



Bromstone Primary School

Offsite Visits Policy

Formulation date: 10th February 2016

Senior Team Responsibility: Business Manager

Governors' Reviewing Committee: Quality of Education

Reviewed on: 5th March 2026

Next Review Date: March 2027

Associated Documentation: Bromstone School trip proforma and Offsite Visit Request Form

Aims and purposes of Educational Visits

The school has a strong commitment to the added value of learning outside the classroom, some of which takes place beyond the statutory school day and beyond the school premises.

Each year the school will arrange a number of educational visits and activities that take place off the school site and/or out of school hours, which support the aims of the school and the National Curriculum.

The SLT and Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

- Out of hours clubs (music, drama, art, sport, gardening etc.)
- School team events
- Regular nearby visits (libraries, shops, parks and woodlands, places of worship, beach)
- Day visits for particular year groups

Within the year group's programme of work the teachers plan educational visits and activities as the school year progresses.

Approval Procedure and Consent

The Executive Headteacher has nominated the Finance, Health and Safety Officer as the Educational Visits Co-ordinator (EVC). The EVC will be supported by the Business Manager. The Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the Executive Headteacher and the EVC as signatories, as necessary, on behalf of the Governing Body.

Before a visit is advertised to parents, the Executive Headteacher or Head of School must approve the initial plan.

All visits will be recorded on the schools own school visits log.

For out of hours clubs, school teams and nearby visits, parents will be asked to sign a general letter of consent for participation in these activities for their child when they are admitted to our school. If we do not receive this permission, the child will be unable to participate.

Staff wishing to undertake a visit should complete the following:

- Offsite Visit Request Form
- School Trip Proforma (where costings are required)
- A draft of the proposed letter to parents (for the office to add to)

These forms should be submitted to the School Office/ Business Manager. These forms must be completed 2 weeks before the planned visit date. All forms are available in the photocopying room.

The Visit Leader must ensure they have read and signed the relevant risk assessments which will be provided by the Business Manager. Venues to be visited may also supply their own risk assessments. It is highly recommended that staff visit venues prior to the visit in order to make informed assessments if it is a new venue.

Following all visits the Visit Leader should undertake a review. Any incidents or accidents should be reported in accordance with the reporting requirements.

All education during school hours is free. The school does not charge for any activity undertaken as part of the curriculum. There are some circumstances when the parents are asked to make a voluntary contribution towards the cost of extra activities that enhance the curriculum. The Governing Body has a Charging and Remissions Policy that details the full range of activities where a charge can be made. A copy of this is available from the school website.

Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

The school will ensure that DBS screening is available for volunteer adults assisting with educational activities and visits, but where possible members of Staff will be used.

The staff: pupil ratios will not exceed those as recommended by the Local Authority.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying a time when the leader and EVC might work in partnership to undertake planning and risk assessments.

The Expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the school's Behaviour Policy. This code of conduct will be part of the conditions of booking by the parents. If a child's behaviour may result in Health and Safety concerns the parent/carer may be asked to accompany the child.

Emergency Procedures

The school will appoint a member of the SLT as the emergency contact for each visit. All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention. If applicable KCC Press Office should be contacted before any statement is made.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the School Office or emergency school contact, including the home contact details or parents/guardians and next-of-kin, as appropriate.

A list of exactly who boards each coach or minibus will be given to the office before the departure. Staff and children should ensure they board the same coach or minibus on the return journey.

All incidents and accidents occurring on a visit will be reported back through the school systems. The Outdoor Education Unit should also be advised of any serious incidents or accidents.

School Kitchen

The school kitchen will provide packed lunches as required for children receiving Free School Meals and offer it as an option to children whose parents pay for school meals. Numbers required needs to be provided at least a week in advance.