

School Visits Policy and Procedures (including EYFS)

POLICY UPDATED: October 2025
REVIEW SCHEDULE: As and when required
STAFF RESPONSIBLE: Headmaster

At Gad's Hill School we promote 'The Greatest of Expectations': Ambition and Success, Community and Compassion, Growth and Support, Adventure and Opportunity, Confidence and Responsibility, Creativity and Expression. These six strands are at the heart of all we do as a school and we recognise the enhancement value of an exciting enrichment programme of off-site activities, visits, and residentials as part of this offer.

1. General

A school visit is defined as any visit, residential, or other activity, which involves pupils 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 ensure that each visit is sufficiently planned, risk assessed, organised and supervised to ensure the safety of pupils and staff whilst they are away from school premises.

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 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/>

2. Types of visit

At Gad's Hill School, visits fall into one of three possible categories:

- A. Regular/Routine visits
- B. Standard visits
- C. Higher risk visits

A. Regular/Routine visits

A regular visit includes activities which reoccur at regular intervals across a term or academic year, e.g. swimming and other sporting activities/fixtures.

Routine visits are ones which are 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, such as visits to local places e.g. Gad's Hill Farm, the library, Rochester, and fieldwork.

B. Standard visits

A standard visit is one which does NOT involve high risk or adventurous activity, but is beyond the routine delivery of the curriculum, e.g.: theatre, museums, the Dockyard, London. These are specifically organised visits which require additional planning.

- C. 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
- those that involve high risk / adventurous activities (such as skiing, sailing etc.)

3. Procedures

See: APPENDIX: Visit Procedures

All actions are responsibility of Visit Organiser unless specified otherwise and must be carried out within the timelines outlined.

4. Risk Assessments

The purpose of risk assessment and management is to help pupils to undertake activities safely, not to prevent activities from taking place. Pupils 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 regular/routine school visits. The Visit Organiser should refer to these risk assessments, but is not required to produce tailored risk assessment, unless a high risk pupil is involved.

For standard visits, generic risk assessments are available on the SIS to form the basis of risk assessment, such as for a theatre visit. These should be tailored to the specific visit and potential risks. Any high-risk pupils should have an individual entry on the risk assessment.

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. Any high-risk pupils must also have an individual entry on the risk assessment.

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 pupil 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/carers permission for their child to participate in regular/routine school visits and for accompanying staff to grant permission for emergency medical treatment. However, in the EYFS all visits require individual consent.

For standard visits consent is provided by the parent/carer by payment for the visit on Eduspot or, in the event of non-payment visits, returned visit consent form.

All overnight trips require a specific 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/carers to inform the school of any changes to a pupil'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 "Visit Organiser". That person will have overall responsibility for the organisation of the visit though they may delegate aspects of this to other staff members. Other staff who accompany the visit will provide support for and be responsible to the Visit Organiser regardless of their normal management designation within the staffing structure of the school. The Visit Organiser will hold ultimate management responsibility and accountability for the visit and for those staff, adults and pupils who are accompanying it.

Non-staff adults (parents, family members, Governors etc.) who are not members of school staff may be invited to accompany a visit 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 visit the following must apply:

- a. The Visit Organiser must make a risk assessment in relation to individual non-staff adults who wish to accompany the visit. If their presence would pose a high risk of disruption to the visit or risk to the pupils then they should not accompany the visit.
- b. The Visit Organiser must consider and manage the potential for conflicts of interest (for example; parents whose children are on the visit, 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 pupils.
- d. The Visit Organiser 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 visit, which will be returned to the Visit Organiser, who will retain a copy for the duration of the visit.
- 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 visit or the education or management of the children.
- g. The Visit Organiser, supported by school staff, has ultimate authority in all matters relating to the operation of the visit, 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 pupils. 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. Under/Oversubscription

The procedures for the under/oversubscription of visits is outlined below in the text that is to be included in the initial letters for all visits where this would apply.

Oversubscribed:

*This visit has a pupil limit of *. If this visit is oversubscribed, names will be drawn by randomised ballot. Those who are not successful in the ballot will be placed on a waiting list; if a further place becomes available then an additional name will be drawn by randomised ballot of the waiting list.*

Undersubscribed:

*Please note that all visit payments are non-refundable, except that a minimum number of * pupils are required for this visit to go ahead. If we do not reach * pupils a review of the visit will take place and information will be passed to parents/carers at the earliest opportunity. If the visit is deemed not viable due to lack of interest, then any payments already made would be credited to your account.*

8. Special consideration

Special Consideration must be made for pupils with Special Educational Needs and Disabilities (SEND), including those with medical and/or Social Emotional Mental Health needs.

These considerations should include:

- a) Suitability of the visit location and the availability of suitable and adequate facilities
- b) Suitability of the activity and any possible adaptations
- c) Increased ratio of supervision – specific allocation of staff
- d) The impact on the group dynamics
- e) Specialist medication and medical facilities available

Every effort should be made to make all school visits available to all pupils, however, where pupils and/or staff may be endangered by the visit then welfare consideration must be a priority.

9. First Aid

The school requires the appointment a designated First Aid qualified supervisor on all 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 must be taken on all 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

Visits put Gad's Hill pupils in the public eye and as such their behaviour and appearance are of paramount importance. The Visit Organiser and/or 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. 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.

13. Insurance

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

14. In the event of accident or emergency

Any major incidents, or illness or injury of a serious nature must be reported to the Headmaster/ relevant Head of School 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 Visit 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 and/or CPOMS as relevant.

15. 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 Visit Organiser and shredded at the end of the visit. Visit documentation, including planning and risk assessments, compiled by the Visit Organiser will be stored by the Educational Visits Co-ordinator.

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

APPENDIX: Visit Procedures

PHASE ONE – AGREEMENT IN PRINCIPLE

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

NB: Any visit planned for less than 5 term weeks' time must have Headmaster's approval before Phase One

FOR ALL VISITS	ADDITIONAL TASKS FOR OVERNIGHT, OVERSEAS OR HAZARDOUS VISITS
☐ Complete a draft of the Visit Cost, Staffing and Viability Calculator	-Discuss with the Bursar: Covid, insurance arrangements, payment matters and so on prior to any communication with parents/carers being made.
☐ Propose your visit to relevant Head of School (sharing your draft Calculator) and get approval in principle	
☐ Check proposed date with Headmaster's PA – paper and SIS calendars	

☐ Propose staffing and cover arrangements to the relevant Head of School	
☐ Discuss and arrange transport with the Bursar	
☐ Fill in an Events & Visits Form with details of the visit, highlight in yellow anything TBC	
☐ Send the form and calculator to relevant Educational Visits Co-Ordinator (EVC) for review	
☐ Request a school mobile phone from Network Manager if required	
☐ EVC creates a trip specific folder in the Educational Visits section of SIS	
☐ Save draft Calculator and events form in specific visit folder on SIS	
☐ EVC publishes draft Events & Visits form to relevant staff named in form	
☐ Headmaster's PA adds event to Today at Gad's on SIS	

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 visit

FOR ALL VISITS	ADDITIONAL TASKS FOR OVERNIGHT, OVERSEAS OR HAZARDOUS VISITS
-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 <i>-Ratios: 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>	-Collect sealed, confidential Staff Medical Disclosure from all accompanying adults (including yourself AND including nil returns)

□ Send out parent letter at least two weeks prior to visit, containing: -Timings – give a set end time to the visit after which pupils are the responsibility of their parents -Location -Educational purposes of the visit -Cost – <i>using wording generated by Calculator</i> - and how they will pay this. This will USUALLY be made by the parent/carer via Eduspot and will include parental consent. -Under/oversubscription information as per section 7 of this policy -Meal arrangements – please ensure Catering Manager has agreed with your proposed arrangements before sharing them with parents/carers -Clothing and equipment requirements -Money/prepaid cards they can take, including recommended limit and non-liability of school/ staff -Any mobile phone rules -Itinerary -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 -For relevant trips abroad – requirement on parents/carers to get EHIC/GHIC -Any other relevant details -Opt-out option if visit costs money during school hours	-Collect signed parental consents for residential/hazardous trips
	-If required by the Bursar, collect signed specific Covid-related terms and conditions forms for all students
	-For trips abroad, collect photocopies of passport pages AND EHIC/GHICs and check their validity against requirements of destination state
□ Please send copies of any letters to parents/carers to TheBursary@gadshillschool.org so the Bursary can support with any financial queries <u>and</u> save to trip specific folder in Educational Visits section of SIS	
□ Consult with Bursar if pre-paid bank card required	
□ If the visit is outside of normal school hours, your emergency contact must be the Headmaster	
□ Send invoices for payment promptly to the Bursary, and check with Bursary that all necessary payments have been received	
□ Conduct a risk assessment for all aspects of the visit (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	

☐ 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 visit	
☐ Review the pupil Medical & Welfare Monitor List and SEND Monitor List and Register, and print any care plans for pupils attending the trip. Confirm with parents/carers details of any prescription medication, controlled drugs or other medical equipment required on the visit. Ensure sufficient First Aid trained staff accompanying visit.	
☐ If necessary produce an additional risk assessment for particular pupils in conjunction with relevant Head of School (for behavioural matters), DSL (for safeguarding matters), Director of Inclusion (for SEND matters), Nurse (for medical matters) ☐ HIGHER RISK PUPILS – for whom an individual risk assessment entry MUST be created – are indicated on the High Risk Pupil List, also referenced on the SEND register, SEND monitor and medical and welfare lists	
☐ Set up ISAMS custom group for all pupils on visit	
☐ Ensure that ALL of the above documents and letters are saved in the Educational Visits folder on the SIS including: ○ Pupil nominal roll ○ Pupil medical lists ○ Details of accompanying staff ○ Care plans ○ Visit itinerary ○ Parent letters ○ Staff contact details ○ Residential consent forms if applicable ○ Covid terms and conditions as required by the Bursar ○ Your completed Visit Cost, Staffing and Viability Calculator ○ Completed Events & Visits Form (including confirmed staffing/cover needs)	
☐ Check with relevant EVC to ensure all paperwork in folder is appropriately completed	
☐ Confirm arrangements (also on Events & Visits Form) for unlocking/locking of school site/buildings if required for early departure/late return/weekend visits	
☐ Add a link for this EV folder in the Today at Gad's calendar entry on the SIS	
☐ EVC will publish completed Events & Visits Form to all staff	
☐ EVC will share link to trip folder with relevant Head of School	

PHASE THREE – IMMEDIATELY BEFORE VISIT

FOR ALL TRIPS	
☐	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 visit. Re-check Medical & Welfare Monitor List for recent changes and liaise with School Nurse. Medication provided by parents should be in a clear, named container with dosage instructions and given to Visit Organiser before departure
☐	Collect bin bags for use on coach if relevant
☐	On the day of the trip, Visit Organiser must leave a register of pupils AND staff at the school reception – when visit depart before the school opens, Visit Organiser must call school and leave a message to confirm pupils and staff on visit (paper register should still be taken and retained on visit)
☐	Before departure, if using coach/minibus transport, Visit Organiser to brief all pupils on travel rules: Seat belts; no moving between seats; no distracting driver; no litter

PHASE FOUR – DURING VISIT

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

PHASE FIVE – POST-VISIT

FOR ALL TRIPS	
☐	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

☐ Follow up as appropriate on any behavioural or safeguarding matters – e.g. contact with parents; log on iSams; update DSL and log on CPOMS.
☐ If necessary, complete relevant accident reporting
☐ Return first aid kit
☐ Securely dispose of any photocopies of passports/EHIC/GHICs – including deleting/securingly disposing of any sensitive information held about accompanying staff
☐ Upload any photographs from school devices to Photo Drop on SIS