

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	September 2024	Review date:	September 2026
Policy Owner:	Operations Manager	Page: 1 of 6			
Audience:	Trustees <input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/>		

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:

e.g.

- Tamworth Castle and grounds
- Pizza Express
- Tamworth Library
- St. Editha's Church
- Local Area Walk

'No-go' areas within the Boundaries

e.g.

- Tamworth town centre on market days

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, Academies should 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.
- 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).

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These are managed by a combination of the following:

- All routes are worked out before activity and communicated to all taking part
- Children to walk on the inside of the paths with staff on the outside
- All staff and pupils to wear HV vests
- All staff to follow road crossing procedures in RA
- Staff to be given a group of children who they are to be responsible for at all times and be extra vigilant when coming into contact with animals and other members of the public.
- All staff to have mobile phones and to be aware of the procedure if a pupil goes missing from the rest of the group.
- Group leader to make sure all staff and pupils have suitable clothing and footwear according to the weather before they set off on visit.
- Named First aider in group to take first aid kit and make sure any pupil needing additional medication e.g inhalers has it with them.
- Emergency procedures to be outlined to all staff before the visit and all staff to read risk assessment and be aware of their responsibilities during the trip.

These are managed by a combination of the following:

- The Headteacher, 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. All staff who are to lead local area visits will have had visit leader training.
- 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.
- 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 will make the office aware of who and when they leave the building and return.
- 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.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.

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- Appropriate personal protective equipment is taken when needed (e.g. gloves).
- Application of the Behaviour Policy.

First Aid Policy for LLA

There will be a named First Aider on each Local Area visit who will make sure to carry a fully stocked first aid kit and will also check that any additional medication needed for any pupil is available

Review Period for the Local Learning Area

A short review sheet will be completed after each visit and these will be reviewed by the EVC termly

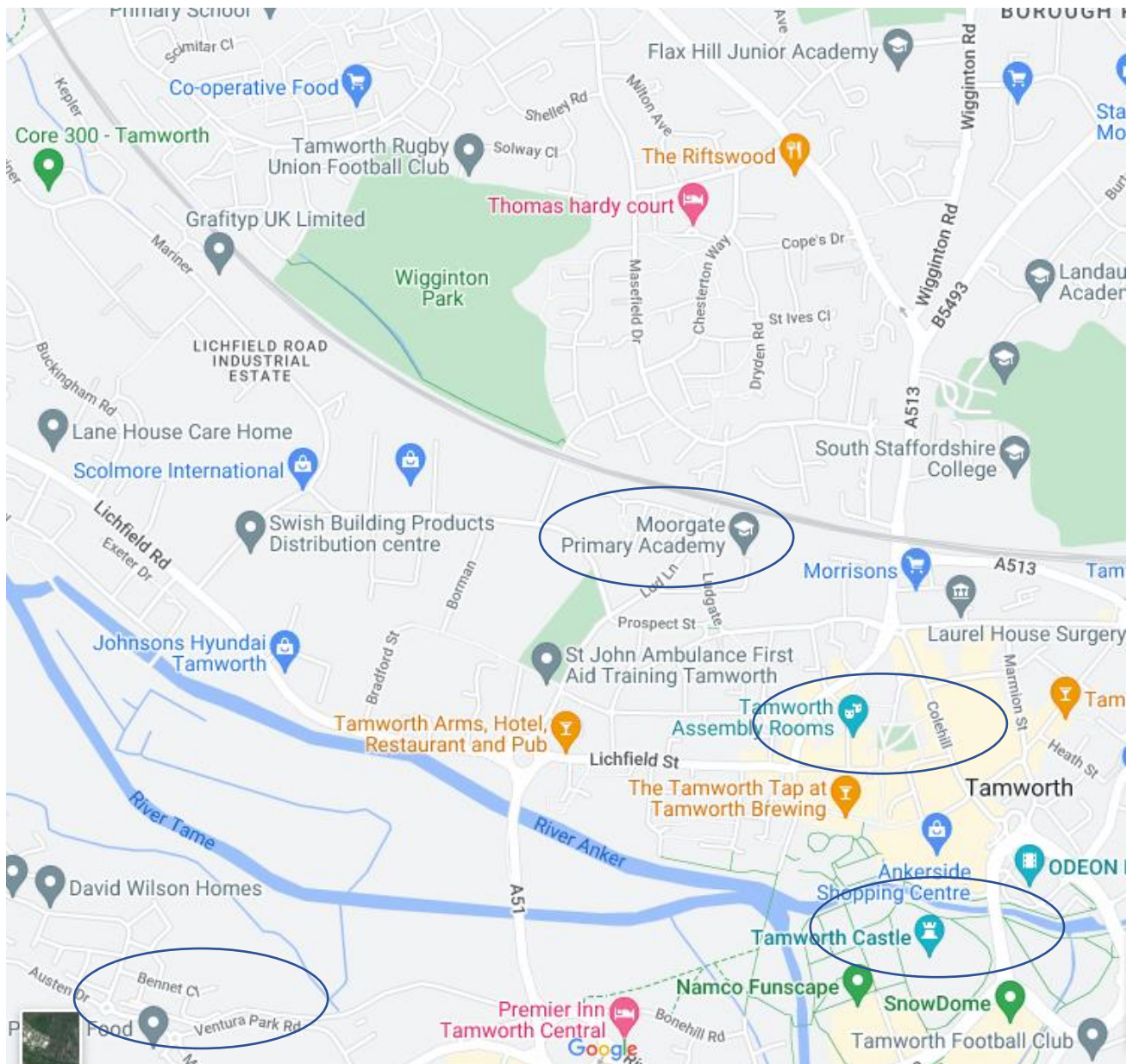
Monitoring for the Local Learning Area

Either the Headteacher, or the EVC will carry out an unannounced check on local area visits on a termly basis.

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.

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Local Area map and frequent visit places



Tamworth Library & St. Edith's Visit:

- Walking route via school grounds to Hospital Street, crossing the road at the traffic lights on Upper Gungate. Walk along Lower Gungate and down Church Lane arriving at the library or St. Edith's Church

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Tamworth Castle & ground:

- Walking route via school grounds to hospital street, Orchard Street, crossing at the traffic lights on Lichfield Street. Walk around the path on Holloway until reaching the Castle park entrance.

Ventura Park (Pizza Express):

- Walking route via school grounds to Hospital Street, across to Moor Street, crossing the road along Park Street to Lichfield Road. Cross Lichfield Road to Tame drive. Walk along Tame Drive on the left, under the under pass away from the A51. Cross Tame Drive at the pedestrian crossing into Jolly Sailor Retail Park walking along the paths until reaching Pizza Express.