Bishop Aldhelm's C.E. Primary School

Loved by God; United in Learning

Love, Unity, Courage and Inspiration

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Local Learning Area Policy

September 2025 – September 2026

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Local Learning Area

Date of Policy: September 2025   **Review Policy:** September 2026

Foreword To All School Policies
The separate document 'Foreword To All School Policies' should be considered as part of every school policy as it places our policies and our work in their full context.

1. Background Context:
Visits to local area are viewed as 'lessons somewhere else'. They are not considered to be school trips and they are low risk. The DfE refer to these as 'routine visits' and that they are accessible by walking.

2. Aims of this policy:
- To ensure that children are provided with opportunities to learn outside of the classroom as we know that this has a positive impact on children's learning (EEF)
- To ensure that children and staff are safe whilst visiting the Local Learning Area
- To support staff in providing opportunities to learning in the Local Area by reducing paperwork

3. Local Learning Area

General
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.

These visits/activities:

- must be recorded on a signing out sheet to be left with the office
- a left behind form must be completed (appendix i)
- do not require parental consent.
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

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.*

- Gateway Church
- St Aldhelm's Church
- Winston Avenue Post Box and Corner Shop
- Talbot Heathland
- Sainsbury's Talbot Heath

'No-go' areas within the Boundaries
- Talbot Heath at certain times of the year
- Industrial Area
- Immediate area by the river when the river is very high

4. Operating Procedure for Local Learning Area

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

- Road traffic (including Sainsbury's Car Park)
- 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.).
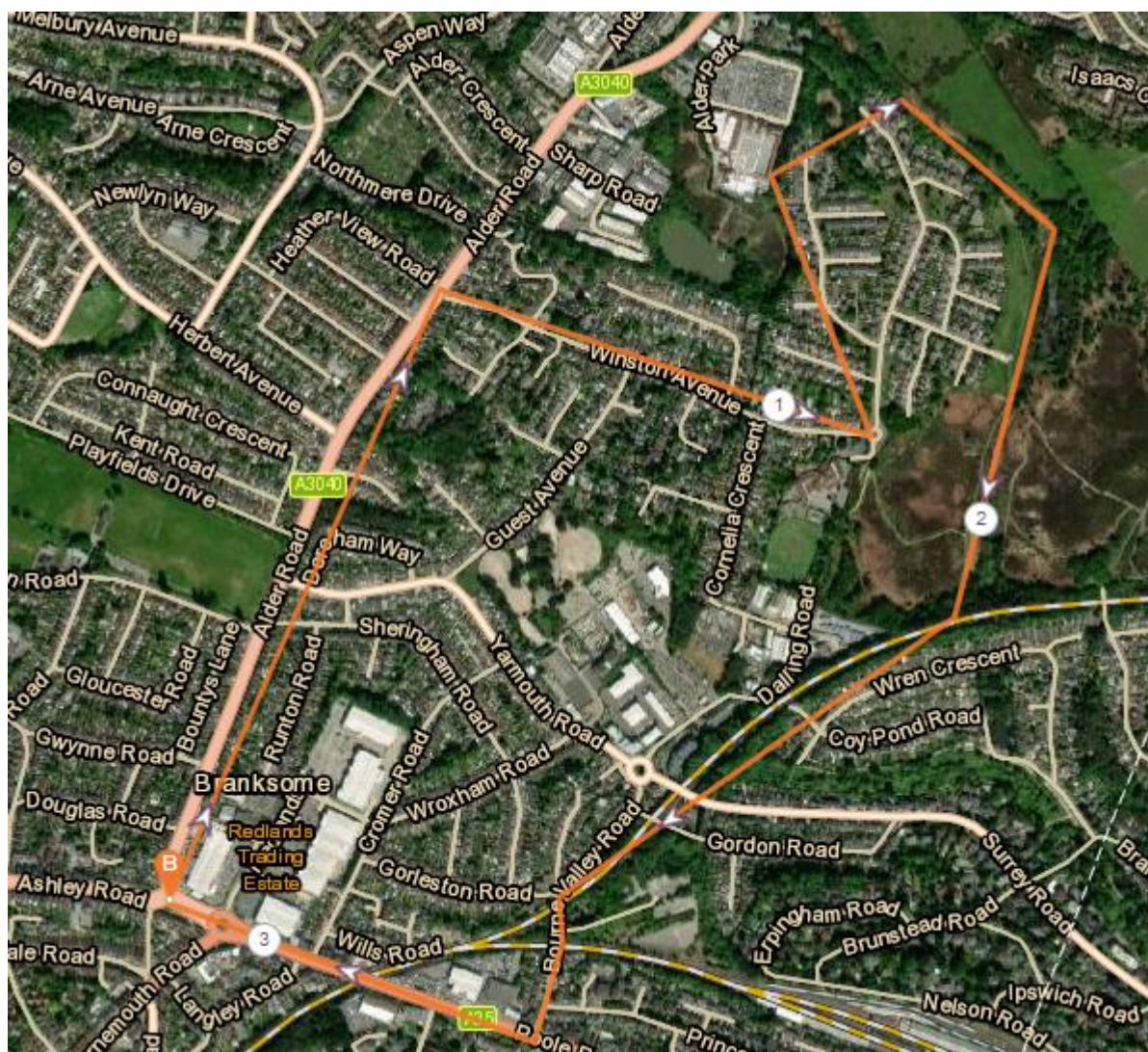- Animal Faeces on pathways
- Adders

These are managed by a combination of the following:

- A member of the headship team or the EVC Lead 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 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 in the School Prospectus/school website.
- There will normally be a minimum of two adults (1:6 for children in EYFS).
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- Staff will wear high-vis jackets so they can be seen easily by pupils and members of the public.
- 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 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 (e.g gloves,)
- At each of the minor road crossings along Bourne Valley road ensure that an adult faces the children blocking the main road and one adult faces the children blocking the minor road to allow the children to cross - walking in pairs.
- At the section of Bourne valley road just past the railway bridge the whole party crosses the road from the left hand side to the right hand side in one go in a set group wave
- When crossing Poole Road (A35) use the pedestrian crossing walking across in pairs, and aim to get the whole group across in one go.

Map of Local Learning Area

Photo of Local Learning Area

Appendix (i) Educational Visits – Left Behind Form

Please leave this form with the school office staff on the day of your trip

Year:	Visit to:

Visit organised by:
Emergency contact number:

Timings

Visit Date:	Departure Time:	Return Time:

Number of Pupils on Visit

Boy:	Girl:	Classes or groups involved:

Staff + Helpers on Visit

Name:	Name:
Name:	Name:
Name:	Name:
Name:	Name:
Name:	Name:

Transport

Mode of Transport:
Attached travel groups: Yes / No

Location of visit

Location:
Name of contact person:
Contact number: