

# Educational Trips and Visits Policy

Document Control	
<b>Document Type</b>	Policy
<b>Date Approved</b>	August 2021
<b>Approved by</b>	Principalship
<b>Review Date</b>	August 2022
<b>Department</b>	Student Support & Experience
<b>Policy Owner</b>	Assistant Principal
<b>Principalship Lead</b>	Vice Principalship
<b>Accessible to Students</b>	No

This policy applies to all educational trips and visits undertaken by students/apprentices/learners in any organisation which is part of LTE Group.

This policy does not apply to trips and visits involving employees only. In those cases, the LTE Group Travel & Expenses Policy applies instead.

Health and safety law requires that employers have a duty of care to keep employees healthy and safe and to ensure that non-employees are not exposed to risk to their health and safety, regardless of location.

Whether the visit or trip is to a local park, museum or swimming pool, a residential stay in the UK or abroad or an adventure activities trip, all trips and visits must be planned and approved following the Educational Trips and Visits Policy. Non-adherence may result in cancellation.

LTE Group will ensure that:

- suitable measures are taken when booking educational trips and visits to minimise the risk to the health and safety of both students/apprentices/learners and colleagues. This will take into consideration conditions such as travel, destination, proposed activities and individual circumstances, where practicable.
- identified control measures shall be implemented.
- training, instruction and supervision will be provided where needed.

Employees have a responsibility to:

- take reasonable care for their own health, safety and wellbeing
- not put others at risk by what they do or don't do at work
- cooperate with employers to help everyone meet their Health & Safety obligations

This policy forms part of the Group Health, Safety and Environment Arrangements.

### **Aligned Policies and Procedures**

Trips and Visit Guidance/Procedures  
Staff Travel and Expenses Policy

### **Location and Access**

Staff Hub