



Sixth form – Education Visits Policy

DATE APPROVED:	April 2026	DATE OF NEXT REVIEW:	January 2027
POLICY OWNER(S):	Director of Adult Learning		
DESIGNATION:	Sixth Form		
APPROVED BY:	Education Committee – pending approval		

<p>Purpose of policy</p>	<p>St Elizabeth's Sixth form promotes learning beyond the classroom through well-planned and supervised educational visits that enrich learners' academic, social, cultural, personal and life skills development. Visits are an integral part of the curriculum and support the Sixth form's inclusive ethos for learners with Special Educational Needs and Disabilities (SEND).</p> <p>This policy sets out the procedures, responsibilities, and standards for planning, approving and conducting educational visits safely and inclusively, in line with DfE guidance on health and safety on educational visits and inclusive practice for learners with SEND.</p>
<p>Links to other policies</p>	<p>Safeguarding and Child Protection Policy</p> <p>Health and Safety Policy</p> <p>SEND Policy</p> <p>Behaviour Support Policy</p> <p>Risk Assessment Procedure</p> <p>Equality, Equity, Diversity and Inclusion Policy</p>

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1. Introduction

This policy sets out the procedures, responsibilities, and standards for planning, approving and conducting educational visits safely and inclusively, in line with DfE guidance on health and safety on educational visits and inclusive practice for learners with SEND.

St Elizabeth's Sixth form promotes learning beyond the classroom through well-planned and supervised educational visits that enrich learners' academic, social, cultural, personal and life skills development. Visits are an integral part of the curriculum and support the Sixth form's inclusive ethos for learners with Special Educational Needs and Disabilities (SEND).

2. Principles

- All learners, including those with SEND, must have equal access to learning outside the classroom through appropriate adjustments, planning and support.
- Visits should be educational, purposeful and aligned to individual learner targets where possible.
- Safety, wellbeing and dignity are paramount; risk assessment and reasonable adjustments must reflect learners' specific needs.
- Deputy Head Teacher approval is required for all educational visits.

3. Scope

This policy applies to:

- Day trips
- Residential visits, (currently not included in the curriculum offer)
- Outdoor and adventurous activities
- Enrichment and cultural visits
- Work-related learning, work experience and community engagement activities

4. Roles and Responsibilities

✓ Deputy Head Teacher – Strategic and Operational Lead

As the Sixth form's accountable officer for educational visits, the Deputy Head Teacher:

1. Overall Approval Authority

- Agrees approval for all educational visits after verifying that planning, supervision, and risk management meet statutory and Sixth form standards.
- Ensures that residential or higher-risk activities are appropriately justified and vetted.

2. Inclusion and SEND Oversight

- Ensures reasonable adjustments and support provisions are in place so all learners, particularly those with SEND, can participate safely and meaningfully.
- Works with visit leaders and parents/carers to identify specific needs and adapt plans accordingly.

3. Policy Implementation

- Ensures this policy and related procedures are implemented consistently.
- Allocates sufficient resources and time for planning and review

4. Training and Competence

- Ensure staff receive relevant training on visit management, risk assessment, SEND support, and safeguarding.

5. Monitoring and Evaluation

- Reviews educational visit outcomes and incident reports to improve future practice.
- Ensures lessons learned are shared across the leadership team and governing body where appropriate.

6. Safeguarding and Compliance

- Guarantees that safeguarding procedures align with Keeping Children Safe in Education and that risk assessments include individual medical, behavioural and individual need considerations.

The Teacher/Lead for the educational visit supports the Deputy Head Teacher by:

- Assisting with planning and risk assessments.
- Checking staff competency and venue suitability.
- Liaising with parents, transport providers (where appropriate) and external organisations.
- Ensuring documentation is complete and stored appropriately.

Visit Leaders must:

- Lead specific visits, understand risk assessments, and manage activities safely.
- Understand needs and adjustments required for individual learners.
- Have clear contingency and emergency plans.

Parents/Carers

Parents/carers must:

- Ensure medication is provided
- Agree to visit details and consent as required.
- Support Sixth form expectations regarding behaviour and supervision.

Learners

Learners should:

- Follow instructions and agreed behaviour standards.
- Communicate any concerns with their allocated support staff and leaders
- Engage with learning and safety procedures.

5. Planning and Risk Assessment

- All educational visits must be planned with proportionate and sensible risk assessments that include SEND considerations — such as medical needs, communication needs, mobility or sensory adjustments.
- Parents/carers will be informed of risks and any reasonable adjustments planned.
- Venue checks must confirm the provider's safety standards and appropriate insurance.

6. Consent and Communication

- For day visits integrated into the curriculum, general consent obtained at enrolment may suffice, but parents/carers will always be informed.
- For higher-risk or residential visits, trip-specific written consent is required.
- Detailed itineraries, emergency contact arrangements and individual learner adjustments will be shared with parents/carers and staff in advance.

7. Inclusion and SEND Adjustments

St Elizabeth's Sixth form commits to:

- Assessing the suitability of each visit for sixth form learners and allocating support staff or equipment as needed.
- Planning additional supervision or transport support where required.
- Adjusting learning objectives to match individual learner targets to ensure participation.
- Communicating with therapists, health professionals or parents/carers about needs related to mobility, medical equipment, medication or communication.

8. Emergency Procedures

- Visit Leaders must have an emergency plan, including nominated contacts at the Sixth form base.
- The Deputy Head Teacher must be informed immediately of any serious incidents, accidents or safeguarding concerns.

9. Training and Review

- Staff involved in leading or supporting educational visits must undertake regular training that includes health and safety, SEND best practice, behaviour support and first aid.
- This policy will be reviewed annually or when updated statutory guidance is published.

Review: Annually

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April 2026	Director of Adult Learning	April 2026