Cabot Learning Federation

Local Learning Area Visits Policy

Approved by	Academy Council
Date	31 March 2026
Review Date	March 2027

Local Learning Area Visits Policy

This policy covers visits and activities taking place within our 'Local Leaning Area'. The DfE states that routine visits that involve no more than an everyday level of risk, such as slips and trips, and are covered by the academy's current policies and procedures can be considered as lessons in a different classroom.

These visits and activities only need a little extra planning beyond the educational aspect of the trip and the full Visit/Trip authorisation process would be overly bureaucratic.

General

Visits and activities that take place within the 'Local Learning Area', during the normal school day and that are part of the normal curriculum should follow the Operating Procedure below.

All visits/activities:

- must be recorded on a 'Local Area Visit' form, to be left with a member of the office team before leaving the academy site.
- do not require parental consent.
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

Boundaries

The boundaries of our Local Learning Area are shown on the map in Appendix 1. This area includes the following frequently used venues:

- Uphill Church
- Uphill Nature Reserve (within the LLA boundary)
- St Nicholas Church
- Weston Hospice
- Uphill Park
- Uphill Woods
- Broadoak Academy

'No-go' Areas within the Boundaries

The following areas/venues are not included in the Local Learning Area. Visits and activities to these areas/venues must follow the full trip/visit procedure.

- The beach
- The boatyard and lake

Operating Procedure for Local Learning Area

Below is a simple, generic risk assessment for activities/visits taking place within our Local Learning Area:

Potential 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 Principal, Vice Principal 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 Local Learning Area Policy is made available to all new parents when their child joins the school and is available on the academy website.
- Staff will leave a completed 'Local Area Visit' form with the EVC/office.
- The selected route takes the least busy option.
- Pupil/staff ratios are appropriate for group size and age and there will be a minimum of two adults.

  Minimum Supervision Ratios:

EYFS	1:3
Year 1, 2 and 3	1:6
Year 4, 5 and 6	1:10

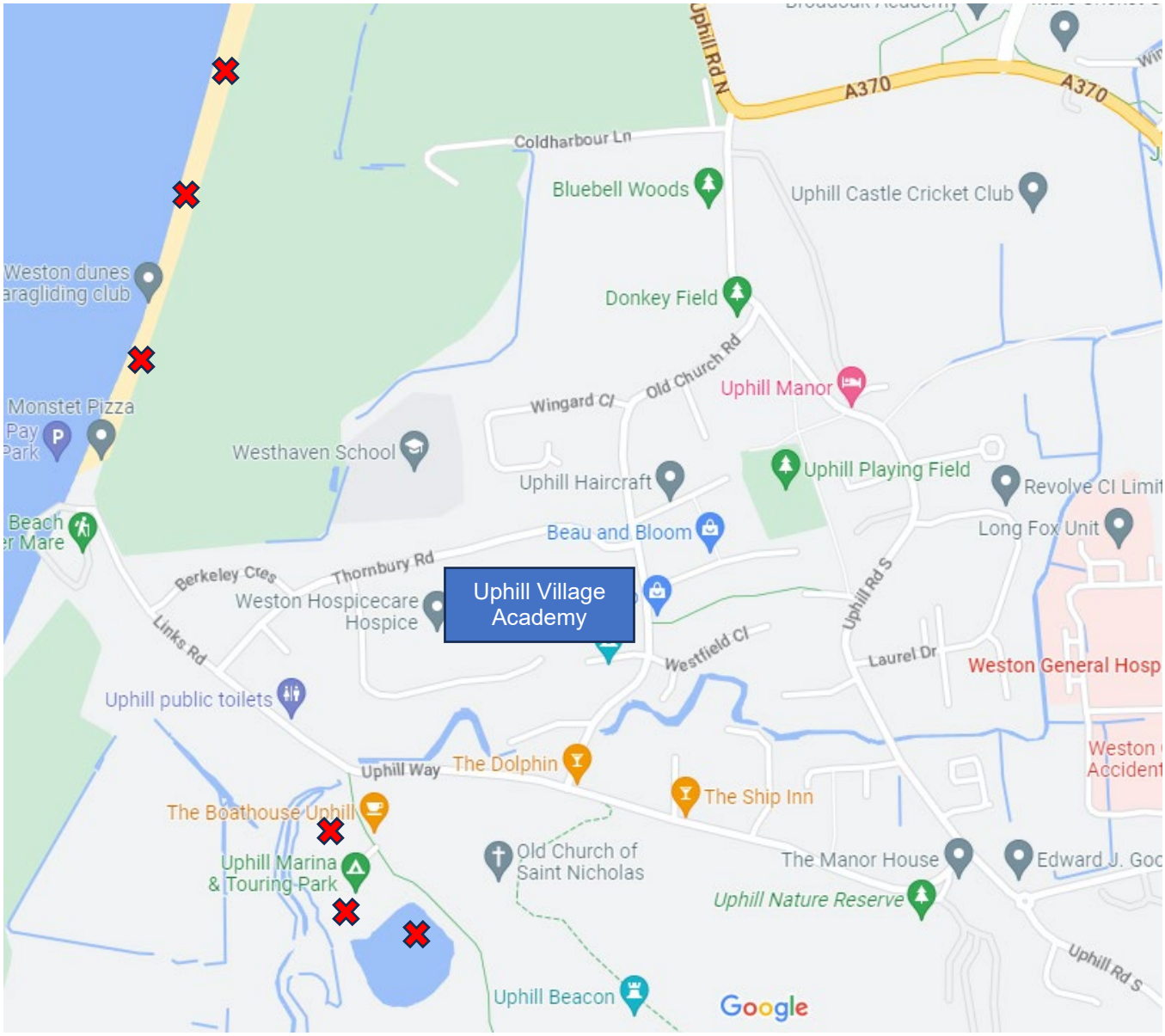
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group.
- Pupils are briefed on keeping their distance from members of the public, animals etc.
- 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 suspended.
- Where indirect supervision takes place at Uphill Nature Reserve (Year 5/6 only) a

buddy system will be used. The boundaries and an identified meeting point will be clearly explained to pupils and there must always be a member of staff stationed at the meeting point.

- 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.
- 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, facemasks bag for waste, tissues, etc.)
- When walking on narrow pavements, pupils will walk in single file.

Appendix 1

Uphill Village Academy – Local Learning Area Map



✖ = 'No-go' Areas