Painsley Catholic College

Local Area Visits Policy

INTERNAL POLICY

Approved: September 2026
Next Review: September 2027

St Gabriel the Archangel Catholic Multi-Academy Trust

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, parents/carers are informed via email/text.
- do not normally need any additional risk assessments / notes (other than following the Operating Procedure below).
- Staff leading the visit must be competent and have the ability to dynamically manage risk and document any risk or near misses post visit.

Boundaries

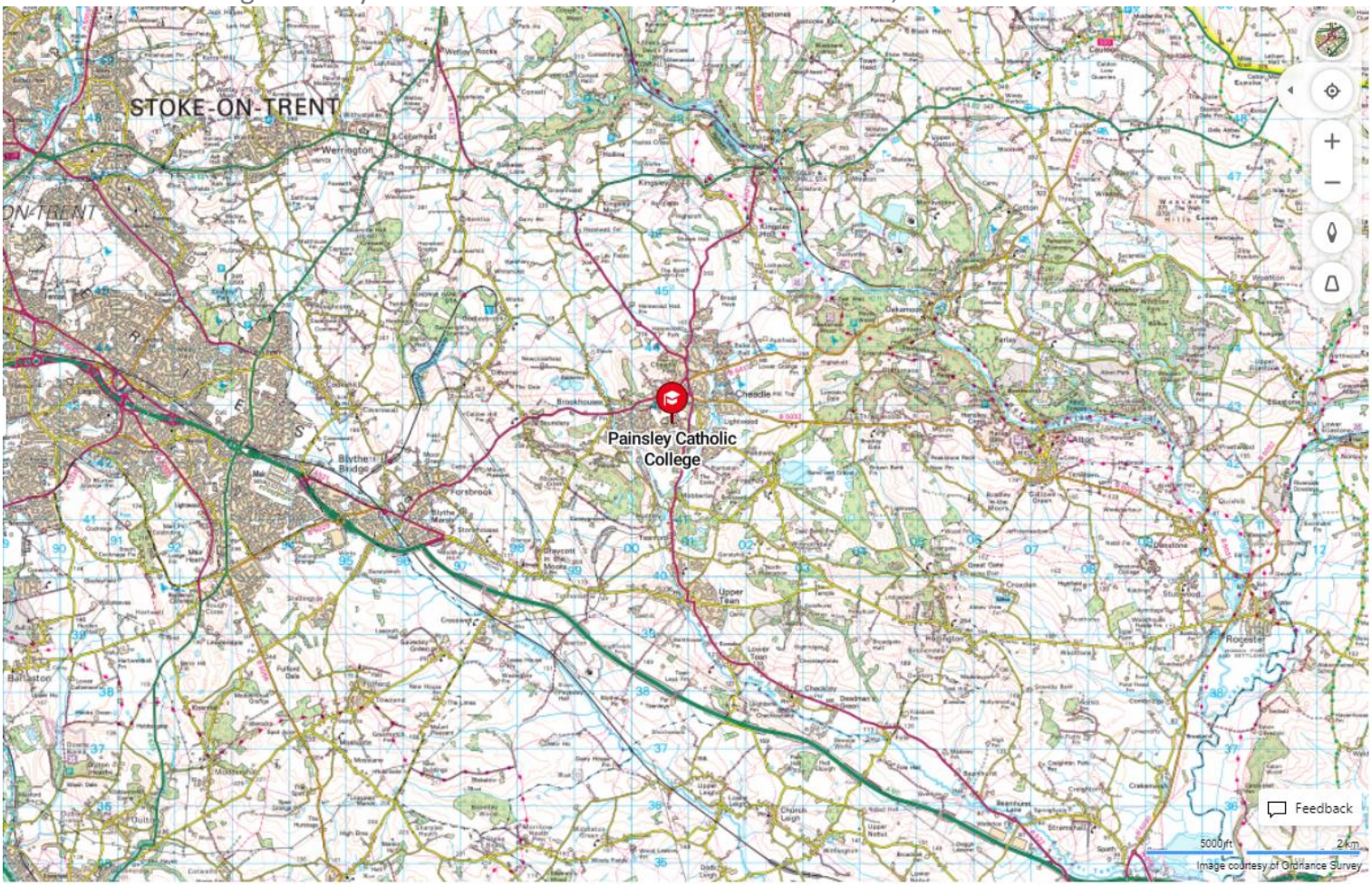
The boundaries of the Local Learning Area are within a 15-mile radius of the College, shown on the attached map. This area includes, but is not limited to, the following frequently used venues:
e.g.

- St Giles Catholic Church
- Cheadle Leisure Centre
- Cheadle Foodbank
- Local Primary/High Schools

‘No-go’ areas within the Boundaries

e.g.

- Use alternative route to/from Tean on foot. Footpath via. the Ship Public House is very narrow.
- Avoid using the alley wall on route to St Giles Catholic Church, Cheadle.



Transport to the Local Learning Area

The methods of transport should be wholly in the control of the school, such as establishment minibus, walking or cycling. If using an outside provider please revert to the full visit form.

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).
- Remote locations.
- Uneven Terrain.
- Areas of open water.

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. Visit Leader training provided to staff.
- Visit leader to communicate to students before leaving college the required behaviour and expectations whilst in the Local Area in accordance with the values and expectations policy.
- The concept and Operating Procedure of the 'Local Learning Area' is communicated to all parents/carers.
- There will normally be a minimum of two adults. Where one adult is supervising the member of staff is required to remain in contact with the college.
- 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 either record the activity on EVOLVE (Local Area Visit module) or leave a completed 'Signing out' sheet with the office.
- 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)
- When crossing Tean Road, pedestrian crossings are to be used.
- Avoid walking up the Alleyway off station road.
- Students must only purchase items from the local area under the guidance of staff.

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.

Ensure that all prescribed medication/first aid equipment is taken on the LLA Visit in accordance with any care plan or individual risk assessment.

Review Period for the Local Learning Area

The review period for the local Learning Area must be set with a suggestion that is termly in the first year (to account for seasonal variations and learning) with regular contributions and updates from the visit leader team as they dynamically risk assess new elements.

Review date: September 2027

Monitoring for the Local Learning Area

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