aware of and keep food away from pigeons, sea gulls, swans, ducks etc so as to not encourage them.</li> <li>- Staff to brief students to stay away from any dogs, cats or other animals in public spaces and not to touch them.</li> <li>- Staff to be aware of the risk of Lyme disease and brief students to beware of ticks (e.g. when in long grass and woodland) and to check themselves for ticks on leaving an area that potentially housed them.</li> </ul>
<b>Environmental diseases, e.g. Lyme disease, Weil's disease.</b>	<ul style="list-style-type: none"> <li>- Staff to choose safe places to sit and conduct their chosen activity, giving consideration to strong winds, snowfall, storms etc. For example, in an area where trees are not directly managed, avoid remaining under trees for lunch or during lessons due to the risk of deadfall. Where trees are managed, staff to take general care and pay particular attention to risks heightened by adverse weather conditions.</li> </ul>
<b>Weather (including heat and cold injury)</b>	<ul style="list-style-type: none"> <li>- Staff to monitor 'extreme' weather conditions and EVC to make decision on whether the trip can go if conditions (e.g. snow/ice) add greater risk.</li> <li>- Staff to brief students on importance of keeping hydrated (e.g. all carry water and drink), wearing sun cream and hats if very hot and sunny.</li> </ul>
<b>Foreign Objects</b>	<ul style="list-style-type: none"> <li>- During briefing with students, MOS to warn students not to pick things up or touch things that are not theirs (ie bottles, litter etc)</li> </ul>
<b>Pre-existing medical conditions</b>	<ul style="list-style-type: none"> <li>- Staff to ensure students with pre-existing medical conditions carry any required medication and are fit to undertake the activity.</li> </ul>

## Learning Zone Emergency Plan

In the event of an emergency whilst conducting activities in the Learning Zone, staff must:

- ensure the safety of students and staff
- apply first aid, if required
- call 999 if necessary
- call academy for supervision and support assistance, if necessary
- keep group together and return to the academy asap, if safe to do so.