

**Local Area
Visits
Policy**

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	September 2026	Review date:	September 2028
Policy Owner:	Operations Manager	Page: 1 of 4			
Audience:	Trustees ☒ Parents ☒	Staff ☒ General Public ☒	Pupils ☒	Local Academy Council ☒	

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!

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:

- Lichfield Cathedral
- Beacon Park
- Stowe Pool
- Samuel Johnson Museum
- Erasmus Darwin House Museum

- St Mary's Library
- St Chad's Church
- Other local schools (Friary / Netherstowe)

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'No-go' areas within the Boundaries

- Crossing Eastern Avenue Road (Subway to be used instead)
- St Mary's, Market Square on Market Days (Friday and Tuesday)

Please ensure that this information is clearly documented on the map.

Transport to and from the Local Learning Area

The methods of transport must be wholly in the control of the Academy in order for the LAV Policy to apply, such as establishment minibus, walking or cycling. If using an outside provider, we will revert to the full visit form. Travel routes will be recorded on the Local Area Map.

Local Learning Area LLA

Operating Procedure

All visit leaders to use and adapt the local area visit risk assessment for each trip and share with all staff involved, the risk assessment includes the following issues/hazards:-

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

- Road traffic, road crossing.
- Other people / members of the public / animals.
- The use of public toilets
- Losing a pupil / student / group separation.
- The (individual) needs of the group.
- Supervision of the line (can it be seen at all times?).
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- First aid equipment.
- Emergency procedures in all locations.
- Third parties.
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).

These are managed by a combination of the following:

- All routes are planned before leaving and are communicated to all staff (on the trip) and uploaded to Evolve
- All staff are to follow the two road crossing policies in RA
- All pupils to walk on the inside of paths while staff (and volunteers) walk on the outside
- All staff on trip to be given a designated group, that they and the pupils are aware of. This will stay the same throughout the whole trip.
- Pupils to be reminded not to touch animals and staff to be extra vigilant.
- Pupils to be reminded not to approach members of the public even if they know them and staff to be extra vigilant.
- All staff (where possible) to carry their mobile phone and ensure that it is turned on and on loud.
- All staff to be aware of the procedure if a pupil goes missing from the group.

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- Before leaving, the group leader is to make sure that all pupils and staff have and/or are wearing suitable clothing and footwear.
- First aider to be on trip and to make sure that they have a thoroughly check first aid kit along with any pupil medication. If a child has an EPI pen, this may be kept on the pupil. Spare must be in the first aid kit. Additional first aid kits also advised.
- Emergency procedures on route and at location be outlined with all adults attending.
- Staff to be aware of all responsibilities during the trip and to confirm understanding on the risk assessment.

These are managed by a combination of the following:

- The Executive Head, Head of School or EVC 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. Consider Visit Leader training for these staff / detail whether they are trained.
- 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 Academy would respond and continue to effectively supervise the group in the case of an emergency. Decisions will be based on the area and the age / maturity of the pupils - the key determinant will always be 'what would the pupils do if the only adult collapsed?' Follow the supervision guidance in the Educational Visits Policy.
- 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.
- 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.
- Staff know how to access and use the first aid kit. Multiple kits are taken if the staff feel that this is necessary.
- Staff are aware of up-to-date relevant pupil medical information and ensure that any required medication is taken.
- Appropriate personal protective equipment is taken when needed (e.g. gloves).
- Staff are reminded and understand the school trip Behaviour Policy.

First Aid Policy for LLA

As Local Learning Areas are close, contactable, and easily reached, a minimal first aider policy based on the Academy's existing procedures and the likely activities undertaken, should be sufficient. First aid arrangements should be documented in this policy.

Review Period for the Local Learning Area

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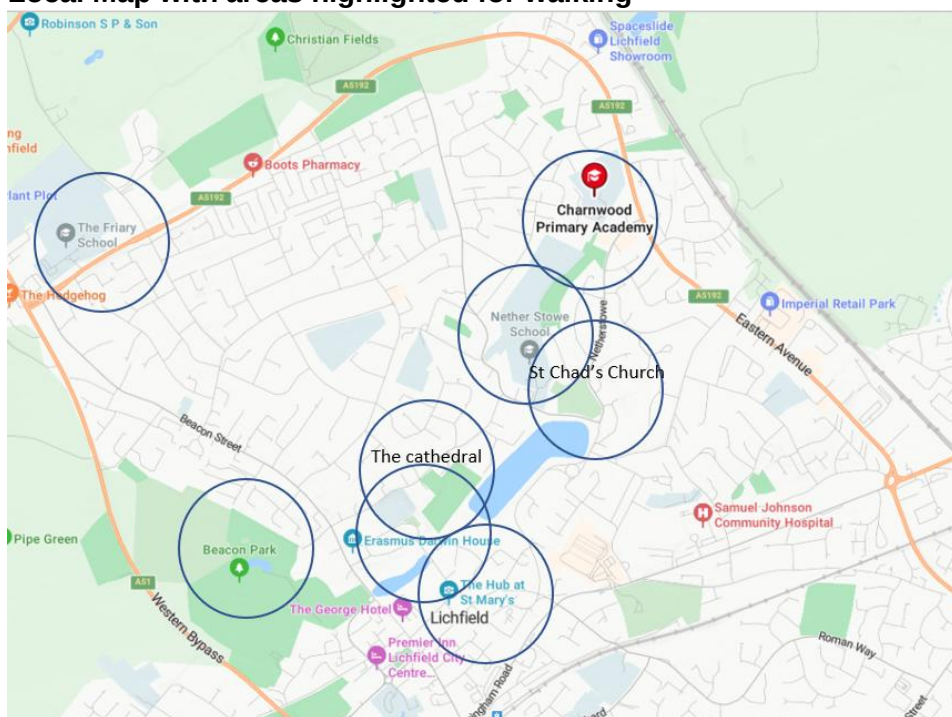
The review period for the local Learning Area must be termly in the first year (to account for seasonal variations and learning) with regular contributions and updates from the visit leader team as they dynamically risk assess new elements.

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.

Local Map with areas highlighted for walking



Walking Routes

Lichfield City Centre: Depart from school grounds then onto Purcell Avenue, through the walkway (passing Netherstowe allotments). Over St Chad's road and along Stowe Pool. Arrive in Dam street.

St Chad's Church: Depart from school grounds then onto Purcell Avenue, through the walkway (passing Netherstowe allotments). Onto St Chad's road and along the road to St Chad's Church.

Beacon Park: Depart from school grounds then onto Purcell Avenue, through the walkway (passing Netherstowe allotments). Over St Chad's road and along Stowe Pool. Arrive in Dam street. From Dam street to Minster Pool Walk. Over Bird Street into Beacon Park.