



BARNACRE ROAD
— PRIMARY SCHOOL —

Local Area Visits Policy

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POLICY

Approval and Review

Governors to Approve Policy	Local Governing Board
Date of Approval	September 2026
Chair of Governing Body	Mrs J Green
Headteacher/ EVC	Mrs J Molyneux
Policy Review Period	2 years
Date of Policy Review	September 2028





Barnacre Road Local Area Visits Policy

Scope

This policy applies to visits/activities within the 'Local Learning Area' which are part of the normal curriculum, take place during the normal school day, are within the local area and can be accessed without the need for hired transport.

If the activity is not curriculum-based or beyond the school day, then full planning, consent and approval will be needed as for any other day visit. Visits which require transport beyond the control of the Academy e.g. walking/cycling/Academy minibus providing transport for visits in the local area, will be outside of the scope of the Local Area Visits Policy. Visits/activities within the Local Learning Area can follow the Operating Procedure below.

These visits/activities:

- Must be recorded on EVOLVE via the 'Local Area Visit' module.
- Must take place within the 'Local Learning Area' as defined on the map in appendix one.
- Do not require parental consent, other than consent for local area visits given annually by parents. Parents will be fully informed and kept up to date with Local Learning Activities via the Parent Pay emailing system and via Seesaw.
- Require risk assessing but do not normally need any additional risk assessments/notes (other than following the Operating Procedure below).
- Require staff to be engaged and part of regular reviews of the risk management measures involved with Local Area Visits. Risk management that is dynamic during visits should be documented postvisit.

Boundaries

The boundaries of the Local Learning Area are shown on the attached map. This area includes, but is not limited to, the following frequently used venues:

e.g.

- Sainsbury's
- Local housing developments
- Longridge Rec
- Longridge High School
- St Cecilia's High School
- The Berry Lane area
- The Civic Hall
- St Lawrence's Church
- St Paul's Church
- St Wilfrid's Church
- Local primary schools (Longridge CE, St Wilfrid's)
- Longridge War Memorial
- Longridge Library

Transport to and from the Local Learning Area

- Primarily walking

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Local Learning Area LLA

Operating Procedure

The following are potentially significant issues/hazards within our Local Learning Area:

- Road traffic, road crossing.
- Other people / members of the public / animals.
- Losing a pupil / student / group separation.
- The needs of the group.
- Supervision.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- First aid.
- Emergency procedures.
- Third parties.
- Activity-specific issues when doing fieldwork (nettles, brambles, rubbish, etc).

These are managed by a combination of the following:

- The Head must give 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 and is uploaded to Evolve.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school, and a synopsis is on the school website under policies.
- There will be a minimum of two adults. The number of staff attending the visit will be risk assessed and managed on the basis of the needs of the group and in consideration of how the school would respond and continue to effectively supervise the group in the case of an emergency.
- Staff are familiar with the area and have practiced appropriate group management techniques.
- Pupils have been trained and have practised standard techniques for road crossings in a group.
- Pupils have been trained and reminded about stranger danger.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- 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) and ensure registers are completed prior to leaving.
- At least one sufficiently charged mobile phone is taken with each group and the office have a note of the number. Mobile phones are only to be used in emergencies.
- Individuals know how to access first aid and travel first aid kits are taken.
- Appropriate personal protective equipment is taken when needed (e.g. gloves).
- All staff and children will wear Hi-Visibility jackets.
- Application of the Behaviour Policy at all times.
- When crossing roads, one adult will remain in the centre of the road assisting children across whilst one leads from the front.

First Aid Policy for LLA

- Each visit lead will ensure that one member of staff who has an appropriate, current first aid certificate accompanies the group on the local visit.
- This staff member is responsible for ensuring they carry a full first aid kit.





- Any pupil with medication should have it with them, or on the group leader's person during the visit.
- Any incident will be recorded on Evolve in accordance with school policy for recording incidents.

Review Period for the Local Learning Area

The Local Learning Area policy will be reviewed annually using contributions from visit leads as they dynamically risk assess new elements.

Monitoring for the Local Learning Area

The Head or EVC lead will complete a monitoring visit initially once a term and then regularly thereafter.





Appendix One: Local Learning Area Map



