

Oakridge Primary School Local Learning Area Visits policy

Adopted:	October 2025
Chair of Health and Safety Committee:	Mrs K Lincoln
Next review date:	October 2026

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 the school Newsletter or ParentMail that the visit is taking place)
- do not normally need any additional risk assessments / notes (other than following the Operating Procedure below).

Boundaries

The boundaries of the Local Learning Area are the A34 Cannock Road as far as the Baswich Roundabouts, Baswich Lane as far as Holy Trinity Church, Walton Village Hall on the A513, Old Croft Road on the Cannock Road.

This area includes, but is not limited to, the following frequently used venues:

- Local Shops e.g. post office
- Local Park
- Holy Trinity Methodist Church
- Berkswich Methodist Church
- Berkswich Library
- Walton High School

'No-go' areas within the Boundaries

- A513, A34, Only cross using the designated agreed crossing points
- We will monitor no go areas and share these at weekly briefings.

Transport to the Local Learning Area

The method of transport used for learning in the local area will be walking.

For sports fixtures parents are responsible for transporting children to events and back to school

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).

These are managed by a combination of the following:

- The Head, Deputy or EVC 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 copy of the policy is on the school website.
- There will normally be a minimum of two adults, however with sporting fixtures this may be one member of staff.
- 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).
- 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,)

IMPORTANT

- It will not be usual to need to cross Cannock Road however if need does arise, only the crossing must be used.
- When crossing the A513, children should cross where there is a middle island by the new housing estate
- When walking along the main road children should wear high vis jackets
- When walking along the main road, staff: pupil ratios will be risk assessed according the age and needs within the group of children carrying out the visit.
- Children should be reminded of their road safety learning before leaving the school.

First Aid Policy for LLA

A first aid kit will be taken. This will be available in a grab bag in the school medical cupboard and will need to be returned after each local area visit.

A nominated first aider will either accompany the group or be available in school to quickly join the group if necessary.

Children's medication, such as inhalers/ epi-pens, will be taken on the visit.

Review Period for the Local Learning Area

The review period for the local Learning Area will be termly during the first year of operating this policy.

Monitoring for the Local Learning Area

The Head or EVC will provide a monitoring visit initially once a term then regularly thereafter depending on risk and number of visits.