



The Cornerstone Academy

The best in everyone™

Part of United Learning

POLICY NAME:	Local Learning Area
POLICY TYPE:	Cornerstone Academy

DATE RATIFIED:	Summer Term 2 2026
DATE FOR NEXT REVIEW:	Summer Term 2 2027
REVIEWED EVERY 1/2/3 YEARS:	Yearly

NOTES:
Please note this has been seen by Evolve and recommended edits have been advised and made.

The Cornerstone Academy

Local Learning Area Policy

General

These involve no more than an everyday level of risk in school, such as slips and trips and are covered by a school's current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip. They can be considered as lessons in a different classroom. Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below. This policy also covers sports fixtures around the local area with a return to school up until 4:30pm. Any trip or visit returning later than this, will require parental consent. Local area visits are a valuable part of the curriculum and enrichment offer and should be facilitated efficiently while maintaining robust safety and safeguarding procedures. This policy aligns with the principles of the Outdoor Education Advisers' Panel (OEAP) guidance, particularly:

OEAP National Guidance: 3.3b "Local Learning Area" — supports use of pre-approved local visits without full trip planning each time.

Emphasises:

- Familiar environments
- Established risk assessments
- Simplified approval processes

Key OEAP Principles Embedded

Proportionate planning based on risk

Clear definition of "local area"

Staff confidence and familiarity with routes

Dynamic risk assessment during visits

Safeguarding and accountability at all times.

These visits/activities:

- Must be recorded on EVOLVE via the 'Local Area Visit' module.
- Do not require parental consent unless previously advised by EVC. Parents will be made aware of the trip and will have the opportunity to 'opt out'
- Do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

Boundaries

The following locations and routes are approved for local area visits due to

- Proximity to the school/college
- Familiarity to staff
- Established and assessed risks

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

- *Upton Country Park*
- *The Lighthouse*
- *Poole Park*
- *Dolphin Centre*
- *Hamworthy Park*
- *RNLI*
- *Sunseekers*
- *Baiter Park*
- *Holes Bay*
- *Hamworthy Park Junior School*
- *Bayside Primary school*
- *Twin Sails School*
- *Poole High School*
- *Corfe Hills School*
- *Poole Grammar*
- *Parkstone Grammar*
- *Oak Academy*
- *Lytchett Minster School*
- *LEAF Academy*
- *St Aldhelm's Academy*
- *Glenmoor and Winton Academy*
- *Avonbourne Academies*
- *St Edwards School*

No-go Areas Within the Boundaries

Staff will carry out dynamic risk assessments throughout the visit and instruct students where is out of bounds per trip.

Operating Procedure for Local Learning Area

The below is a generic risk assessment for these routine activities (Appendix B) There is also a generic sport fixtures risk assessment (Appendix C)

Potential Significant Hazards Within Our Local Learning Area

- Road Traffic
- Narrow Pavements
- Members of the public
- Animals
- Losing a pupil or leaving without them
- Uneven surfaces – slips/trips/falls
- Weather conditions
- Activity specific issues when doing field work or sport fixtures (injury/stings)

These are managed by a combination of the following:

- The EVC or Principal must give verbal approval before the group leaves
- Only staff judged competent to supervise groups in this environment are approved.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school, and the policy will be shared on the school website
- The selected route takes the least busy option
- Parents will be notified in advance in writing of any off-site local area visits
- A minimum of two adults should attend
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques
- Pupils have been briefed on road crossing safety procedures
- 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
- A first aid kit is taken with each group
- Appropriate personal protective equipment is taken when needed (e.g. gloves, facemasks, bag for waste, tissues etc.)
- All road crossings will be by use of specific safe crossings on route (e.g. pelican/zebra crossings)
- Where indirect supervision takes place at the authorised destination, the meeting point will be confirmed beforehand - there will always be a member of staff at the meeting point

Notes

Appendix A: Staff Pre-Departure Checklist

BEFORE LEAVING SITE

Planning & Approval

- ☐ Visit falls within local area definition
- ☐ Approved by EVC / line manager
- ☐ Relevant risk assessment reviewed

Students

- ☐ Register taken
- ☐ Headcount confirmed
- ☐ Students are briefed on:
 - Behaviour expectations
 - Boundaries and supervision
 - What to do if separated

Safeguarding & Medical

- ☐ Medical needs checked (e.g. asthma inhalers, EpiPens)
- ☐ First aid kit taken
- ☐ At least one trained first aider

Staffing

- ☐ Appropriate staff ratio in place
- ☐ Roles assigned (lead, rear, etc. if walking group)

Communication

- ☐ Mobile phone available
- ☐ Base contact assigned for support in the event of an emergency
- ☐ Emergency contact numbers carried
- ☐ School aware of departure and return time

DURING VISIT

- ☐ Regular headcounts
- ☐ Students supervised at all times

- ☐ Dynamic risk assessment ongoing

ON RETURN

- ☐ Register taken
- ☐ All students accounted for
- ☐ Any incidents reported

Appendix B:

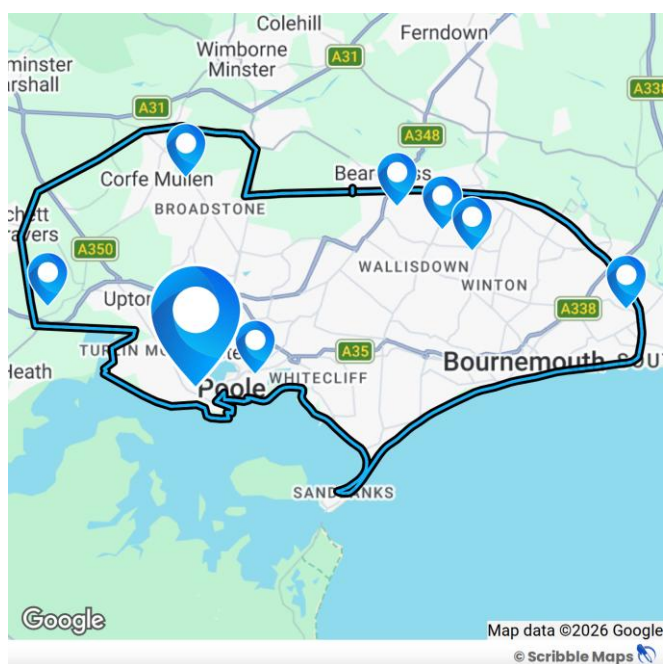
[STAGED RISK ASSESSMENT - Local Learning Visit](#)

Appendix C:

[Generic Sports Fixture RA.docx](#)

Appendix D:

Boundaries Map:



Date of this review:	Summer Term 2 2026	Review Period:	Yearly
Date of next review:	Summer Term 2 2027	Author:	R.Hornby
Type of policy:	Cornerstone		

Approval By Principal: Mr C Phillips			
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