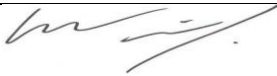


Offsite Visits Policy

Written by	M Rawling	Signed
Uploaded		
Date approved by Governing Body	December 2025	
Reviewed		

Introduction

Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

These are often the most memorable learning experiences; they help us to make sense of the world around us by making links between feelings and learning and they allow us to transfer learning experiences outside the classroom and bring our understanding of the real world into the classroom.

Learning outside the classroom is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and when we learn.

The school has formally adopted, through its Governing Body, the Kent Regulations and Guidance for the Safe Practice of Offsite Visits / Educational Visits. Further school procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

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. We update our Trips and Visits Long Term Plan each year and share this with parents.

The 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 (such as: music, drama, art, science, sport, homework clubs).
- School teams (e.g. sports teams).
- Regular nearby visits (village halls, libraries, shops, parks and woodlands, places of worship, farms).
- Day visits for particular year groups.
- Residential visits.
- Adventurous activities, which might be classed as higher risk.

Repton Manor Primary school ensures fair access for all children to partake in learning offsite.

Approval Procedure and Consent

The Governing Body has nominated the Headteacher as signatory, as necessary, on behalf of the Governing Body and will sign off all risk assessments for offsite visits.

Before a residential and / or adventurous activity visit is advertised to parents, the Headteacher and Governors must approve the initial plan.

Visits that include adventurous activities and / or a residential element will require approval by the Local Authority via the online Visit Notification and Approval system, Evolve (RMPS). Usernames

and Passwords will be managed by the Headteacher. GPS will be approved by the Headteacher through internal records.

Day visits that do not include adventurous activities, but which involve groups travelling outside the County of Kent or London will be registered (Notification) on the above system, Evolve.

Where external contractors are involved in organising all or part of the visit the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school's accounts.

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 when their son/daughter enters the school. Parents will be given the timetable for the activities that pupils are involved in and will be informed if an activity has to be cancelled.

For any visit lasting a day or more, parents will be asked to sign a letter, which consents to their son/daughter taking part. This will include a separate medical consent form. The school has a standard model letter which should be used for this purpose.

The school has separate policies for 'Charging and Remissions' which apply to all educational visits.

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 through induction and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

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

The school does not support additional people accompanying educational visits who are not pupils at the school or part of the agreed staff complement. This may include family members accompanying visits if the Governing Body is not satisfied that there is an educational benefit for the children. Parent Volunteers accompanying children on day visits must be approved by the Headteacher, have signed to say they have read and understood the risk assessments and the safeguarding information for volunteers. Parent volunteers must be under direct supervision of school staff at all times if required to ensure the delivery of the off-site trip.

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 time when the leader and EVC might work in partnership to undertake planning and risk assessments.

The Expectations of Pupils and Parents

Our schools have 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, and will include

guidance in relation to the potential withdrawal of a pupil prior to and during the visit if such conduct would have led to a suspension or exclusion from school.

Emergency Procedures

The school will appoint a member of the SLT as the emergency school contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

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

In case of a major incident, the visit leader will liaise with the appointed member of SLT who will remain in communication with the Local Area Education Officer (David Adams) to follow Kent's 'Major Incident Procedures'.

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.

The school will have emergency funding available to support the Visit Leader in any emergency that occurs in the UK or abroad.

Evaluation

Residential and whole school visits will be evaluated by the Visit Leader with the Headteacher.

The EVC will ensure that any risk assessments for the visits or activities are evaluated and/or modified as a result of findings or feedback from the visit.

The Business Director is responsible for presenting a financial account for the visit which will be audited as part of the school's procedures.

Policy agreed by:

Date: 12/2025

Review date: December 2026

Appendices:

Organising School Trips

You will **NOT** need a permission slip for local trips which fall within the school day, as permission has already been gained from parents for these trips when the child joined our school. Please check with the office that all children attending have this permission form signed.

Notice needed for trips

Residential trip – Term one of the academic year
Trip in Kent but not local to the school site – One Term

Outside of Kent – Two terms before
Local visit e.g. Waitrose/post box (RMPS)
Beach/ Church (GPS) – One Term

Nominate one person to act as Group Leader.

Name:



Group Leader to make themselves aware of the Offsite Visits Policy
(<https://www.reptonmanorprimary.co.uk/our-school/policies/>)

Ask the Finance Officer to cost coaches. Finance Officer will need to know:

- Total numbers of children and adults – consider ratios (1:5 YR - 1:10 Y6- 1:1 SEN if needed).
- Venue availability dates and ideal times of travel.
- Cost per child – Consider staffing costs (Supply/Outside school hours).

Email Headteacher with full details of trip (dates, cost, staffing needed, etc) for authorisation. If residential, must be authorised by Governing Body.

Once agreed, book venue and ask the Finance Officer to book the coaches. Add to the school calendar (classes out and times of trip). If required, a site visit to be conducted prior to the trip.

Draft letter to parents using model letter attached - adjust as necessary. Send this to Office Manager who will seek approval from Headteacher and send out.

Office Manager to send an email containing letter for the offsite visit to whole school, parents and kitchen; add this to website. Add to Arbor for payment and consents, if required.

Trip risk assessments, individual plans uploaded to Evolve/ emailed to Headteacher.

Day of trip:

- Paperwork: medicines permissions, emergency details, learning materials.
- Ensure mobile phones are charged and not on silent.
- Ensure all children are wearing ID badges with group leader contact details.
- Administer and check all medicines and sign. First Aid
- Keep school office notified of changes to return journey at regular intervals.
- Return all medicines to parents (After Trip).
- Return all paperwork to archive to school office.
- Update Headteacher of trip details, incidents, learning outcomes.

KCC CHILDREN FAMILIES AND EDUCATION

Generic Risk Assessment

Topic/Activity/Operation:

Name of Establishment/School:	
Risk assessment completed by:	Signed: Date:
Head of establishment: Sign here only after agreeing control measures and action points.	Signed: Date:
Review Date:	

Off premises risk assessment/ taking children to:
Date:

Risk Rating: (LIKELIHOOD)	OUTCOME:		
	Insignificant Injury	Significant Injury	Major Injury
Unlikely	Trivial Risk	Low Risk	Medium Risk
Possible	Low Risk	Medium Risk	High Risk
Probable	Medium Risk	High Risk	STOP

Risk Level:	Action and Timescales:
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Trivial	No action required and no documentary records are required					
Low	Consider if the risk can be reduced further. Monitoring is required to ensure that the controls are maintained.					
Medium	Risk reduction measures should be implemented within a defined period.					
High	Give priority to removing or reducing the risk urgent action should be taken.					
STOP 'Work' activity should NOT be started or continued until the risk has been removed or at least reduced.						
Step 1 What are the hazards?	Step 2 Who might be harmed and how?	Step 3 What are you doing already?	Current Risk Level	Step 4 Is anything further needed?	Step 5 Date further action(s) was/were completed	New Risk Level
				By Whom and By When?	Date of next Review	
Travel (Coach)	<ul style="list-style-type: none">Children to be transported by coaches.Road accident whilst driving.	<ul style="list-style-type: none">Precise loading of coaches and strict routine followed for exiting school.Head count once chn board coach and before leaving once chn are strapped in.Drivers to drive sensibly, safely and in line with the law.Children to be strapped into seats – adults to check.1:1/1:2 children to be supported by an adult within ear shot and sightline. Children with physical needs to be supported to enter and exit the coach.Children to be reminded of appropriate behaviour during transportation.Staff driving – check of insurance for business use.	Low	<ul style="list-style-type: none">Check coach company reputable and in line with KCC guidance.		Low
Breakdown Contingency	<ul style="list-style-type: none">Children and adults	<ul style="list-style-type: none">Children to move away from vehicle if necessary/ possible to a safe holding position (eg well away from emergency lane of motorway).Small travel kit to go with group.	Low	<ul style="list-style-type: none">		
Travel (Walking)	<ul style="list-style-type: none">Children and adults.Tripping whilst walking around the site.	<ul style="list-style-type: none">Children to walk in pairs with adults.Correct adult: child ratios (1:5 YR, 1:8 Yr1, 1:10 Y2-6-1:1 SEN if needed)	Medium	<ul style="list-style-type: none">Children to disembark and embark coach onto pavement.Children to be made aware of their group		Low

	<ul style="list-style-type: none"> • Danger of being hit by a car while crossing the road/walking alongside the road. 	<ul style="list-style-type: none"> • Take care when walking along the footpaths. Adults to ensure children stay on footpath and walk in pairs at all times. • Ensure all adults are aware of the route. • When walking next to any road, adults to be stood closest to the road to stop children getting too close. • Pupils to walk in a single file when footpath is not wide enough. • Children to be supervised whilst unloading and loading coach. • Children to be made aware of road safety and to cross the road only with supervision of adults. • Adults to be distributed evenly among the children to maintain supervision while children walk. Each adult walking with their group. • Disabled children to use disabled access, specific coach drop off. • Adults to stand in road to stop traffic when chn are crossing. Adult to have a secure understanding of role. 		leaders before leaving school.		
Emergency evacuation.	<ul style="list-style-type: none"> • Children and adults. 	<ul style="list-style-type: none"> • Children to be briefed on the procedures for emergency evacuation. • Upon arrival, adults will be briefed with an assembly location and evacuation route. • All accompanying adults to have contact number of School (01233 666307), trip leader and HoS (07734956059). 	Low	<ul style="list-style-type: none"> • Any information provided in advance for off-site visits will be included in the staff pack so group leaders are aware. 		
Medical concerns	<ul style="list-style-type: none"> • Children and adults. • Children tripping or receiving an injury. • Asthma attacks and allergies. 	<ul style="list-style-type: none"> • All medicine to be administered must be included on the medical form completed by the parent and signed in by the parent on the day of departure. Children will not be given any medication not included on their form. • If children are to be given calpol, nurofen or piriton (school owned) permission must be given on the medical form. • Ensure any medicine that is required is taken and that the adults and children know how to administer it. • Medication only to be administered by employed members of staff and recorded and signed clearly 	Medium	<ul style="list-style-type: none"> • Check the first aid training of staff members attending is up to date. • Meet with parents to confirm the requirements needed to provide individual children's needs. • Confirm allergies with caterers and agree on a suitable menu. 		

		<p>when administered. Two staff members to witness children taking medication as far as possible.</p> <ul style="list-style-type: none"> • All medication required by children during the day, to be taken and carried by the adult in the children's group. • Staff medication to be kept securely. • Children will not be given any medication not prescribed to them. • First aid kit to be taken by staff. • Medication to be signed out when returned to parents. 				
Child wandering	<ul style="list-style-type: none"> • Loss of child • Break in supervision • Emotional distress • Safeguarding 	<ul style="list-style-type: none"> • All children to be told by supervising adult the location to travel to if they are lost. • Frequent headcounts throughout day and registration at key stages (before and after boarding coaches, before and after entering and leaving the location and before and after toilet and refreshment breaks). • No children to walk alone. Children walk in pairs. • HoS to be contacted immediately should a child go missing. Parents and police to be contacted by the school. • Children with additional SEND needs will be supported in ratios appropriate to their needs. Children entitled to High Needs Funding will have adequate support. 	Medium	<ul style="list-style-type: none"> • Ensure all children stay with a designated adult. 		
Stranger Danger	<ul style="list-style-type: none"> • Children's safety, safeguarding. 	<ul style="list-style-type: none"> • All children reminded how to keep themselves safe. • Politeness to members of the public but no interactions without school staff supervision. • All adults to remind children during coach journey. 	Low			
Safeguarding concerns	<ul style="list-style-type: none"> • Children's safety, safeguarding. 	<ul style="list-style-type: none"> • Any safeguarding concerns will be called through immediately to the DSL in the school who will take relevant actions from school. 	Low			
Use of mobile phones	<ul style="list-style-type: none"> • Loss of or damage to devices. • Safeguarding concerns - keeping children safe 	<ul style="list-style-type: none"> • No children to take mobile phones on the trip. • Staff will have their mobile phones so that they are contactable. All staff to have each other's mobile numbers. • All staff to have signed the acceptable use policy before travelling with their phone. 	Medium	<ul style="list-style-type: none"> • No mobile phones or electronic devices belonging to pupils will be permitted. 		

		<ul style="list-style-type: none"> • Photos will not be taken on any personal mobile phones. Staff will take school i-pads to take photos. • No use of social media on any trip. No details of the trip / photos will be posted to social media. • Mobile phones will not be taken into the toilets with the children or into any changing rooms / sleeping areas. • Mobile phones will only be used to contact adults on the trip or back at school as necessary. • Only photos added to website blog will be added by Jackie Chambers, HOS. All photo permissions to be collected from Arbor prior to the trip. • Phones only to be used for personal reasons when the children are not present - when agreed with other members of the team. • All parent communications about the trip will be via school lines of communication (website blog / emails via Arbor). 				
Cameras	<ul style="list-style-type: none"> • Loss of or damage to devices. • Safeguarding concerns - keeping children safe 	<ul style="list-style-type: none"> • No children to take cameras on the trip. • Only staff to take photos of the trip – all staff to take a school ipad for this purpose. • Photos will not be taken on personal mobile phones. • No photos at all in toilets, changing rooms or dorm rooms. 	<ul style="list-style-type: none"> • Low 	<ul style="list-style-type: none"> • No mobile phones or electronic devices belonging to pupils will be permitted. 		
Weather	<ul style="list-style-type: none"> • Sunburn • Dehydration • Overheating • Sun stroke • Hypothermia/ chills 	<ul style="list-style-type: none"> • Parents asked to provide appropriate clothing: hats/sun cream /adequate. • Staff on the trip to ensure shade/shelter. • Children to take water bottle with them for activities. • Pupils are requested to bring a raincoat. 	<ul style="list-style-type: none"> • Medium 	<ul style="list-style-type: none"> • Spare equipment (hats, water bottles) to be taken on the trip by Repton Manor staff. 		
Food (provided by trip location)	<ul style="list-style-type: none"> • Allergies • Spoiling food - illness • Cross contamination - illness • Food poisoning • Tripping/falling in the eating area. • Poor hygiene 	<ul style="list-style-type: none"> • Location to provide food for pupils and staff to ensure food safety standards are fully met. • Pupils and adults will regularly wash hands before eating. • Pupils will be advised not to bring their own snacks. 	<ul style="list-style-type: none"> • Medium 	<ul style="list-style-type: none"> • Hand sanitizer / sinks provided. • List will be shared so all children and staff dietary requirements can be accommodated for. • Staff attending the trip to share their dietary requirements/ 		

				allergies so these can also be catered for.		
Name:				Date Completed:	Review Date:	
Date:						

This Risk Assessment should be read in conjunction with children's individual Risk Assessments for their specific needs and site risk assessments.

 <p>Greatstone Primary School</p> <p><u>HELLO</u></p> <p>Please could you help me get to my class by phoning XXXXXX on XXXXXXXXXX and arrange for them to come and pick me up. Thank you.</p>	 <p>Greatstone Primary School</p> <p><u>HELLO</u></p> <p>. Please could you help me get to my class by phoning XXXXXX on XXXXXXXXXX and arrange for them to come and pick me up. Thank you.</p>
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