

Broughton Fields Primary School



School Visits and Journeys Policy

December 2025

Next review date: December 2027

This document supplements the Milton Keynes Council MKC Educational Visits Guidance and outlines the specifics of planning and carrying out a school visit at Broughton Fields Primary School.

At Broughton Fields Primary School we agree that school visits may form part of our curriculum planning. As a result, the aim of this document is to guide those who are planning a visit, to ensure continuity in the organisation of visits and to minimise any potential dangers, accidents and distress a visit may hold. Our intention is that should an incident occur, all members of staff will be aware of the agreed procedures to follow in and out of our school.

THE PURPOSE OF SCHOOL VISITS

At Broughton Fields Primary School we believe the aim of a school visit is to

- enhance classroom activities
- provide 'hands on' opportunities
- enable the children to visit and experience a different place
- motivate and stimulate new learning
- provide knowledge and resources
- be enjoyable and promote social skills
- broaden experiences

At Broughton Fields Primary School, we believe that school visits should bring a real-life, hands-on experience to the children's learning. As such it is advisable for visits to take place no more than half way through a topic so that appropriate pre and post visit work can be completed.

Children should always go to a visit with an awareness of what they are to see and the relevance of it to their learning. The location's website or photographs and experiences from any pre-visit will be useful for pre-teaching. During the visit, the children will tend to be excited and may not take in things as the staff would like. If they know that they need to look for a specific exhibit or take some specific learning from the visit in advance, they are more likely to get the best possible educational advantage from the visit. Standing at an exhibit and trying to "teach" the children about what they are seeing will be far more effective if the children have had some pre-teaching of what they are looking at. When details of a visit are shared with parents, we will always include reference to the value of the trip in relation to the topics and themes being studied in class.

Upon return to school, following lessons should reflect on what was seen and during the visit so as to maximise the impact. Staff should endeavour to take photographs to prompt and remind children about the visit.

THE NATURE OF SCHOOL VISITS

When we are planning our topics in depth, if we believe a school visit would be beneficial it would be at this stage that we would begin to organise one.

EVOLVE SYSTEM

MK Council provide a system called EVOLVE to record and seek approval for all school visits. The system records locations, timings, attendees, staffing, transport and risk assessments and is completed by the visit leader in advance of the visit. Once added to the system, the trip is submitted to the EVC for approval. The EVC will then check the details and send to the Principal for a second check before the visit leader. At least six weeks notice **MUST** be given to the Local Education Authority (LEA) via EVOLVE for potentially hazardous and/or residential trips. Once a residential has been checked by the EVC and Principal, it is submitted to the LA

VISIT LEADER

One person will be designated as visit leader. This person has overall responsibility for visit arrangements and the children and adults participating in the visit. This is usually, but not always, a

member of the Senior Leadership Team.

There will be a designated person remaining at school who is described as the home contact. This person should be a member of the Senior Leadership Team. It is their responsibility to deal with phone calls from the visit leader and to set emergency procedures into motion should the need arise.

The visit leader should always be contactable, and able to contact others throughout the visit.

PLANNING A VISIT

School staff are provided with a timeline for planning a school visit. (Appendix 1)

Local visits

Parents are asked to give permission for local visits on children's admission to school. No permission slips are required unless the visit involves travel by coach, taxi or car. Parents must, however, be informed at least 24 hours in advance if children are being taken off the premises. This is generally via a text message.

At the point of entry to school, parents are asked for authorisation for school staff to arrange emergency medical treatment if parents are unavailable. Where permission is not granted, the visit leader must be aware of this and a suitable plan must be in place should this child be involved in an accident. EVERY TIME a local visit takes place, even if it is a short visit to a place such as the park, a list of children and adults who are going, along with a mobile phone contact, must be left with the office on departure.

The member of staff leading the visit must record the visit on the local visits sections of the EVOLVE online system prior to the visit.

Day trips

Naturally, when choosing a place to visit certain things need to be taken into account such as subjects accessed, age suitability, cost of entry, cost of transport, distance, help needed. It is useful to gather as much information as possible so that a very clear outline of what the visit will include can be produced.

Where a destination has not been visited before, it is essential that the **Visit Leader** makes arrangements to assess the place to ensure appropriateness and safety. Ideally, this will be taken the form of carrying out a pre-visit. Where a pre-visit is to be completed, the costs incurred in the completion of the visit will be covered by the school. Most attractions offer free pre-visits for school staff.

Residential Visits

Residential visits are generally planned up to 12 months in advance. This is to ensure maximum time for parents to pay for the visit, so that we can ensure we get the time period we are looking for and so that the fine details can be carefully planned for.

Where residential visits include hazardous activities, these are always supervised by qualified staff on site at the centre being visited. The residential visit in Year 3 takes a minimum of four adults. Visits from Year 4-6 take a minimum of three adults. All residential visits take at least one member of SLT and, wherever possible, both male and female staff.

Sports Events

The nature of sporting events and fixtures means that the notice period for parents may be shorter than normal day trips. As soon as the school is notified of the event/fixture and the team/participants have been chosen the parents will be notified by letter (see appendix 6). Parents are then invited to consent to their child taking part and specify whether they are able to transport their child to and from the event or whether they need school to do this on their behalf. Where a parent indicates that

they are able to offer transport we ask them to indicate whether they are willing to transport other children too. Where children are to be transported by another child's parent, their parent's permission will always be sought.

Sports Visits will be added to EVOLVE under the local area visits log.

[Add Local Area Visit](#)

Visit Name

Date:

Leaving at Returning at
 : - :

Where are you going?

Number of Students

Staff member in charge

Comments

In the comments section of the form, staff will add the following:

- Number of pupils being transported TO the event by parents
- Number of pupils being transported HOME by parents (as the two might not be the same)
- Number of pupils being transported TO the event by school staff
- Number of pupils being transported BACK TO SCHOOL by school staff

The name/names of the staff (beyond "staff member in charge") will also be listed – including any from and outside provider.

If there are any other event specific/pertinent notes, these should also be added to the comments section.

Equal Opportunitites, Behaviour & SEND

We will always do everything we can to ensure that every child is able to take part in educational visits. Accessibility for all pupils must be considered. If any member of the group has special educational needs, a disability, medical condition or exhibits challenging behaviour, it is necessary to assess the suitability of the venue for them. If appropriate, a risk assessment will be completed by the visit leader in liaison with the Education Visits Coordinator (EVC) & Principal. If, once the risk assessment has been complete, the visit leader is concerned about keeping the child and others safe during the visit, it may be decided that they should not attend the visit. These decisions are not taken lightly and will always be carefully considered taking all factors into account and in discussion with parents. Alternative options might include asking the child's parent/carer(s) to accompany them or for them to remain in school while the visit is taking place. A child will never be expected to remain at home if they are not able to attend a visit.

TRANSPORT

Coach travel is booked by the school bursar, this must be done well in advance of the visit. Coaches used by Broughton Fields Primary School must have seatbelts. It is essential to ask the company to confirm, in writing, that the coach has been booked for the arranged date and time and that it does have seatbelts. The bursar will always source quotes from a range of companies to ensure best value.

In the case of residential visits, it may be that the transport is booked by the provider as part of the package.

INFORMING PARENTS ABOUT A VISIT

A detailed letter needs to be issued to the parents of children participating in a school visit with plenty of notice. Ideally, in the half term prior to the visit. Any requests for payment are made in line with the School's Charging and Remissions Policy

https://www.broughtonfieldsprimary.org.uk/serve_file/794877 . This letter will be written by the visit leader and checked by the Educational Visits Coordinator or Principal prior to being sent to parents via Parent Pay. In place of a paper form, consent for the child to attend the visit must now be gained via ParentPay. Parents must also confirm that the emergency contact details we hold are accurate for the day of the visit and provide alternatives if this is not the case. Alternative arrangements will be made for any parents unable to access the Parent Pay system to provide their consent. A master letter is available for visit leaders to ensure that there is consistency across school. The letter includes the following:

- purpose of visit
- date of visit
- time
- location
- cost/charging clause
- programme of the day
- lunch arrangements
- any special clothing or equipment needed
- whether 'pocket money' is allowed

A few days before the visit if consent has not been received, the parents must be contacted personally.

In some cases, the specifics of the visit, e.g. lunch arrangements or the programme for the day may not be sent to the parents until closer to the visit, this ensures that it is fresh in their minds and staff can accommodate any last minute amendments with minimal confusion to parents.

ORGANISATION OF GROUPS

It has been agreed that the ideal ratio of adults to children on a day trip for foundation and key stage one children is 1:6 and for key stage 2, 1:15 plus one (i.e. a minimum of three adults for a class of 30). Ideally, the class teacher/visit leader will not have a group but 'float' and have an overview. These ratios can be adjusted depending on the nature of the activities taking place and the level of supervision the visit leader feels is needed. For example, the level of supervision for a theatre trip, where the children remain in one place for the majority of the visit, doesn't need to be as high as for a trip to the zoo where the children are moving around a lot amongst the general public. Discussions about ratios and staffing will take place between the visit leader and EVC.

During day visits, each child is given a wrist band showing the school name and phone number. The **visit leader** will arrange the children into groups each with an adult (group) leader in consultation with the class teacher(s). Each group leader will have a record of their group names and the visit leader will have a master copy of all group leaders and the members of these groups. Wherever possible, male and female supervisors should accompany a mixed visit. **Any adult without an up to date Disclosure and Baring check cannot be left with children unsupervised – this includes taking children to the toilet.**

The in-school contact on the day of a visit must have access to every child's emergency contact details. This will usually be via the school SIMS/CPOMS online system or from a report generated from this.

SUPERVISING ADULTS

It is essential that all adults involved know what the main purpose of the visit is and what their role is.

A briefing meeting must be held before the visit to give out and explain any work to be undertaken and to discuss the organisation of the day and management of groups. This would be an opportunity to discuss the day, behaviour expectations, and for helpers to ask any questions of their own. Anyone

unable to attend such a meeting must be briefed separately to ensure they have received the same information.

Ideally, all adults supporting a visit will be school staff. However, we recognise that this is not always possible and that taking staff from elsewhere in school has an impact on the learning of the remainder of the school. Where it is not possible to staff a visit wholly from school staff we will approach governors and parents.

Where parents are accompanying a visit, it is vital that they are aware of appropriate behaviour during a school visit.

FIRST AID

If children need medication administering during a school visit, parents must complete the 'Request for school to administer medicine during an out of school visit' form (Appendix 4).

The **visit leader** should advise admin staff at least 3 days before a visit how many first aid kits will be needed for the visit so that they can be prepared & checked. The visit leader should decide who will carry the first aid kit(s) and adults will be informed of this. It is also advisable to take a bucket with Sani-dri, tissues and a complete change of clothes. Preferably the visit leader should administer any initial first aid, but naturally any responsible adult can administer first aid if necessary. This should be recorded at the time on a First Aid Administration Record. (Appendix 5)

Where an injury takes place at an external location such as a museum, it may be more appropriate for staff from the location to take responsibility for administering the first aid as they will need to make a record of this. The location must always be informed if an accident has taken place on their premises even if school staff have provided first aid.

It is worth noting that in an emergency situation, doctors and surgeons are permitted to treat a patient without consent.

EMERGENCIES

There are, broadly speaking, three different types of emergencies that could occur during a visit:

- **On the spot** - for example where a child falls and cuts themselves, first aid is administered and the parents are informed once the group returns to school.
- **Emergency** - for example the coach breaks down so the visit leader needs to phone school so that waiting parents can be informed by the home contact and found a place to sit and maybe have refreshments. This may also include the type of injury where the parents need to be contacted to collect a child or to meet the child at a hospital. In this instance the home contact does this rather than the visit leader as they can explain the situation calmly and clearly without having to worry about the rest of the group. Naturally the visit leader needs to give very clear, precise information when informing the home contact.
- **Grave emergency** - for example a serious injury or injuries or a fatality where other assistance beyond that of the school is required e.g. the LA.

CONTINGENCIES

In the event of cancellation, refunds will be issued to parents within two weeks, providing the visit is not likely to be rescheduled. In the case of residential visits, parents will be given the option for monies to be carried over to a future visit should they wish.

Spare clothes are always taken on visits in case of an accident. Should a child forget something they

need, for example their lunch, we will always try to rectify this problem prior to leaving school. Where this is not possible, arrangements will be made to purchase a lunch for the child taking into account any dietary requirements.

Should a child's behaviour not meet with our expectations during a visit, there will always be an adult available to take responsibility for this child without impacting on the supervision of the rest of the group. During a residential visit, should the visit leader deem it to be necessary, parents will be contacted and asked to come and collect their child from the venue.

Any other incidents will be dealt with on a case-by-case basis in liaison with senior leaders in school.

EVALUATION

An evaluation of the visit must be made on Evolve within 3 weeks of the visit returning to school. This aids planning in future years.

It is hoped that by following this policy we can engage in purposeful, safe and enjoyable visits from Broughton Fields Primary School Primary School.

BIBLIOGRAPHY

2023 MKC Guidance Policy for Off-site Visits

Visit Leader Checklist (Day Visits)

Time	Action	Completed?
At least 6 weeks before visit	Create a folder within visits folder on staff share for ALL visit information	
	Speak to bursar to establish coach details, costs and deadlines and get the trip set up on Parent Pay	
	Using master structure on staff share, write letter to parents including: <ul style="list-style-type: none"> • lunch arrangements (FSM/hot dinner children) • timings • payment information • clothing requirements 	
	Pass to head teacher to check	
	Prepare full consent/medical form to be attached to letter	
	Ask office to prepare emergency home contact sheet	
	Pass letter(s) to office for distribution by Thursday, ready to go out on Friday. Ensure office staff are aware of visit and prepared to respond to parent queries, collect money and collate responses.	
	Complete EVOLVE submission, check which pre-prepared risk assessments are relevant and whether more are needed	
	Look a pupil list and consider whether any individual child risk assessments are needed	
	Identify how the children will be prepared for the visit during their lesson times and work this into the planning for the term	
At least 4 weeks before	Look at class lists and consider appropriate ratios, consult EVC as needed	
	Allocate staff and establish whether parent volunteers/staff from other parts of school are needed. Take in to account medical needs & staff first aid qualifications when grouping children & assigning staff	
At least 2 weeks before visit	Check returned forms and ask office staff to add these to home contact sheet and create group text list. Office staff to chase outstanding letters and money	
	Ensure adult details are added to the home contact list	
	Check whether payment needs to be taken for coach parking admission	
	Plan a date for briefing for those attending and inform those needing to attend	
At least 48 hours before the visit	Ask office admin to create at least one first aid kit per class (more if classes are to be split further)	
	Collect wrist bands	
	Collect school mobile telephone from School Business Manager - ensure it is charged and has sufficient credit	
	Check who requires medication and ensure this is ready to take on the visit (this must not be removed from the medical room until the children are off site)	
	Ensure a briefing meeting has taken place for every adult attending the meeting or notes have been provided where attendance has not been possible	
On the day	Take emergency home contact sheet	
	Collect any additional medications from medical room & classrooms as well as any additional medications from parents and give to group leaders	
	Collect sick buckets	
After the visit	Evaluate visit on EVOLVE for future reference	