



Educational Visits/Trips Policy 2025/26

Review		
Directors	Adele Lord-Laverick	Georgina Gowthorpe
Principals	Adele Lord-Laverick	Georgina Gowthorpe

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Signed	Adele Lord-Laverick	
Signed	Georgina Gowthorpe	

Lord Gowthorpe's arrange trips, visits and learning off-site to enable us to deliver our vocational and SEMH offering in order for us to develop students' independent, investigative learning, and to build their experience of the local and wider world.

All staff members have a responsibility to:

- take reasonable care of their own and others' health and safety
- co-operate with their employer
- carry out activities in accordance with training and instruction
- inform the employer of any serious risk

This policy been produced to offer staff advice and support in the planning and organising of all offsite activities in order to ensure the health and safety of students.

Definition For the purposes of this policy, an 'educational visit' means any educational, cultural or sporting activity that requires the pupils to leave the school premises having been authorised to do so by the principals of Lord Gowthorpe's.

This includes the following:

- Visits to places of interest in the local area
- Day visits to museums, galleries and places of educational interest
- Forest School / Horticultural courses / Trips to the allotment

- Sporting activities including horse riding sessions

These trips are planned to support and broaden the students' understanding of the current topic. All activities are available to all children irrespective of needs, ethnicity, gender or religion.

Planning and Preparation for a trip

All off-site activities must be approved by the Principal prior to the trip.

Parental consent

Parents/carers will be informed in advance of dates for school trips with a request for consent.

Risk assessments

A full risk assessment must be completed prior to a trip. To support the process, existing risk assessments can be used, evaluated and updated, including generic risk assessments, risk assessments completed by staff members who carried out the same trip and/or the generic risk assessments available.

The risk assessment must include details of any specific medical issues, additional support for individual students.

A copy should be taken on the trip, and another copy left in the office.
parents will always be informed about the trip or activity by email or letter.

Trip Safety

Students will always be reminded of the behaviour expectations before going off-site on their visit. The school takes the safety of its pupils on off-site visits extremely seriously. All supervising staff must be made aware of the duty of care which is placed upon them. The Lord Gowthorpe's Safeguarding Policy will be implemented during all off-site activities.
A qualified first aider will be on the trips.