



The Piggott School: Secondary Phase Policy with regard to Educational Trips

'Go and do Likewise' Luke 10:25-37, The Parable of the Good Samaritan
We live with love and compassion, seeking help in times of need

Author:	Assistant Headteacher with responsibility for Trips
Approver:	Local Governing Committee
Date:	16 th June 2026
Next review:	June 2029 unless there are earlier statutory or guidance changes
Category of policy:	Local Governing Committee

Changes history

Version:	Date:	Amended by:	Substantive changes:	Purpose:
2	June 2026	Assistant Headteacher	Change from SMSC Committee to LGC and change to practice	To reflect practice

This is a policy delegated to the responsibility of the Local Governing Committee of The Piggott School by Agape Trust Board.

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THIS POLICY WILL HELP THE SCHOOL TO FULFIL ITS AIMS BY:

1. Enable our pupils to acquire knowledge and to develop skills and concepts safely
2. Helping to develop lively, enquiring minds which are capable of independent study
3. Helping pupils prepare for adult life
4. Helping to foster a spirit of co-operation which appreciates individual differences and gives opportunity for competition
5. Support and complement the curriculum

THE OBJECTIVES OF THIS POLICY:

1. To promote pupil welfare during educational activities off-site
2. To provide a clear rationale to guide Staff and the Local Governing Committee when visits are being planned and approved
3. To ensure fair and practicable expectations and assurances are in place for all parties concerned.

TO FULFIL THIS POLICY THE LEADERSHIP GROUP AND THE LOCAL GOVERNING COMMITTEE OF THE SCHOOL WILL:

1. Ensure all plans for residential educational visits and exchanges are approved by the Local Governing Committee in the academic year prior to departure (unless extenuating circumstances require in-year approval)
2. Ensure that a clear educational rationale for the trip is presented prior to such approval
3. Ensure that the role of EVC is undertaken by a senior member of staff with appropriate training and experience in risk assessment and trip planning; delegation of off-site approval may go to the EVC
4. Ensure that behaviour contracts are in place on all residential trips and exchanges.
5. Ensure that all trips are evaluated and reviewed on return and completion of the trip
6. Ensure compliance with the risk assessment provider's monitoring and approval systems

TO FULFIL THIS POLICY THE LEADERSHIP GROUP OF THE SCHOOL WILL BE PROVIDED WITH:

- trip destination

- the educational purpose e.g. whether it is an exchange, work experience, study trip, field trip, etc
- an initial health and safety risk assessment and how any perceived risks are expected to be minimised/overcome. The risks to be identified in accordance with the risk definitions given in the DFE publication “a good practice guide – Health & Safety of Pupils on Educational Visits”.
- proposed dates for the trip and whether these dates are within term time or not
- estimated cost
- proposed number of pupils to go on the trip
- year group/s involved

APPENDIX 1:

LOCAL GOVERNING COMMITTEE OVERARCHING PRINCIPLES FOR TRIPS

- Educational and curriculum relevance, with value also placed on key life skills and experiences gained by trip/visit.
- Inclusive and accessible to all, primarily delivered through quality day excursions expanding the educational and cultural experiences and horizons of all students.
- For residential trips that cannot be open to a whole year group, priority will be given to those who study the subject in the first instance and then opened out to the rest of the year group. If oversubscribed, there will be a ballot.
- All residential trips should be brought to the attention of the Governors, ideally a year in advance of the trip, for consideration.
- Aim to provide 12 months' notice for families for high-cost trips to allow budget planning.
- Aim for every student to have the opportunity to attend one 'big' trip in their time at the school. Monitor the distribution of such trips to ensure it is as fair as possible for students.
- Heads of Year to monitor and identify students who may be at risk of missing out on trips. Seek funding where possible and consider adding a voluntary contribution of ~£15 on trips to create a bursary fund.