LANGDON

PRIMARY SCHOOL

Residential Visits Guidelines

Reviewed October 2025

Agreed by the Governing Board 16.10.25

Due for review October 2027

Langdon Primary School – Residential Visits Guidelines

At Langdon School we believe in the value of residential, overnight visits that take children out of the home environment to a safe, secure venue that will offer activities to challenge and develop skills in communication, confidence, motivation, independence and resilience.

We believe the value of residential visits for our learners lie in the areas of:

- Wider learning opportunities and experiences
- Increased opportunities for communication and building of relationships
- Improved social and emotional development
- Increased self-awareness, self-confidence and independence
- Increased opportunity for challenge within a safe and secure environment

Residential visits will be made accessible to all learners throughout the seven years of primary education at Langdon. Learners in Key Stage One, Lower Key Stage Two and Upper Key Stage Two will have the opportunity to take part in visits that are different in terms of duration of stay, distance from home to venue and in the level of challenge they will experience. Children will have the opportunity to attend all or some of the residential visits we offer.

Places on residential visits will be allocated on a first come, first served basis but also reflect a risk assessment of the needs of individuals involved and the group as a whole.

Prior to allocating a place for a child on a residential visit, parents and carers will be signposted to these guidelines in order that they are fully aware of the school's consideration of their child's education, well being, health and safety when giving thought as to whether to apply for a place for their child on a visit.

Currently the school offers the following visits:

- Year 2 – One night, local setting
- Years 3 and 4 – Two nights, Kent setting
- Year 5 and 6 – Four nights, setting outside of Kent

Residential Planning

Each visit will have a Visit Leader who will draw up an outline plan of the visit on a school agreed form which will initially be submitted to the Head Teacher for approval. This plan will include:

- The purpose of the visit
- The venue
- Dates
- Duration
- Method of travel
- Types of activity and appropriate level of challenge
- Accessibility
- Relevance to the curriculum
- Number of pupils
- Staffing
- Special equipment or resources required
- Where necessary shopping, meal preparation and menus
- Cost

For all visits involving an overnight stay, or those involving hazardous activities, the Head Teacher will secure the approval of the Governing Body through ratification of this document which details the current trips on offer to pupils.

The Visit Leader will hold a briefing meeting for pupils and parents or carers prior to the visit to inform them of:

- The code of conduct for the visit
- Appropriate clothing and equipment
- Valuables risk
- Contact
- Emergency procedures
- Timetable of activities

and to deal with any arising concerns or queries.

Costings and funding arrangements:

The Visit Leader and the Office Manager will work out the cost of the visit for pupils and staff including all factors ie. travel, accommodation, food and drink, activities, administration costs. The cost per pupil will be calculated based on the total cost of the visit divided by the number of pupil places. Additional funding may be sought eg. From the PTFA, PE and Sport Premium Grant where applicable or school budget, if the cost per pupil is felt to be unreasonably high. Parents and carers will be offered the opportunity to pay the cost of the visit in full or will be offered a staggered payment option. Parents are encouraged to approach the school in cases of hardship so as not to exclude any pupils. Those pupils who are entitled to Pupil Premium funding for Free School Meals may be offered a discount at the discretion of the Head Teacher in order to ensure their inclusion in the visit. Further information about this can be found in the school's Charging and Remissions Policy.

Staff who accompany the children on the visit will receive their normal salary income for the period of the visit. They will also receive a small gift such as a token, as an acknowledgement of their commitment to the residential visits programme and of the additional time that this requires.

Risk Assessment Procedures

When parents apply for their child to go on residential visits the child's behaviour, both in and out of school, will be considered before they are accepted. If a pupil subsequently gives staff a reason for concern about their behaviour, we reserve the right to withdraw the student from the visit.

If a pupil or member of staff suffers ill health within twenty four hours of the start of the visit, they should not take part. The Visit Leader, in consultation with the Head Teacher, reserves the right to prevent staff or pupils taking part on the day of departure if they are considered too ill to take part. Where able, if well enough, the member of staff or pupil will be able to join the visit at a later date providing travel arrangements can be made without disruption to the wider school.

All staff should disclose and discuss with the Visit Leader if members of their own family or close friends will be visiting the venue or location at the same time as a school residential visit that they are part of. This may affect the risk assessment for the visit and the particular staff member's ability to maintain focus on their pupils. The Visit Leader, with the Head Teacher, will decide if the staff member concerned can still take part in the visit in a working capacity.

Prior to any new visit or venue the Visit Leader will make a pre-visit to the venue and will use this to inform risk assessment. They will then report to the Head Teacher in order to share the plans, activities and potential risks that may present. The risk assessment will give consideration to the journeys to and from the venue, activities to be undertaken, accommodation, site safety and security, staff and pupil health and well being, medical needs and unforeseen emergencies. The Risk Assessment form must be approved by the Head Teacher before the visit.

The Visit Leader will also complete a Kent Outdoor Education Evolve Application Form within the agreed timescale that Kent determine for residential visits.

Staffing

Staffing will be decided using the following factors:

- Adequate levels of supervision
- Impact on with wider school
- Payment and reward
- Acknowledgement of commitment

No member of staff will be forced to lead or attend an overnight residential visit.

All residential visits must include a member of the teaching staff and a DSL who will be involved in overnight supervision.

Visit insurance

The visit will be covered by the school's KCC Insurance Policy. The Office Manager will inform the necessary department of the visit and secure confirmation that full insurance for the visit is in place. Cancellation insurance may be considered where this is deemed necessary.

Management of Medical Needs

Prior to the visit parents or carers must complete a Medical Form and any necessary Medication Forms (one per medicine) for their child. On the day before departure parents will be invited into school to discuss medical and medication needs with the Visit Leader and to hand over any medication and accompanying forms. All medication will then be securely stored in school until departure.

Medication must be named, in date and provided in original packaging. The dosage and purpose of the medication to be administered must be clearly explained and recorded on the Medication Form and match that on the pharmacy's dispensing label.

During the visit the Visit Leader will ensure that medication is securely stored. All administration of medication will be recorded and these records will be maintained in school for the approved length of time.

Emergency Procedures

Prior to the visit, the Visit Leader will ensure that they have full contact details for parents and carers. These will be taken on the visit. However, communication will usually be through the Office Manager or Head Teacher at school who will communicate with the Visit Leader where necessary.

On arrival at the venue an email and website message will be sent to all parents informing them that the children have arrived safely. On the final day an email and website message will be sent to inform parents and carers of the estimated time of arrival back at school. If the visit is more than two nights then parents will be kept updated of how the visit is progressing via the school website, Seesaw and/or the Langdon Primary School Facebook page.

Communication with families during the visit will be through the school office in the first instance. Local arrangements will be in place whereby parents can directly contact the venue in an emergency only and only where parents or carers are unable to make contact with the Office Manager or Head Teacher.

A reserve member of staff will be nominated prior to the visit in case of staffing emergencies.

If an emergency situation occurs then the Visit Leader, in consultation with the Head Teacher, may ask for a pupil to be collected by parents or carers. Emergency circumstances may include:

- Deterioration in general health
- Serious accident or injury
- Significant episode of challenging behaviour
- Sudden or severe deterioration of known medical condition
- Inconsolable upset

This list is not exhaustive and all circumstances will be considered carefully before asking for a child to be collected.

A school phone will be provided to the trip leader to be used in any communications with parents or carers.

Evaluation

Upon return to school the Visit Leader will discuss the visit with the Head Teacher, raising any points of concern or areas for improvement. The venue used will be discussed and consideration given to using it in the future.

Should any issues of concern have arisen as a result of this debriefing discussion then they will be dealt with using necessary school or Local Authority procedures, including Safeguarding procedures where relevant.

Appendix

Planned and Approved Residential Visits for 2025-2027

Monday 11 May - Wednesday 13 May 2026	Year 3 and 4 Residential Visit to: Essex Outdoors Danbury CM3 4AB
Monday 18 May - Friday 22 May 2026	Year 5 and 6 Residential Visit to: Manor Adventure Norfolk Lakes Centres Quarry Lane Lyng Norwich NR9 5RS
Thursday 18 June 2025/TBC Summer 2027	Year 2 Residential Visit to: Duke of York's Royal Military School Guston Dover Kent CT15 5EQ