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**Heathfields Infant & Wilnecote Junior Academy**

## **Local Area Visits**

## Document Control

|                        |                   |
|------------------------|-------------------|
| <b>Document Title</b>  | Local Area Visits |
| <b>Effective Date</b>  | September 2026    |
| <b>Review Date</b>     | September 2027    |
| <b>Policy Owner</b>    | Governors         |
| <b>Policy Approver</b> | Entrust           |

## Version Control

| <b>Version</b> | <b>Date</b>   | <b>Amended by</b> | <b>Comments</b>                                             |
|----------------|---------------|-------------------|-------------------------------------------------------------|
| 1              | November 2022 | Stu, Meese        | New policy                                                  |
| 2              | June 2025     | K Williams        | No Changes – reviewed by all teaching staff during training |
| 3              | June 2026     | K Williams        | Communication now takes place via Arbor                     |
|                |               |                   |                                                             |

| <b>Section</b> | <b>Changes Made</b>                                      |
|----------------|----------------------------------------------------------|
| transport      | Changes to the type of transport – mini-bus if available |
|                |                                                          |
|                |                                                          |
|                |                                                          |

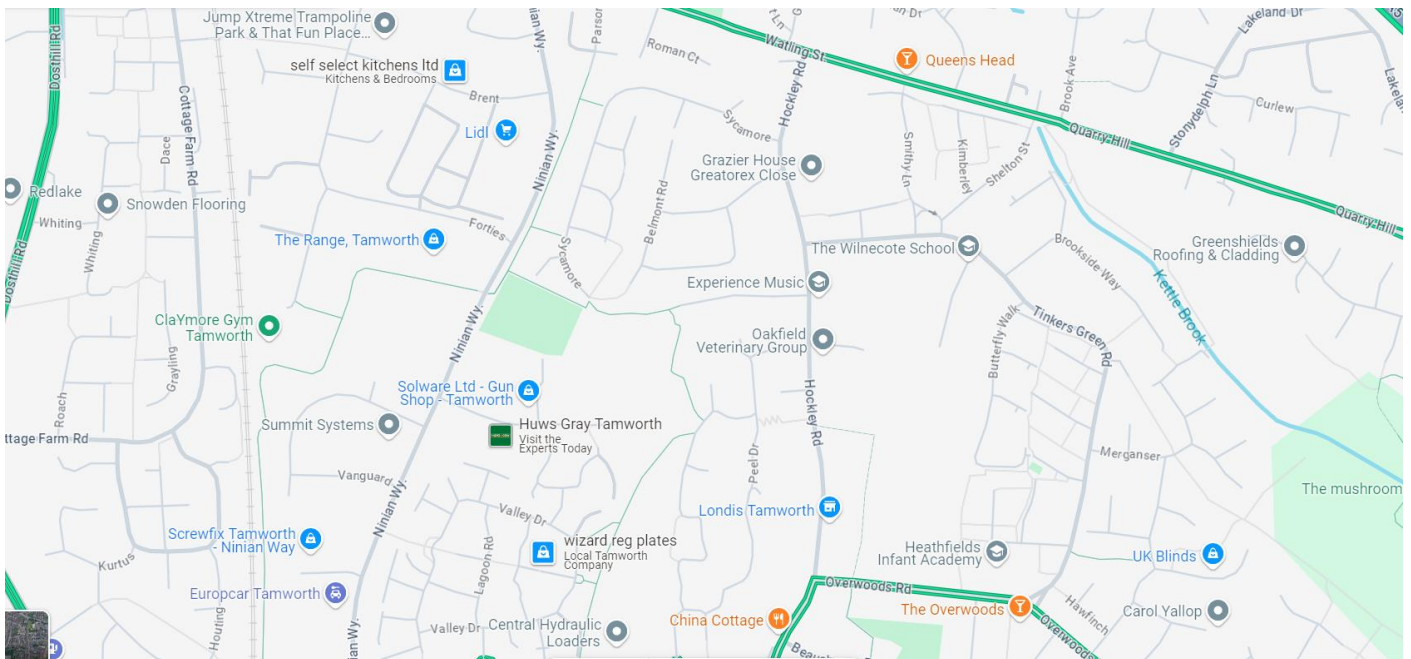
## General

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.  
(parents and carers will be informed of the local area visit through a Message on Arbor).
- 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 is not limited to, the following frequently used venues:

e.g.

- Footpaths up to the A5 bypass
- Quarry Hill
- Dosthill Park
- Belgrave lakes

There are no identified no-go areas in the boundaries, however after heavy rain, the leader should ensure they have checked local areas for flooding to ensure safe routes are followed. When crossing Watling Street, the leader must always cross the children at the pedestrian crossing.

## Transport to the Local Learning Area

The methods of transport will include one of the following:

- establishment minibus,
- walking
- or cycling.

## 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, streams etc.).

**These are managed by a combination of the following:**

- The Executive Leader or Head of School 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; these are found on Evolve.
- There will always be a minimum of two adults.
- 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. This will be decided by the group leader depending on the group of children and the distance from the school.
- 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.
- A mobile is taken with each group, and the office has a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves,)
- When crossing Watling Street, only the crossing at the junction of Hockley Road (near the church) will be used.

### First Aid Policy for LLA

As Local Learning Areas are close, contactable, and easily reached, a minimal first aider policy based on the schools existing procedures and the likely activities undertaken, should be sufficient.

## Monitoring for the Local Learning Area

The Head, EVC or their delegate should provide a monitoring visit annually depending on risk and number of visits.

### Procedures for Local area Visits (ratios are based on per class)

**Sports tournament** at Rawlett, TEC, Wilnecote high, Tamworth cricket club, Tamworth Sports Stadium and other Tamworth schools

The following measures will be applied during a sports tournament to the above-named centres:

- Parents will be notified as to the names of the children attending, which venue and the time of the event via Arbor
- Children will be collected from school by the parent/carer and from the event
- If families cannot arrange transport, the school will try to secure the trust minibus, to enable the children to be transferred by an approved driver, they must have a second adult in the mini-bus
- Children will be reminded of the school behaviour expectations
- If there is a need to cross a road the adult in charge will go to crossing if available or assess the risk of crossing the road and cross the children in the safest place
- If parents are allowed to observe the event, they will be separate from the children for safeguarding purposes
- Any volunteers will be on the approved list with a school DBS
- Children will be directed to take a water bottle and appropriate clothing for the weather (including sunscreen on sunny days)
- A first aid kit will be taken

### Walk to Church (Holy Trinity, Wilnecote)

- Parents will be notified of the event via Arbor
- There must be 2 adults for KS2 and 3 adults for EYFS and KS1 children, plus additional adults for children each child with a risk assessment
- Children to walk in pairs and an adult at the start and end of the line
- The adult in charge will take their mobile phone and contact the office in the case of an emergency
- A first aid kit will be taken
- Where a child needs a risk assessment this is to be shared with the adults
- Children to walk along the footpath, cross Watling Street at the pedestrian crossing only.

**Wilnecote High school visits** (library, cooking room, performances, science and maths) or visits to other local schools

- Parents will be notified as to the names of the children attending, which venue and the time of the event via Arbor
- There must be 2 adults for KS2 and 3 adults for EYFS and KS1 children, plus additional adults for children each child with a risk assessment
- Children to walk in pairs and an adult at the start and end of the line
- The adult in charge will take their mobile phone and contact the office in the case of an emergency
- A first aid kit will be taken
- Where a child needs a risk assessment this is to be shared with the adults
- Adults will stand in the road to supervise the crossing and stop moving traffic.
- Children will be accompanied by school staff for the duration of their visit to the high school.
- Appropriate risk assessments will be in place for Science, Design and Technology and cooking lessons which will be shared with all adults attending.

### Belgrave Fire Station

- There must be 2 adults for KS2 and 3 adults for EYFS and KS1 children, plus additional adults for children each child with a risk assessment
- Children to walk in pairs and an adult at the start and end of the line  
The adult in charge will take their mobile phone and contact the office in the case of an emergency
- A first aid kit will be taken
- Where a child needs a risk assessment this is to be shared with the adults
- Children to walk on the footpath, cross Watling Street at the pedestrian crossing and continue down Wilnecote Lane before crossing the road at the pedestrian crossing on Marlborough Way.
- Children will be accompanied by school staff during their visit.
- When going to the toilet, children will be accompanied by school staff not members of staff from the fire station.
- Children will not be alone whilst at the fire station at any time.
- Any children with individual medical needs, which means that walking for long distances may be difficult, will be given the option to travel in the vehicle of a member of staff who has business insurance to and from the fire station.

### Belgrave Lakes

- There must be 3 adults for KS2 and 4 adults for EYFS and KS1 children, plus additional adults for children each child with a risk assessment
- Children to walk in pairs and an adult at the start and end of the line
- The adult in charge will take their mobile phone and contact the office in the case of an emergency
- A first aid kit will be taken

- Where a child needs a risk assessment this is to be shared with the adults
- Children to cross the road on Watling Street at the crossing only. They will continue down Glascote Lane on the footpath until they reach the lakes.
- Children will be reminded of safety around water and will be expected to remain a safe distance away from the water and on the footpath unless they are with an adult.