

Kingsbrook School

'A unique service for unique young people'

Educational Visits Procedure

Kingsbrook School
Southburgh,
Thetford,
IP25 7TJ

31st August 2025
Review: 30th August 2026

Kingsbrook School Educational Visits Procedure

Aims

For all educational visits from school to be:

- Safe, Educational & Enjoyable

Rationale

Well- planned and executed educational visits provide our students with valuable experiences which enhance their learning at school. Providing a variety of ‘real-life’ opportunities for our student enables them to achieve a fuller understanding of the world around them through direct experience.

Purpose

Educational Visits will have a clearly defined educational purpose and can provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work; alternatively, teachers may decide to use an educational visit at any time during a project to enhance and support the curriculum. Wherever or whatever the venue, teachers should ensure that the educational benefits to the student are maximised.

PLANNING EDUCATIONAL VISITS

The organisation of an educational visit is crucial to its success. With rigorous planning, organisation and control, a visit should provide a rich, learning experience for the students. Whether the visit is to a local park, museum, swimming pool, or includes a residential stay, it is essential that careful planning takes place. This involves considering the dangers and difficulties which may arise and making plans to avoid them.

The following guidelines support the planning and implementation of Educational Visits organised at Kingsbrook School;

Parents – information and consent

Parents should be given information about the purpose and details of the visit (ideally one week in advance). Parents need to be aware that the teachers on the visit will be acting in their place – ‘in loco parentis’ – and will be exercising the same care that a prudent parent would. For residential trips, parents will be invited to a briefing session. Special arrangements may be necessary for parents for whom English is a second language.

Parental consent

Routine visits in the locality of the school are covered by the parental consent on the Admissions Form.

If parents wish to withhold consent, they will be invited to meet with the Head of School to discuss their concerns. If consent is withheld, the student will not be taken on the visit but the curricular aims of the visit will be delivered to the student in some other way, wherever possible. If the parents give a conditional consent the Deputy or Head teacher will need to consider whether the child may be taken on the visit or not.

Risk Assessments

A risk assessment will be carried out at least two weeks in advance of the visit to identify hazards, who may be affected by them and the steps needed to reduce the risks to an acceptable level. The risk assessment should also think through "Plan B" scenarios.

Risk Assessment forms and the Educational Visits Checklist are available from the Educational Visits Folder in the School Office. The Risk Assessment should be discussed with and authorised by the Head of School. It should be signed by all the adults attending the trip and a copy in the Educational Visits Folder in the School Office.

First Aid

First Aid provision should be considered when assessing the risks of the visit. For most trips, a member of staff with a good working knowledge of first aid will be adequate. A decision based on the risks and student involved should be made for each visit. For adventurous activities and residential trips, there should be at least one trained first-aider in the group.

First aid kits should be taken on all visits. If the visit involves splitting into groups, a kit should be taken for each group.

Lunch

All students at Kingsbrook School are entitled to a Free School Meal. We will provide your child with a packed lunch, snacks and drinks throughout the day of the visit. We understand that some students would prefer to bring food from home for their visit and this is perfectly acceptable.

Staffing Ratios

It is important to have a sufficient ratio of adult supervisors to students. The ratio of adults to student will be dependent on the specific needs of the students and be informed by knowledge of the student including past experiences of similar visits.

Whatever the length and nature of the visit, regular head counting of students should take place. The Visit Leader should establish rendezvous points and tell adults and students what to do if they become separated from the party.

Preparing Students

Providing information and guidance to students is an important part of preparing for a school visit. Students should have a clear understanding about what is expected of them and what the visit will entail. Students must understand what standard of behaviour is expected and why rules must be followed.

Lack of control and discipline can be a major contributory factor when accidents occur. Students should also be told about any potential dangers and how they should act to ensure their own and other's safety. Where possible students should be involved in planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity. This could include considering any health and safety issues.

If there is the possibility that a student may be excluded from the visit due to behaviour issues, a meeting would be arranged with the Head of School in advance to discuss concerns and agree what action is to be taken.

Types of Visits:

Adventurous Activities

Students should be assessed to ensure that they are capable of undertaking the proposed activities. During the visit, they should not be coerced into activities they fear. Students whose behaviour is such that the Visit Leader is concerned for their or others' safety, should be withdrawn from the activity.

Residential Trips

Residential trips will be planned well in advance and arrangements will be overseen by the Health and Safety Manager. Parents will be invited to a briefing session to discuss the details of the trip and to meet the staff attending.

Coastal visits

Group leaders and other teachers should be aware that many of the incidents affecting school student have occurred by or in the sea. There are dangers on the coast quite apart from those incurred in swimming. Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a school group. Swimming in the sea on a coastal

visit will not be allowed. Paddling will only be allowed as part of a supervised activity and only in recognised bathing areas which have official surveillance.

Students should always be in sight of their teachers. One teacher should always stay out of the water for better surveillance.

Water Margin Activities

Where students might participate in learning activities near or in water, such as a walk along the riverbank, collecting samples in ponds or stream or paddling in shallow water, then the guidance contained in the RoSPA's 'Group Safety at Water Margins' will be followed.

<http://www.rospa.com/rospaweb/docs/advice-services/leisure-safety/groupsafety-watermargins.pdf>

Farm visits

Kingsbrook School recognises that farms can be dangerous even for the people who work there. Taking student to a farm will be very carefully planned. The risks to be assessed include those arising from the misuse of farm machinery and the hazards associated with E coli food poisoning and other infections. The proposed farm will be checked to ensure that it is well managed; that it has a good reputation for safety standards and animal welfare and that it maintains good washing facilities, clean grounds and public areas. An exploratory pre-visit should be carried out.

ROLES AND RESPONSIBILITIES

Head of School -will ensure suitable Visit Leaders are appointed and sign off the Risk Assessment

Visit Leader = There will be a named Visit Leader who is responsible overall for the supervision of the visit and will be appointed by the Head of School. This will usually be a Senior Teacher. The Visit Leader is responsible for ensuring a pre-visit is carried out and that a Risk Assessment is completed and approved by the Head of School in advance of the visit. The Risk Assessment will include the ratio of adult to student supervision and the number of first aiders or appointed persons needed.

The Visit Leader will brief all staff and helpers involved in the visit and they will all sign the back of the Risk Assessment. The Visit Leader is responsible for ensuring the mobile phone, first aid kit and student medication are taken on the visit.

Visit Leader's Responsibilities

- The Risk Assessment for the destination has been received one week prior to the trip. (These are for non-standard/new destinations).

- Parent/carer consent letters to have been received one week prior to the visit.
- Money (exact amount) for the visit to be requested a week in advance of the visit.
- Food items for packed lunch purposes to include snacks and drinks should be given to the school chef one week prior to the visit.
- It is the responsibility of the visit leader to ensure packed lunches, snacks and drinks are prepared before the start of the school day, on the day of the visit.
- The seating plan for the car journey is to be completed before the start of the school day on the day of the visit and signed by a member of the SLT.
- Please complete the Educational Visit checklist and give to a member of the SLT for signing before the start of the school day.