

# Education Visits Procedure

This procedure supports the implementation of the Curriculum Policy and provides information about off-site educational visits and guidance for organising visits for St Piers School students

## 1. Purpose of Education visits

- To provide a broader context for learning, assessment and the recording of student progress against development targets set relative to their EHCP and/or Learner Journeys.
- To provide students the opportunity for real-life learning.
- To promote the progression of skills and learning in a variety of environments.
- To increase students' enjoyment of learning and motivation by offering a wider range of planned experiences across the curriculum that suit their interests.

## 2. Guidance

**These guidelines explain the appropriate actions for the different types of visits, as follows:**

- Most groups / cohorts should undertake at least one educational visit each term (six - term academic year) to supplement and enhance the relevance of the curriculum.
- In addition, smaller groups may be taken off-site as part of the programme to meet the objectives set and agreed as above.
- Trips to access further learning and courses can be arranged to support students learning and progression. This includes but is not limited to Crawley College in West Sussex.
- Further off-site visits may take place where identified as necessary for fulfilling the requirements of the accreditation systems used at the time.
- Risk assessments must be undertaken for every visit ensuring that adequate support is provided to enable students' safety and learning and risk assessments should be carried out prior to an off-site visit.
- If using an unfamiliar destination, teachers should carry out a preliminary visit, so they are aware of potential risks and to enable students to make the most of their trip.
- Risk assessments may be sought from the location being visited to support St Piers internal risk assessment process.
- For each visit a St Piers Outings Form must be completed and approved by a member of the School Education Leadership Team.

- Educational outings in excess of a 30 mile radius of St Piers, or if the visit is deemed to be 'high risk', must be approved by the Executive Principal or Headteacher.
- The visits planned should ensure that the time spent off the bus at the destination is longer than that spent on the journey.
- Visits of a purely recreational nature should be primarily organised by staff in the residential setting.
- Costs of educational visits should be factored into planning and generally funded by appropriate curricula budgets. Staff are asked to keep costs to a minimum. Extra money needed for specific events should be negotiated with students/parents/carers. Residential students have pocket money which is kept and managed on the house and may be used in certain circumstances.
- The named trip organiser is responsible to ensure that staffing levels are adequate for the trip and for checking that staff have up to date training to ensure students safety and welfare is prioritised. This should include emergency medication training and behaviour training where needed. The trip organiser is also responsible for ensuring all emergency medication and protocols are accounted for before leaving for the trip.
- All trips must be signed off by the designated Educational Visits Coordinator, currently the Assistant Headteacher

<b>This procedure is agreed by Jeremy Law, Interim Executive Principal and will be implemented by all Departments.</b>	
<b>Signed:</b>	<b>Date: 7 October 2025</b>
<b>Name: Jeremy Law</b> <b>Title: Executive Principal</b>	
	<b>Date of next review: 1 October 2027</b>

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2	30.03.2023	Policy due for renewal.  Additional paragraph added under guidance around responsibilities of trip organiser.	Danny Hulme, Assistant Headteacher
2	30.03.2023	Policy re-formatted to align all	Julie Landsborough PA to Exec Principal



		<b>Education policies with new branding</b>	
<b>3</b>	<b>26.06.2023</b>	<b>Some amended comments following presentation at Policy group.</b>	<b>Julie Landsborough</b>
<b>4</b>	<b>18.09.2025</b>	<b>Annual review and update</b>	<b>Danny Hulme</b>
	<b>07/10/2025</b>	<b>Wording tidied</b>	<b>Policy Review Group</b>

