



Local Visits Policy

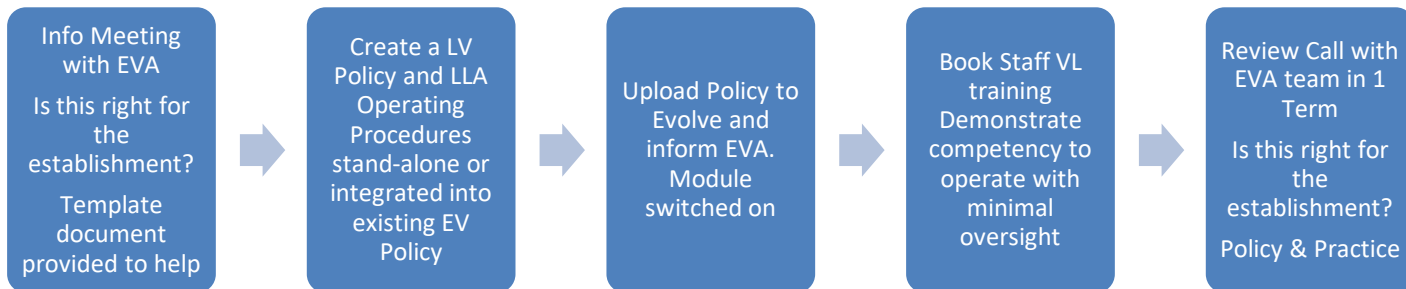
Date of approval: March 2026

Review date: March 2027

Staff lead: Headteacher

Approved by: FGB

Process:



Local 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

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 but parents will be informed via Class Dojo by the visit leader.
- do not normally need any additional risk assessments / notes (other than following the Operating Procedure below).

Boundaries

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

- St. Augustine's church
- St. Augustine's field
- The Old Chancel
- Rugeley Town Centre
- Lanrick House (residential care home)

- Rugeley Foodbank
- Rugeley Fire Station
- Rugeley Tesco and Morrisons superstores
- Rugeley Leisure Centre
- Rugeley Library
- Rugeley Cenotaph
- Hagley Fields
- Other Rugeley schools (The Hart etc.)

'No-go' areas within the Boundaries

- Trent/Mersey Canal towpath

Transport to the Local Learning Area

The methods of transport will be in the control of the school, but will usually be on foot.

Local Learning Area LLA

Operating Procedure

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

- 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).
- Flooding.

These are managed by a combination of the following:

- The Head or Deputy Headteacher must give verbal 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.
- 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 normally be a minimum of two adults.
- Staff are familiar with the area, including any 'no-go' areas, and have practised 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. This needs a decision and will depend on the area you are in – return to school, wait where they are, go to x and ask for help, etc)
- 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 either 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 (eg gloves,)

First Aid Policy for LLA

Whenever possible a First Aider should accompany class visits. Staff leading the Local Learning Visit must always carry a portable First Aid Bag and the School Mobile. All pupils with medical needs i.e. asthma, must have access to their medication at all times.

Review Period for the Local Learning Area

This document will be reviewed annually, and shared with staff and Governors.

Monitoring for the Local Learning Area

The Head, EVC or their delegate will take part in local visits to maintain an overview of potential risks and how to mitigate any such risks – adapting this document as necessary.

Equality Information

This policy is underpinned by the Equality Information and Objectives Policy for Chancel Primary School which is available on request. As a dyslexia friendly school we take into account the needs of children with specific learning difficulties. This policy applies to the whole of Chancel Primary School, including the Early Years Foundation Stage. The policy will be disseminated widely to all staff members, governors and parents.

Approved by Governing Body (sign):

Dated:
