

Staffordshire University Academies Trust		Trust Policy Document	
Approved by:	Trust Board	Issue date:	March 2023
Policy Owner:	Operations Manager	Page: 1 of 4	
Audience:	Trustees ☒ Parents ☒	Staff ☒ General Public ☒	Pupils ☒ Local Academy Council ☒

St Leonards First School and Nursery

Local Area Visits Policy

Academies wishing to risk manage their Local Area Visits via the designated LAV module must have a detailed Local Area Visits Policy in place. There is a template policy document that Academies should use to prepare their policy, as below. Academies may enter their visits onto the LAV module, where this meets the criteria for a Local Area Visit, as defined within the 'scope' below.

Local Area Visits Policy

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

Scope

This policy applies to visits/activities within the 'Local Learning Area' which are part of the normal curriculum, take place during the normal school day, are within the local area and can be accessed without the need for hired transport.

If the activity is not curriculum based or beyond the school day, then full planning, consent and approval will be needed as for any other day visit. Visits which require transport beyond the control of the Academy e.g. walking / cycling / Academy minibus providing transport for visits in the local area, will be outside of the scope of the Local Area Visits Policy.

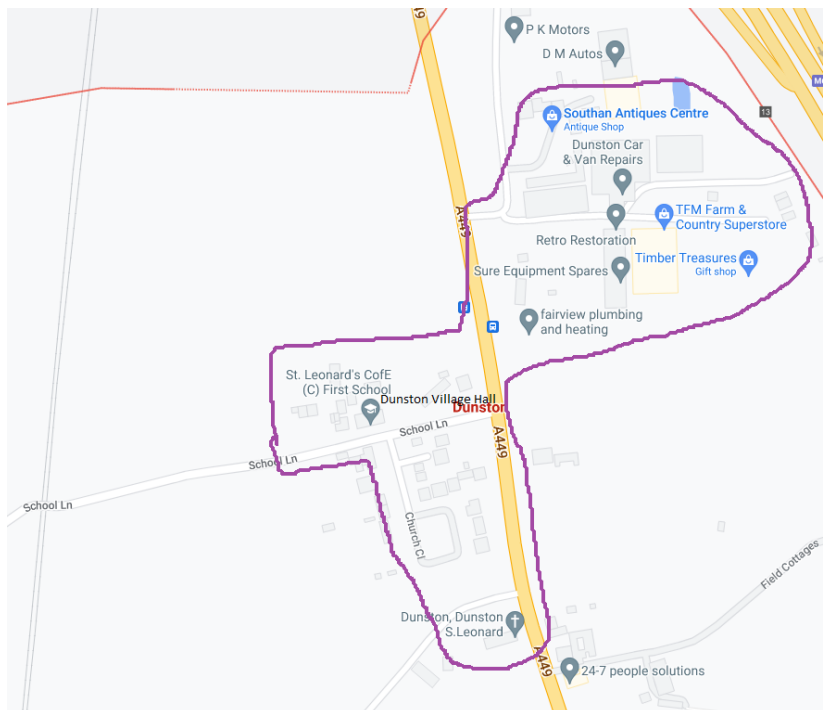
Visits/activities within the Local Learning Area can follow the Operating Procedure below. This must be sufficiently detailed to permit risks associated with LAV to be managed.

These visits/activities:

- Must be recorded on EVOLVE via the 'Local Area Visit' module.
- Do not require parental consent, but state how parents are to be informed in advance, in writing, e.g. via a slip sent home). Families should be fully informed and up to date with Local Learning Activities.
- Require risk assessing but do not normally need any additional risk assessments / notes (other than following the Operating Procedure below).
- Require staff to be engaged and part of regular reviews of the risk management measures involved with Local Area Visits. Risk management that is dynamic during visits should be documented post visit. Documentation must match the reality of the visit!

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Boundaries



The boundaries of the Local Learning Area are shown on the attached map. This area includes, but is not limited to, the following frequently used venues:

- St Leonard's Church
- Dunston Village Hall
- Dunston Village green (Church Close)
- Southan Antiques and Dunston Farm

Sports fixtures within a 20 minute drive.

'No-go' areas within the Boundaries

- Private property

Transport to and from the Local Learning Area

The above areas will be accessed via walking. We have risk assessments in place for walking to the church – via the village green – and for use of Dunston Village Hall. Southan Antiques and Dunston Farm are listed as evacuation points on our Bomb Threat procedure and routes and access are detailed in the corresponding document.

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Local Learning Area LLA

Operating Procedure

The following are potentially significant issues/hazards within our Local Learning Area:

- Road traffic, road crossing.
- Other people / members of the public / animals.
- Losing a pupil / student / group separation.
- The needs of the group.
- Supervision.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- First aid.
- Emergency procedures.
- Third parties.
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).
- Barbed wire on field fences.

These are managed by a combination of the following:

- The Head Teacher must give approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office, and is uploaded to Evolve.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school, and a synopsis is in the School Prospectus.
- There will be a minimum of two adults. The number of staff attending the visit will be risk assessed and managed on the basis of the needs of the group, as per the SAGE process, and in consideration of how the school would respond and continue to effectively supervise the group in the case of an emergency.
- For sports fixtures there may only be one member of staff present and parents will be asked to supervise.
- Staff 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. (They should remain where there are until a member of staff they know returns to them.)
- 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 will record the activity on EVOLVE (Local Area Visit module) and leave a completed 'Signing out' sheet with the office.
- At least one sufficiently charged mobile is taken with each group and the office have a note of the number.
- Individuals know how to access first aid, travel first aid kits are taken.

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- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Appropriate personal protective equipment is taken when needed (e.g. gloves).
- Application of the Behaviour Policy.
- When walking across the field to the church, it must be ensured that all gates are locked after use.
- Walking along the main road to the church is to be avoided, even if the field is wet underfoot. Children will wear wellies to walk to the church.
- Children will use the toilet before going to the church as there is not one on site. Changing equipment should be taken for EYFS children where it is known that a child is prone to accidents. Children will be informed that there are no toilets prior to departure. In the event that a child needs to return, they should be accompanied by two adults and a minimum of two adults must be left with the rest of the group. If this is not possible, all must return.

First Aid Policy for LLA

Local Learning Areas are close, contactable, and easily reached.

There should be at least one first aid trained member of staff on each visit. For EYFS there must be at least one paediatric trained first aid member of staff.

A travel first aid kit will be taken on all visits.

Any medication required by children will be taken on visits e.g. inhalers, epipens.

Any first aid administered while on a visit must be recorded on a slip for the child, and on the travel register as per usual practice.

A copy of our first aid policy and risk assessment can be found on the staff sharepoint and are available as paper copies on request from the office.

Review Period for the Local Learning Area

The review period for the local Learning Area must be 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.

Monitoring for the Local Learning Area

The Head, EVC or their delegate should provide a monitoring visit initially once a term then regularly thereafter.

This policy will be shared with all stakeholders, including pupils, staff, families and LACs.

Academies may consider adding the policy to the school website, so families (and OFSTED) are aware.

Reviewed Date: March 2026