



Local Learning Area Visits Policy

Last reviewed	September 2025
Reviewed by	Headteacher and EVC
Approved by	Local Academy Council
Date of approval	October 2025
Policy owner	CEO
Location	School Website

Littleton Green 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.

These visits/activities:

- Must be recorded on EVOLVE via the 'Local Area Visit' module.
- Do not require parental consent, Parents will be fully informed and kept up to date with Local Learning Activities via the Class Dojo messaging system.
- 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.

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:

e.g.

- The Mound
- Local Park - Huntington
- Miner's wheel and memorial
- Staffordshire University Academy
- Cannock Chase High School
- Cardinal Griffin Catholic High School
- Birches Valley - trails
- St. Thomas' Church
- St. Luke's Church, Cannock
- The Quarry (walk)
- The Chase Leisure Centre
- Cannock Town Centre
- Cannock Library
- Hednesford Park
- Hednesford Town Centre
- Cannock Chase (Top end of the Dog and Tree estate where marked dirt trail is through woods)
- Local Primary school sports fixtures
(Pye Green, Poppyfields, St. Luke's, St. Mary's, Bridgtown, Longford, West Hill, Redhill, Moorhill, St. Joseph's, St. Peter's, Five Ways, Gorsemoor, Heath Hayes, Norton Canes, Chadsmoor Federation)

‘No-go’ areas within the Boundaries

e.g.

- The Rugby Club
- Stadium

Transport to and from the Local Learning Area

- Primarily walking
- Minibus for local area tour (EYFS/Yr1)
- Minibus for Hednesford Park Project, Cannock Chase Museum, Birches Valley, Chase Leisure Centre and High Schools where necessary.

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).

These are managed by a combination of the following:

- The Head or Deputy 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 on the school website under policies.
- 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.
- Staff are familiar with the area, including any ‘no-go’ areas, and have practiced appropriate group management techniques.
- Pupils have been trained and have practised standard techniques for road crossings in a group.
- Pupils have been trained and reminded about stranger danger.
- 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 ensure registers are completed prior to leaving.
- At least one sufficiently charged school mobile is taken with each group and the office have a note of the number.
- Individuals know how to access first aid and travel first aid kits are taken.
- 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).
- All staff will wear Hi-Visibility jackets.
- Application of the Behaviour Policy at all times.
- When crossing roads, one adult will remain in the centre of the road assisting children across whilst one leads from the front.

First Aid Policy for LLA

- Each visit lead will ensure that one member of staff who has a current paediatric first aid certificate accompanies the group on the local visit.
- This staff member is responsible for ensuring they carry a full first aid kit.
- Any pupil with medication should have it with them during the visit.
- Any incident will be recorded on Medical Tracker via the school phone in accordance with school policy for recording incidents. For areas with low/no signal, the incident is to be recorded in a first aid book and transferred to medical tracker as soon as possible.
- An adult first aider will either be present on the visit or there is one on the school site if required.

Review Period for the Local Learning Area

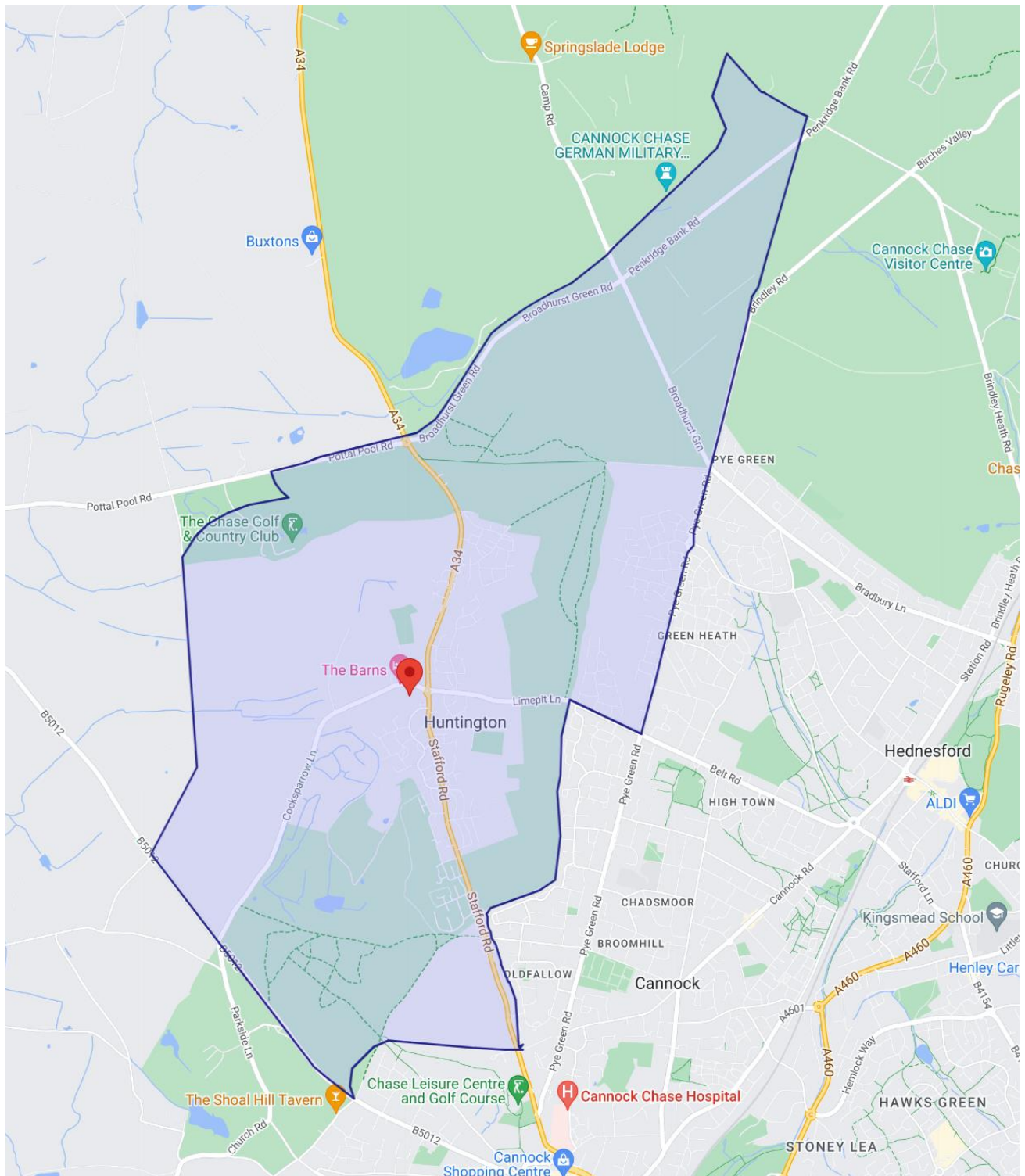
The Local Learning Area policy will be reviewed annually using contributions from visit leads as they dynamically risk assess new elements.

Monitoring for the Local Learning Area

The Head, Deputy or EVC lead will complete a monitoring visit initially once a term and then regularly thereafter.

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

School Catchment Map



Local Area Visits Map

 *Our School*

 *Local Learning Areas*

 *Out of Bounds*



