



SINCE 604 AD

KING'S SCHOOL

ROCHESTER

WHOLE SCHOOL EDUCATIONAL VISITS POLICY

This policy is applicable to all pupils in the school, including those in Boarding and in the EYFS.

This policy was adopted on:	01.09.12
Policy last reviewed on:	01.09.25
Person/Body reviewing:	EVA, Director of Co-Curriculum
Date of next review (except in the case of relevant legislation):	01.09.27

This policy uses the ISBA Educational Visits EYFS: Statutory Framework, September 2025.

This guidance is applicable to all those involved in the organisation of educational visits at King's to ensure the safety and welfare of pupils taking part in educational visits, trips, exchanges and other outings, the staff who organise, lead or accompany trips are required to follow the guidelines in this Policy. This Policy details the action required when planning and leading a School Trip and the documentation which must be prepared and overseen by the whole school Educational Visits Administrator (EVA).

King's School Rochester has formally adopted "*National Guidance*" (NG) as "*King's School Rochester Employer Guidance*". This Educational visits guidance can be found on the following web site: www.oeapng.info The DfE Guidance for Health & Safety in Schools is here: [DfE advice on Health & Safety](#)

It is a legal expectation that King's School Rochester employees **must** work within the requirements of their employer's guidance. King's School Rochester employees **must** therefore also follow National Guidance (NG) recommendations. Where there is any variance of policy between the National guidance and King's School Rochester policy the King's School Rochester policy requirements take precedence over any guidance.

This policy applies to all overnight trips, trips abroad and day trips, for pupils of King's School Rochester.

All residential visits are approved by the Principal, Bursar and the Vice Principal of each school. Day trips are approved by the Vice Principal of each section of the school and the EVA.

All visits should be thoroughly researched to establish the suitability of the venue and to check that facilities and third party provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people. It is a vital dimension of risk management.

The approval process and procedures for all trips are administered through an online system called Evolve (found via a link on the KSR Springboard or directly at the website: https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=kingschoolrochester (with the exception of CCF trips which require alternative arrangements using the old style paperwork due to MoD requirements).

Sports fixtures are part of the weekly programme and are approved of by the Director of Sport.

All School trips have a named leader who must be a serving teacher at King's School Rochester. If both members of a couple are going on a trip with their child/children, only one parent may count in the staff ratio. If a member of staff has their child on the trip, their child must be supervised by another member of staff. Volunteers/parents should not be in a position where they have sole supervision of pupils.

No trip may leave the school without final approval and confirmation on EVOLVE.

Objectives

1. To ensure that visits are well planned and significant risks are identified and managed.
2. That there are contingency plans in place for changes in circumstances during a visit that are reasonably foreseeable.
3. That there are those in charge of visits who have the necessary competence to manage situations appropriately.
4. That the requirements of the Early Years Foundation Stages (EYFS) Checklist and Monitoring Reference for Inspectors are met.

Guidance

1. The Education Visits Administrator ("EVA") will be responsible for the implementation of this policy.
2. Learning outside the classroom environment is an essential part of our curriculum. Trips and visits usually last no more than a day and may include visits to wildlife & nature activities, museums, external carol services and theatres.
3. The EVA will review paperwork, including:
 - 3.1. risk assessments, including transport
 - 3.2. budgeting
 - 3.3. permission slips
 - 3.4. staffing and staff:pupil ratios
4. Parents will be notified in advance of:
 - 4.1. a child attending a day out on a trip,, including details of any extra charge and details of visit duration
 - 4.2. planned trips and visits for year groups
5. Consent will be obtained where pupils are taken on a trip or visits off site.
6. The teacher in charge will take a first aid kit and have access to a list of emergency contact numbers. Where possible one member of staff will be first aid trained (EYFS staff are all Pediatric First Aid trained).
7. Small coaches are sometimes hired and this is organised by the Bursary. When hire arrangements are confirmed, the school will ask for the driver's name, mobile phone number, vehicle registration and a copy of the vehicle insurance policy.
8. Personal Liability
 - 8.1. Staff in charge of pupils act "in loco parentis". This means that they "have a duty under common law to take care of pupils in the same way that a prudent parent would do"
 - 8.2. The school as employer of the staff will support them in the unlikely event of an accident occurring provided they have exercised reasonable care and followed school guidelines
9. Insurance
 - 9.1. The school has Employers Liability Insurance and Public Liability Insurance.
 - 9.2. Travel involving staff using their own cars is discouraged.
10. Checking of certification of centres and leaders:
 - 10.1. As an employer, King's School Rochester ensures that there is monitoring of the visits and activities undertaken by its staff. Such monitoring should be in keeping with the recommendations of Employer Guidance. There is a clear expectation that the monitoring function is a delegated task put in place by the EVA and principally carried out by experienced staff acting as mentors/advisors for colleagues.

- 10.2. All visits should be thoroughly researched to establish the suitability of the venue and to check that facilities and third party provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people. It is a vital dimension of risk management.
- 10.3. Wherever reasonably practicable, it is good practice to carry out a preliminary visit. The EVA will advise on this in each specific case. A pre-visit is usually required for visits where there is a high complexity factor and the visit has not happened previously, or when the visit is adventurous and led by King's School Rochester staff, e.g. a new DofE day walk.
- 10.4. Residentials, visits abroad, exchange visits and adventurous activities led by school staff all have aspects of complexity. If the visit is led and managed by a provider, then a variety of approaches can reduce the need to pre visit.
- 10.5. It is good practice for Visit Leaders to take full advantage of the nationally accredited, provider assurance schemes that are now available, thus reducing bureaucracy. Examples of such schemes include: The LOtC Quality Badge, AALS licensing, Adventuremark, School travel forum and NGB centre approval schemes (applicable where the provision is a single, specialist activity).
- 10.6. King's School Rochester takes the view that where a provider holds such one of the above accreditations, there should be no need to seek further assurances.
- 10.7. Teachers in charge of trips must identify if inoculations are required for the trip. These often need to be done several weeks before departure.
- 10.8. Similarly, it must be highlighted if pupils require a visa, and support offered to families in terms of how to apply for the visa for their child.
- 10.9. There must be separate sleeping accommodation for pupils and staff. Pupils and staff should also not be required to share bathroom facilities.

Parent/Guardian Consent

1. No pupil should go on a trip without an up to date signed consent Form. Such consent may be granted only by a parent, guardian or a boarding Housemaster/Housemistress.
2. Parents must be made fully aware of and consent to all activities on the trip, especially water activities or any special arrangements for all pupils travelling home alone after a trip where the time of return for a trip is after the end of the School day.
3. Consent has to be specific and explicit for every educational trip.
4. Day Trips:
 - 4.1. For each day trip a 'Form D' is linked to the letter and requests parents agree to the following (all forms are to be saved in the shared Google Drive Admin-Vitis Forms):
 - 4.1.1. The trip (detailing what is involved and if 'adventurous' activities will take place)
 - 4.1.2. The rechargeable amount for the trip
 - 4.1.3. Confirmation that the school holds up to date emergency contact details
 - 4.1.4. Confirmation that the school holds up to date medical information
5. Overnight Trips:
 - 5.1. For residential trips a 'Form C' must be filled out and received at least 4 weeks prior to departing.
 - 5.1.1. The trip (detailing what is involved and if 'adventurous' activities will take place)
 - 5.1.2. Declaration of health (including GP information)
 - 5.1.3. Emergency Contact details

Pupils with SEND and / or medical needs (including EAL considerations):

1. Every effort should be made to ensure that outdoor learning activities and visits are available and accessible to all, irrespective of special educational or medical needs, ethnic origin, gender or religion. If a visit needs to cater for young people with special needs, every *reasonable* effort should be made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and be actively involved.
2. Establishments should take all *reasonably practicable* measures to include all young people. The principles of inclusion should be promoted and addressed for all visits and reflected in establishment policy, thus ensuring an aspiration towards: An entitlement to participate, Accessibility through direct or realistic adaptation or modification, Integration through participation with peers.
3. Employers, Heads/Managers, Curriculum Planners and Visit Leaders should be aware of the extent to which Inclusion is or is not a Legal issue. Under the Disability Discrimination Act 1995, it is unlawful to:
 - 3.1. Treat a disabled young person less favourably;
 - 3.2. Fail to take reasonable steps to ensure that disabled persons are not placed at a substantial disadvantage without justification.
4. It is good practice that prior to any trip, the parents of any pupil with SEND/medical issues should be contacted and full details of the trip given along with a discussion of the pupil's requirements for the trip.
5. A discussion between the trip leader and the EVA should then take place as to staffing and expectations for inclusion and any special measures that will need to be undertaken.
6. The organiser of the trip will be made fully aware of the SEND/medical issues to allow for planning. Extra staffing may be required to support the pupil on a one to one basis during the trip and the cost of this is required to be factored into the planning.
7. From the parental permission forms, all data regarding dietary issues and on-going medical issues should be gathered and held by the leader and designated first aider. This information can be accessed through ISAMS.
8. All staff attending the trip should be conversant with the administration of any emergency medication as indicated on the pupils Care Plan such as Autoinjectors or inhalers. Staff should also be aware of the level of independence of the pupil re their medical care.

Ratio and Staffing

1. There should be one qualified First Aider on each trip, an exception is where there are First Aid trained staff at the destination..
2. The visit leader should consider in their planning whether the ratios are appropriate and seek advice if necessary. The EVA and appropriate Vice Principal are able to sign off day trips if this has been fully considered in the risk management.
3. Day and overnight trips:
 - 3.1. For pupils in the Nursery and Reception it is advised that there is a ratio of 1:5
 - 3.2. In years 1 to 3 the advised ration is 1:8
 - 3.3. In years 4, 5 and 6 the ratio is 1:10
 - 3.4. From year 7 to Upper Sixth the ratio is 1:12
4. Wherever possible a member of staff from each sex should accompany a trip involving pupils of both sexes, and this is compulsory if this involves an overnight stay. However, there will be occasions when this is not practical such as some day trips with very small numbers of pupils. The

visit leader should consider in their planning whether the mix is appropriate and seek advice if necessary. The EVA and appropriate Vice Principal are able to sign off day trips if this has been fully considered in the risk management.

5. Concerns over staffing should be discussed with the EVA and the Vice Principals. If both members of a couple are going on a trip with their child/children, only one parent may count in the staff ratio.
6. If a member of staff has their child, or a family relation, on the trip, they must be supervised by another staff member.
7. Staff expertise or training must be considered when trips require specific knowledge or skill e.g. rock-climbing. Training must be offered if required, and qualifications verified if these are to be required during the trip by the staff member in leading activities for pupils.
8. All staff attending trips should be prepared to be on duty at all times and to ensure the safety of the pupils. On any school trip, staff must directly supervise children at all times. On no occasion will pupils be left alone unsupervised. The only contradiction to this is when a pupil or group of pupils are conducting an activity which requires them to manage independently without adult supervision e.g. when orienteering/ sailing or walking within a set area. In this scenario, risk assessments must take into account contact procedures for individuals or groups of pupils in an emergency, when they are out of sight, or lose contact with their main group or the group leader.
9. Staff are to be in attendance and accessible when on trips and pupils are under the instruction of an outside agency and also during 'free time'.

Visits planning

1. Each visit will have its own risk assessment, which must be reviewed before a repeat visit is made. Generic risk management plans exist for a wide range of trips and components of trips – accommodation, transport etc. These are available on Google Drive/Shared Drives/Admin/Visit Forms/Generic Risk Assessments and within the Resources section of Evolve.
2. **The Teacher in charge will**
 - 2.1. liaise with member of SMT to gain permission for the trip
 - 2.2. liaise with the Director of the Co-Curriculum to decide upon the date for the trip and confirm that it has been placed in the calendar
 - 2.3. email a completed Trip Costing Form (available Google Drive/Shared Drives/Admin/Visit Forms/Trip Costing Form) in to the Bursar and the School Accountant - await agreement before proceeding
 - 2.4. ask the HR Department to carry out DBS checks and references for any volunteers that are supporting the visit
 - 2.5. inform parents via email, indicating:
 - 2.5.1. reason for the trip and a list of activities involved
 - 2.5.2. exact timing of the trip, including drop-off and pick-up times
 - 2.5.3. address and if possible the telephone number of the destination
 - 2.5.4. name of the trip leader
 - 2.5.5. a copy of the Code of Conduct form (found in Google Drive/Shared Drives/Admin/Visit Forms)
 - 2.5.6. the total cost of the trip
 - 2.5.7. kit list / clothing / food and drink requirements / spending money
3. **At least once month in advance for a day trip and 6 months in advance for an overnight trip**

- 3.1. input information onto EVOLVE:
 - 3.1.1. After obtaining details of the main activity costs, please obtain quotes/estimates for the following possible extras: Insurance, Coach Travel, Clothing / Hoodies, Activity Costs not included in the main 'event', Extras: Refreshments, Ice Creams etc.
 - 3.1.2. All costs should then be submitted on a Trip Costing Form and uploaded for review on Evolve. A cost per pupil and a payment plan will then be agreed.
 - 3.1.3. Once the trip has been approved, a fund will be created on the iPayImpact portal on which parents can sign up and pay for the trip whether in full or by an instalment plan. Please supply year group and individual pupil names.
 - 3.1.4. A copy of the letter to parents/guardians.
 - 3.1.5. Prior to leaving, ensure you have up to date Insurance Documentation and Assistance Leaflet. Any medical incidents involving professional medical care should be logged with the insurance company directly at the time via details in the Assistance Leaflet. The claim number should then be forwarded to the Bursary along with any reports
 - 3.1.6. Upload risk assessments and copies of public liability insurance where relevant enter full list of pupils and staff attending the trip on EVOLVE.
- 3.2. book the travelling first aid kit from the Medical Centre
- 3.3. ensure all payments (for overnight trips) have been made by parents and follow up where necessary
- 3.4. book a mobile phone from the Bursary
- 3.5. finalise all bookings
- 3.6. if catering is required, book and confirm it
- 3.7. Minibuses need to be booked separately via the online system. Please note, it is only possible to book a minibus if one is available (activities such as games, CCF...etc take priority as they are timetabled and require transport for pupils to access lessons/activities). Entering 'minibus travel' on the Evolve system does not book a bus. Liaise with EVA and/or Director of Sport before booking.

4. Two weeks in advance

- 4.1. chase any remaining consent forms from parents, reminding them that their child cannot participate if it is not received within 3 days of intended departure
- 4.2. inform the Medical Centre of the full list of pupils attending the trip and liaise with regards to any pupils with specific medical requirements
- 4.3. check with the DSL regarding any pupils with safeguarding requirements
- 4.4. meet with all staff & volunteers taking part in the visit to discuss responsibilities, risk assessment, pupils with needs and emergency arrangements
- 4.5. share the list of pupils attending the trip with academic staff
- 4.6. prepare a pack for the accompanying staff, which will consist of:
 - 4.6.1. the itinerary, with all addresses of locations during the trip, phone numbers etc
 - 4.6.2. mobile numbers of participating staff
 - 4.6.3. a list of pupils with parental contact details and medical conditions
 - 4.6.4. emergency contact numbers
 - 4.6.5. out of hours contact numbers
 - 4.6.6. copy of the trip risk assessment

4.7 For Overseas trips an information card should be given to each pupil containing the telephone numbers of the emergency services of the country to which they are travelling, contact names and addresses for the accommodation (if relevant) and the emergency contact details of the group leaders.

5. Day prior to departure / day of departure

- 5.1. complete a register and inform relevant staff (SMT if this is outside of school hours)
- 5.2. remind the pupil of the purpose of the trip and expected standards of behaviour
- 5.3. give information packs out
- 5.4. collect the travelling first aid kit and check contents
- 5.5. collect school mobile phone
- 5.6. collect catering, if required

6. During the visit

- 6.1. Walking – staff to be at front, middle and rear of the walking group. All road crossings take place at designated crossing points. Staff to ensure that an outside guide is fully aware of this.
- 6.2. Public Transport – tube – group to remain in one carriage at all times. Staff to count pupils off/on at each stop. Pupils walk in pairs and single file on the right on stairs or escalators.
- 6.3. Coaches – staff to count pupils on and off the coach. Staff distribute themselves around the coach at front, middle and rear. On the continent, staff must ensure safety when departing from the ‘wrong side’. All staff and pupils are to wear seat belts at all times.
- 6.4. Primary responsibility lies with the Teacher in charge, who can amend arrangements or cancel the visit if appropriate. They may delegate tasks in necessary, including:
 - 6.4.1. carrying out and recording of head counts of children, leaving school, getting on / off transport, entering or leaving a location etc
 - 6.4.2. checking that pupils wear seat belts
 - 6.4.3. enforcing standards of behaviour
 - 6.4.4. keeping account of expenditure
 - 6.4.5. recording accidents and near misses

7. After the trip:

- 7.1. inform the medical centre of any accidents on the trip
- 7.2. inform the Vice Principals of any incidents on the trip and record on CPOMS
- 7.3. return medical equipment to the medical centre
- 7.4. submit recharges
- 7.5. destroy all paper copies of medical/contact details

Accidents, incidents or illnesses

1. Illness or minor accidents
 - 1.1. If a pupil has a minor accident or becomes ill, the Teacher in charge, or another member of staff, will phone the parents emergency contact number to liaise. If contact can't be made, the School Medical Centre will be contacted for advice and to recommend next steps.
2. Emergency procedures
 - 2.1. Ensure your own safety
 - 2.2. Remain calm - Assess the situation

- 2.3. If possible, delegate actions to other leaders and participants so you can keep an overview, and to allow concurrent activity
- 2.4. Safeguard the uninjured members of the group. Ensure the safety of the group. Make sure everyone is accounted for and adequately supervised
- 2.5. Contact the relevant emergency services if necessary
- 2.6. Carry out first aid (if applicable) to the best of your abilities
- 2.7. Check in with all other staff leading groups to update them on the situation and check theirs
- 2.8. Inform the designated base contact at School of the incident
- 2.9. If required notify British Embassy and the Tour Operator
3. In the event of a serious accident of one or more of the pupils and staff, the Teacher in charge will contact the emergency services and arrange for medical attention for the injured party. One of the accompanying members of staff, ideally the same sex as the child, should accompany the injured pupil(s) to hospital and remain with the child until a parent arrives.
4. After ensuring that the rest of the group are safe and looked after, the Teacher in charge will:
 - 4.1. inform the Principal and Core Leadership Team.
 - 4.2. where the full facts have not yet emerged, they should say so and ensure that follow-up communications with the school are maintained.
 - 4.3. a full and accurate record should be kept of the incident, the injuries and of the actions taken.
5. In the event of an emergency/accident there is likely to be media interest.
 - 5.1. The Trip Leader/assistant staff should refer all media enquiries to the Principal on 01634888555
 - 5.2. No pupils or staff in the group should speak to the media. Names of those involved should not be given under any circumstance
 - 5.3. Nobody in the group should discuss legal liability
 - 5.4. The Marketing Department will deal with the media at the School end. They will notify the Principal and Chairman of Governors if appropriate

Cancellation of a Place on a School Trip

1. Should a parent need to cancel a child's place on a school trip, they must inform the trip leader as soon as possible. Where possible the school will refund monies, particularly if another child is able to take the place, but bear in mind that this is not always possible. If we cannot fill the place parents will be liable for the costs of the trip already committed to by the School.
2. Cancellations made within six weeks of a UK trip, or within two months of a trip abroad, are too late for us to seek another pupil to fill the place.
3. For overnight trips, parents are informed of the total cost of the trip and the instalment dates and amounts that are due. Trips are run on a break even basis with commitments for items such as transport, accommodation, instructors and equipment made many months ahead of the trip.
4. The school uses the online payment system iPayImpact
5. In the event of a parent withdrawing their child:
 - 5.1. The non-refundable deposit will not be returned.
 - 5.2. If a replacement pupil is found, the school will refund the remaining amounts paid less any external admin costs that are incurred (such as a name change on a flight ticket).
 - 5.3. If a replacement pupil is not found, the school will refund any amount that can be recovered from the Travel Company only.

- 5.4. Depending on how late the pupil is withdrawn and whether all payments have been met, there may be additional costs that are required to be paid that the School has committed to pay to the Travel Company. These will be added to the next School invoice.
- 5.5. If a pupil is withdrawn from a trip due to unacceptable behaviour, the School reserves the right to not refund the cost of the trip.
- 5.6. If a pupil is withdrawn for health reasons, any amount will be refunded via the School's Travel Insurance Policy. Parents should be aware that not all health related conditions are covered by the policy and therefore refunds are not guaranteed.
- 5.7. If a trip is cancelled as a result of non-viable numbers, any deposit paid will be refunded as soon as it is clear the trip will not go ahead.

Missing Child - In the event that a child goes missing we follow our missing child policy (available on the school website)

Delayed return - If the return from a visit is delayed, the Teacher in charge will phone the school office, or the base contact (out of school hours), who will in turn update parents to alert them to the delay and the revised time of arrival.

Adventurous activities

Below is a list of 'Adventure Activities' as agreed by Local Authority outdoor education advisors. Before our pupils take part in any of these we need to be sure that the relevant National Governing Body qualifications are held by the person/organisation running the activity or a technical advisor has provided a statement of competence.

- All activities in 'open country' such as D of E Expeditions.
- Swimming (all forms, excluding publicly life guarded pools)
- Camping where participants/leaders erect tents and/or self-cater.
- Canoeing / kayaking
- Sailing / windsurfing / kite surfing
- Rafting or improvised rafting
- Use of powered safety/rescue craft
- All other forms of boating (excluding commercial transport)
- Water skiing
- Paintball (including 'Laser Quest')
- Snorkel and aqualung activities
- Hill walking and Mountaineering
- Mountain biking
- Rock climbing (including indoor climbing walls)
- Abseiling
- River/gorge walking or scrambling
- Coasteering/coastal scrambling/sea level traversing
- Underground exploration (Except designated 'Show' caves)
- Shooting and archery
- Skiing, snowboarding, and related activities (including dry slope)
- Air activities (excluding commercial flights)
- Horse riding

- Motor sport – all forms
- High level ropes courses
- ‘Extreme’ sports (Parcours, Bungee, Zorbing, Mountain or ATB Boarding etc.)
- Other activities (e.g. initiative exercises) involving skills/risks inherent in any of the above

NB: When planning activities involving caving, climbing, trekking, skiing or watersports (excluding rowing) the visit leader must ensure that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales) and records this information on the relevant documentation.

Legal Requirements & Education Standards,

References:

- A: ISI Commentary on the Regulatory Requirements, Section B Part 3 (www.isi.net)
- B: Social Care Common Inspection Framework (www.gov.uk)
- C: Health and Safety at Work” Section H of the ISBA Model Staff Handbook,
- D: “Health and Safety and Welfare at Work” Chapter N of the ISBA Bursar’s Guide
- E: “Insurance” Chapter K of the ISBA Bursar’s Guide
- F: Statutory Framework for the Early Years Foundation Stage (www.gov.uk)
- G: Going out there, Health and Safety guidance on leaving the school grounds, Scottish Government (education.gov.scot)
- H: Health & Safety Executive, School trips and outdoor learning activities home page (www.hse.gov.uk)
- I: Outdoor Education Advisers Panel National Guidance (oeapng.info)
- J: Council for Learning Outside the Classroom (LOtC) (lotcqualitybadge.org.uk)
- K: Health and safety on educational visits (www.gov.uk) November 2018