



Local Area Visits Policy

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day following the Operating Procedure below

Document History

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1. Introduction

This document has been prepared in accordance with:

- <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>
- <https://oeapng.info/download/1184/> - OEAP NG 5.3b How to write an establishment visit policy.
- <https://oeapng.info/download/1144/> - OEAP NG 4.3c Risk management – an Overview

2. General

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day following the Operating Procedure below. These visits/activities:

- Must be recorded on EVOLVE via the 'Local Area Visit' module.
- Do not require parental consent - parents are to be informed in advance, via email home
- Do not normally need any additional risk assessments / notes - other than following the Operating Procedure below

3. Boundaries

The boundaries of the Local Learning Area includes, but is not limited to, the following frequently used venues:

- Windsor Park C.E Middle School, Oldfields Hall Middle School, Ryecroft C.E Middle School, Picknalls First School, Tynsel Parks First School, St Mary's First School and Bramshall Meadows First School
- Uttoxeter Library
- Uttoxeter Pool and Leisure Centre
- Uttoxeter Church/es
- Redferns Cottage
- Local shops and parks

4. Transport to the Local Learning Area (LLA)

The methods of transport will be wholly in the control of the school, such as establishment minibus or walking. If using an outside provider staff must use the full visit form.

5. Local Learning Area Operating Procedure

5.1 Potentially Significant Issues/Hazards

- 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 fieldwork (nettles, brambles, rubbish, etc.)

5.2 Managing Potential Issues/Hazards

- The visit leader must make a dynamic risk assessment before the trip leaves, taking account of weather conditions and other local events which could affect the safety of the attendees. The Head, Deputy or EVC can be consulted for advice as required.
- Only staff judged competent to supervise groups in this environment are approved. All current teaching staff, TA's, Cover Supervisors and support staff are deemed competent but the visit leader should assess the individual competencies and qualifications (such as first aid) of those supervising to ensure safety.
- There will normally be a minimum of two adults. This could include the minibus driver, but the staff to student ratio will always be adhered to. One member of staff may accompany a group of students in circumstances such as walking to a local school - 5-10 minutes walk.
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- Pupils understand 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, such as return to TAHS or continue to venue.
- All remotely supervised work in the Local 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 to check with the front office ahead of the visit to ensure inhalers/epipens etc. are taken.
- Staff will record the activity on EVOLVE (Local Area Visit module).
- A 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.
- When crossing the road, zebra crossings should be used wherever possible. There is a clear route to the town centre and clear routes to the local primary/middle schools with the exception of Ryecroft which is only accessible by minibus/coach.

5.3 First Aid Policy for LLA

As Local Learning Areas are close, contactable, and easily reached, a minimal first aider policy based on the schools existing procedures and the likely activities undertaken, should be sufficient.

5.4 Review Period for the Local Learning Area

The review period for the local Learning Area must be set with a suggestion that is termly in the first year (to account for seasonal variations and learning) with regular contributions and updates from the visit leader team as they dynamically risk assess new elements.

5.5 Monitoring for the Local Learning Area

The Head Teacher, EVC or their delegate should provide a monitoring visit initially once a term then regularly thereafter depending on risk and number of visits.