

## School Visits Policy and Procedures (including EYFS)

### 1. General

A school visit is defined as any visit, holiday, day trip, or other activity, which involves students being supervised by staff or other adults whilst away from Gad's Hill School for the purposes of education, sport or recreation. School visits are an important part of the education process and the purpose of these procedures is to make certain that each visit is sufficiently planned, supervised and organised to ensure the safety of students and staff.

Employers, school staff and others have a duty of care under common law to take care of pupils in the same way as a prudent parent would do.

In drawing up this policy and the accompanying procedures, the school follows recent DfE advice on “legal duties and powers for Local Authorities, Headteachers, Staff and Governing Bodies”. Further information can be found at:

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools> and <https://oeapng.info/guidance-documents/>

These procedures are not designed to place further administrative burden on teaching staff. They do, however, seek to minimise any risks to staff and students whilst they are away from school premises.

### 2. Types of visit

At Gad’s Hill School, visits fall into one of two possible categories:

- A. Routine visits
- B. Higher risk visits

#### A. Routine visits

A routine visit is one which is undertaken during the course of the normal school day to a familiar or externally supervised location and one which does NOT involve high risk or adventurous activities. In general these are considered as routine school trips, e.g.: theatre, museums, Gad’s Hill Farm, the Dockyard, Rochester, sports activities, and fieldwork.

- B. Higher risk visits involve an activity or place of visit with a greater risk of potential harm to students or staff.

A higher risk visit will include:

- overnight / residential visits
- overseas visits
- that involve high risk / adventurous activities (such as skiing, sailing etc.)

### 3. Procedures

All actions are responsibility of **TRIP ORGANISER** unless specified otherwise

**PHASE ONE – AGREEMENT IN PRINCIPLE**

**COMMENCE THIS STEP AT LEAST FIVE TERM WEEKS BEFORE THE TRIP IS DUE TO TAKE PLACE**

*NB: Any trip planned for less than 5 term weeks’ time must have Headmaster’s approval before Phase One*

FOR ALL TRIPS	ADDITIONAL TASKS FOR OVERNIGHT, OVERSEAS OR HAZARDOUS TRIPS
<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete a draft of the Trip Cost, Staffing and Viability Calculator</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Discuss with the Bursar: Covid, insurance arrangements, payment matters and so on prior to any communication with parents being made.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Propose your visit to relevant Head of School (sharing your draft Calculator) and get approval in principle</li> </ul>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Check proposed date with Headmaster's PA – paper and SIS calendars</li> </ul>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Propose staffing and cover arrangements to the Director of Studies and/or Head of Lower School</li> </ul>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Discuss and arrange transport with the Bursar</li> </ul>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Fill in an <b>Events &amp; Visits Form</b> with details of the trip, highlight in yellow anything TBC</li> </ul>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Send the form and calculator to relevant Educational Visits Co-Ordinator for review</li> </ul>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Request a school mobile phone from Network Manager if required</li> </ul>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>EVC</b> creates a trip specific folder in the Educational Visits section of SIS</li> </ul>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Save draft Calculator and events form in specific trip folder on SIS</li> </ul>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>EVC</b> publishes draft Events &amp; Visits form to relevant staff named in form</li> </ul>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Headmaster's PA</b> adds event to Today at Gad's on SIS</li> </ul>	

**PHASE TWO****ALL TO BE COMPLETE AT LEAST TWO TERM WEEKS IN ADVANCE**

Failure to complete Phase Two tasks satisfactorily two term weeks in advance is likely to result in cancellation of trip

<b>FOR ALL TRIPS</b>	<b>ADDITIONAL TASKS FOR OVERNIGHT, OVERSEAS OR HAZARDOUS TRIPS</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Update Trip Cost, Staffing and Viability Calculator to confirm cost per pupil or, if exact numbers of pupils unknown, to generate range of potential cost per pupil</li> <li><input type="checkbox"/> <i>Ratios:</i>  <i>KN/KR – UK – Day – 1:5 or better</i>  <i>K1-J3 – UK – Day – 1:6 or better</i>  <i>J4-Lower Shell – UK – Day – 1:15 or better</i>  <i>Upper Shell-Upper Fifth – UK – Day – 1:20 or better</i>  <i>J4+ - Residential or Overseas – 1:10 or better</i></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Collect sealed, confidential Staff Medical Disclosure from all accompanying adults (including yourself AND including nil returns)</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Send out parent letter at least two weeks prior to trip, containing: <ul style="list-style-type: none"> <li>o Timings – give a set end time to the trip after which students are the responsibility of their parents</li> <li>o Location</li> <li>o Educational purposes of the visit</li> <li>o Cost – <i>using wording generated by Calculator</i> - and how they will pay this. This will USUALLY be by recharging to their accounts but NOT if the trip is overnight and/or overseas.</li> <li>o Meal arrangements – please ensure Catering Manager has agreed with your proposed arrangements before sharing them with parents</li> <li>o Clothing and equipment requirements</li> <li>o Money they can take</li> <li>o Any mobile phone rules</li> <li>o Itinerary</li> <li>o Insurance/Covid-19 details if relevant – PLEASE ONLY INSERT ANY WORDING IN YOUR COMMUNICATIONS REGARDING THIS IF YOU HAVE AGREED IT WITH THE BURSAR IN ADVANCE</li> <li>o For relevant trips abroad – requirement on parents to get EHIC/GHIC</li> <li>o Any other relevant details</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Collect signed parental consents for residential/hazardous trips</li> <li><input type="checkbox"/> If required by the Bursar, collect signed specific Covid-related terms and conditions forms for all students</li> <li><input type="checkbox"/> For trips abroad, collect photocopies of passport pages AND EHIC/GHICs and check their validity against requirements of destination state</li> </ul>

<ul style="list-style-type: none"> <li>○ Opt-out option if trip costs money during school hours</li> </ul>	
<ul style="list-style-type: none"> <li>□ Please send copies of any letters to parents to <a href="mailto:TheBursary@gadshillschool.org">TheBursary@gadshillschool.org</a> so the Bursary can attempt to fend off any financial queries without bothering you <u>and</u> save to trip specific folder in Educational Visits section of SIS</li> </ul>	
<ul style="list-style-type: none"> <li>□ Consult with Bursar if pre-paid bank card required</li> </ul>	
<ul style="list-style-type: none"> <li>□ If the trip is outside of normal school hours, your emergency contact must be the Headmaster</li> </ul>	
<ul style="list-style-type: none"> <li>□ Send invoices for payment promptly to the Bursary, and if parents are paying in advance check with Bursary that all necessary payments have been received</li> </ul>	
<ul style="list-style-type: none"> <li>□ Conduct a risk assessment for all aspects of the trip (including travel) – it is not normally necessary to conduct a fact-finding ‘recce’ visit to the destination and this can only be approved by the Headmaster</li> </ul>	
<ul style="list-style-type: none"> <li>□ Produce a pupil and staff list containing pupil names, DoB, medical information and dietary requirements using ISAMS – must also include mobile contact numbers for staff on trip</li> </ul>	
<ul style="list-style-type: none"> <li>□ Review the pupil Medical &amp; Welfare Monitor List and SEND Monitor List and Register, and print any care plans for pupils attending the trip. Confirm with parents details of any prescription medication, controlled drugs or other medical equipment required on the trip. Ensure sufficient First Aid trained staff accompanying trip.</li> </ul>	
<ul style="list-style-type: none"> <li>□ If necessary produce an additional risk assessment for particular pupils in conjunction with relevant Head of School (for behavioural matters), DSL (for safeguarding matters), Inclusion Lead (for SEND matters), Nurse (for medical matters)</li> <li>□ <b>HIGHER RISK PUPILS – for whom an individual risk assessment MUST be created – are indicated on the SEND register, SEND monitor and medical and welfare lists</b></li> </ul>	
<ul style="list-style-type: none"> <li>□ Set up ISAMS custom group for all pupils on trip</li> </ul>	

<ul style="list-style-type: none"> <li>□ Ensure that ALL of the above documents and letters are saved in the Educational Visits folder on the SIS including: <ul style="list-style-type: none"> <li>○ Pupil nominal roll</li> <li>○ Pupil medical lists</li> <li>○ Details of accompanying staff</li> <li>○ Care plans</li> <li>○ Trip itinerary</li> <li>○ Parent letters</li> <li>○ Staff contact details</li> <li>○ Residential consent forms if applicable</li> <li>○ Covid terms and conditions as required by the Bursar</li> <li>○ Your completed Trip Cost, Staffing and Viability Calculator</li> <li>○ Completed Events &amp; Visits Form (including confirmed staffing/cover needs)</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>□ Check with relevant EVC to ensure all paperwork in folder is appropriately completed</li> </ul>	
<ul style="list-style-type: none"> <li>□ Confirm arrangements (also on Events &amp; Visits Form) for unlocking/locking of school site/buildings if required for early departure/late return/weekend trips</li> </ul>	
<ul style="list-style-type: none"> <li>□ Add a link for this EV folder in the Today at Gad’s calendar entry on the SIS</li> </ul>	
<ul style="list-style-type: none"> <li>□ <b>EVC</b> will publish completed Events &amp; Visits Form to all staff</li> </ul>	
<ul style="list-style-type: none"> <li>□ <b>EVC</b> will share link to trip folder with relevant Head of School</li> </ul>	

**PHASE THREE – IMMEDIATELY BEFORE VISIT**

<p><b>FOR ALL TRIPS</b></p>
<ul style="list-style-type: none"> <li>□ Collect a first aid kit, including any (controlled/prescription) medication or medical equipment as per nominal roll and any individual care plan or risk assessment and any other medication needed prior to the trip. Re-check Medical &amp; Welfare Monitor List for recent changes and liaise with School Nurse.</li> </ul>

Medication provided by parents should be in a clear, named container with dosage instructions and given to trip organiser before departure
<input type="checkbox"/> Collect bin bags for use on coach if relevant
<input type="checkbox"/> On the day of the trip, trip organiser must leave a register of pupils AND staff at the school reception – when trips depart before the school opens, trip organiser must call school and leave a message to confirm pupils and staff on trip (paper register should still be taken and retained on trip)
<input type="checkbox"/> Before departure, if using coach/minibus transport, trip organiser to brief all pupils on travel rules: Seat belts; no moving between seats; no distracting driver; no litter

#### PHASE FOUR – DURING VISIT

<b>FOR ALL TRIPS</b>
<input type="checkbox"/> Take responsibility for management of pupil behaviour at all times
<input type="checkbox"/> Continue to assess risks at all times and be prepared to adjust plans accordingly
<input type="checkbox"/> Keep receipts of any emergency out-of-pocket expenses
<input type="checkbox"/> Contact DSL as soon as possible for any safeguarding matters or report injuries requiring medical treatment

#### PHASE FIVE – POST-VISIT

<b>FOR ALL TRIPS</b>
<input type="checkbox"/> Email brief trip report to EVC and Head of School – including lessons learned, justification for any alteration from planned itinerary / risk assessment, details of any medical treatment required
<input type="checkbox"/> Follow up as appropriate on any behavioural or safeguarding matters – e.g. contact with parents; log on iSams; update DSL
<input type="checkbox"/> If necessary, complete relevant accident reporting
<input type="checkbox"/> Return first aid kit
<input type="checkbox"/> Securely dispose of any photocopies of passports/EHIC/GHICs
<input type="checkbox"/> Upload any photographs from school devices to Photo Drop on SIS

#### 4. Risk Assessments

Regular trips such as fixtures, swimming, Gad's Hill Farm visits do not require written risk assessments.

The purpose of risk assessment and management is to help children to undertake activities safely, not to prevent activities from taking place. Children should be made risk aware, not risk averse. Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.

Generic risk assessments are available on the SIS for routine school visits but there is space on the form to add risks specific to individual visits. A written risk assessment for a routine visit is not always necessary.

Higher risk visits must include individual and thorough written risk assessments including consideration of any current home office government advice regarding travel or possible threat.

Where site risk assessments are available from locations to be visited, these should be requested in advance. The risk assessment must be taken on the visit and amended in situ if there are any changes to planned activities or the itinerary. The filed risk assessment can be updated upon return to school.

NB: Any injury or death of a member of staff or child outside Great Britain may be subject to the law of the land in which the injury/death occurred. A school could still be held liable if the injury is the result of negligence on the part of the school or its staff.

#### 5. Parental consent

The school holds "life-time" consent forms for all its pupils which cover parental permission for their child to participate in standard school visits and for accompanying staff to grant permission for emergency medical treatment. However, in the EYFS all visits require individual consent. All overnight trips require an updated consent form. Higher risk visits will also require parental permission with details proportionate to the activities to be undertaken. It is the responsibility of the parents to inform the school of any changes to a child's medication and personal contact details.

#### 6. Supervision & Management

All visits must be adequately supervised by adults with appropriate DBS clearance. One member of staff must be the designated "*Trip Leader*". That person will have overall responsibility for the organisation of the trip though they may delegate aspects of this to other staff members. Other staff who accompany the trip will provide support for and be responsible to the trip leader regardless of their normal management designation within the staffing structure of the school. The trip leader will hold ultimate management responsibility and accountability for the trip and for those staff, adults and children who are accompanying it.

Non-staff adults are often welcome as an additional "pair-of-hands" in support of the trip and such adults (parents, spouses, family members, Governors etc.) who are not members of school staff may be invited to accompany a trip as a volunteer *or* guest. Any associated charges will be communicated in advance and processed by the bursary. In relation to Non-staff adults accompanying the trip the following must apply:

- a. The trip leader must make a risk assessment in relation to individual non-staff adults who wish to accompany the trip. If their presence would pose a high risk of disruption to the trip or risk to the children then they should not accompany the trip. For example; non-staff adults

- may have a record in their contact with the school of being non-compliant, difficult to manage, argumentative with staff, or already a party to a safeguarding event etc.
- b. The trip leader must consider and manage the potential for conflicts of interest (for example; parents whose children are on the trip, family members of staff, Governors etc.) as a part of the risk assessment.
  - c. Non-staff adults who are not DSB cleared must not have unsupervised access to children.
  - d. The trip leader must brief staff and non-staff adults in respect of their relationship and responsibilities within the party. Especially the chain-of-command and responsibilities
  - e. Non-staff adults must complete and sign a "Code-of-Conduct" (see Appendix 1) prior to the trip, which will be returned to the trip leader, who will retain a copy for the duration of the trip.
  - f. Non-staff adults (including Governors) do not have operational authority over members of staff and must not interfere with staff decisions or duties in relation to the conduct of the trip or the education or management of the children.
  - g. The trip leader, supported by school staff, has ultimate authority in all matters relating to the operation of the trip, the education, safety and welfare of the pupils and staff.

The Bursary is responsible for applying for DBS checks. However a volunteer/parent can take the role of a responsible adult without a DBS check provided they do not have unsupervised access to children. An adequate number of adults must accompany each group to fulfil the staff: pupil ratio that is suitable for the age group and activity.

### **7. Host Families**

Host families may be used to accommodate pupils on sports or language exchanges. When arrangements are made direct between two families which accept responsibility, this is regarded as a personal arrangement and outside the scope of regulated activity. However, where the family is paid, the arrangement to accommodate a child is not made by the pupil's family, or the school has the power to terminate the arrangement and could constitute regulated activity. In this case a DBS check including a barred list check should be obtained and suitable records kept.

In the case of pupils being accommodated with host families overseas, the school will work with partner agencies, such as a school or travel operator to ensure that appropriate assurances are obtained before a visit.

Staff will take reasonable steps to safeguard young people for example ensuring that pupils are seen by a member of staff every day while away from home, have access to a mobile phone with signal or know who to contact and how if they have any concerns about their own safety.

### **8. Special consideration**

Special Consideration must be made for pupils with Specific Learning Difficulties (SLD) or Language and Learning Difficulties (LLD). These considerations should include:

- a) Increased ratio of supervision – specific allocation of staff
- b) Severity of the Learning or Language Difficulty
- c) Suitability of the activity and any possible adaptations
- d) The impact on the group dynamics
- e) Suitability of the visit location and the availability of suitable and adequate facilities. e.g.: Toilets
- f) Specialist medication and medical facilities readily available



Every effort should be made to make all school trips and visits available to all pupils, however, where a pupil may be endangered by the visit then consideration of the pupil's welfare must be a priority.

### **9. First Aid**

The school requires the appointment a designated First Aid qualified supervisor on both routine and higher risk visits. With Foundation Stage, Year 1 and Year 2 pupils, the designated First Aider must hold a Paediatric First Aid qualification. A fully stocked and checked first aid kit should be taken on all trips and visits. See (S9) Medical Treatments and First Aid procedures para 30-34 for the action to be taken if an ambulance is required.

### **10. Pupil Behaviour**

Trips and visits put Gad's Hill pupils in the public eye and as such their behaviour and appearance are of paramount appearance. The group leader must set out clear boundaries for behaviour and appearance.

### **11. Transport**

Transport of pupils must be appropriate for the age and size of the group. The school minibuses are available depending on their availability. All drivers must satisfy the school's regulations for driving, as indicated in the school staff handbook. When private cars are used, they must be roadworthy and comply with Road Traffic Legislation. The school insurance covers the vehicle, driver and passengers when being used on school business.

When using outside coach companies, the group leader must use a reputable company and raise any concerns they may have with the coach driver before allowing pupils to travel.

All passengers on any mode of transport must adhere to the safety regulations regarding seat belts and the use of booster seats as set out by relevant legislation.

Prior to each departure pupils must be briefed on expected standards of behaviour and emergency procedures as detailed on the briefing cards supplied in the school minibuses.

### **12. Insurance**

All school trips must have adequate insurance. In most cases the school insurance will cover the trip.. There may be activities that will require additional premiums, the Bursary has details of these. The trip organiser must check with the bursary that the insurance cover is adequate for the activities undertaken on the trip.

### **13. In the event of accident or emergency**

Any major incidents, or illness or injury of a serious nature must be reported to the duty manager or school office on 01474 822366 as soon as is practicable. Staff must keep a detailed log of all actions, including dates, times and people involved. Any media contact must be managed and coordinated with the Headmaster or Bursar. Outside school hours, the school emergency contact must be informed.

On return from the visit the organiser must report to the school office/EVC/Headmaster/Bursar with details of any injuries or illnesses sustained by staff or pupils during the visit where necessary. The school accident book must be completed at the earliest opportunity and the incident logged on Isams.

**14. Data Protection**

When distributing information to accompanying staff regarding pupils and staff, care and consideration must be taken with data of a personal nature such as addresses, medical details to ensure that the data is secure but without compromising the safety and welfare of trip participants.

Material containing personal information about staff or pupils which has been distributed to accompanying staff for the duration of the trip, must be collected by the trip organiser and shredded at the end of the trip. Trip documentation, including planning and risk assessments, compiled by the trip organiser will be stored by the Educational Visits Co-ordinator.

If an incident of a medical, safeguarding or disciplinary nature takes place during the trip then a report should be compiled (either on Isams, or if lengthy, then as a file note) and this record must be retained with the trip documentation for the same time period.

**Staff responsible: Educational Visits Co-ordinators**

**Reviewed: September 2023**

**Review date: As required**

**Governor responsible: Chair of Governors**