



KITE COLLEGE

Kent Inclusive Technical Education

Trips & Visits Policy

Date: June 2026	Authorised Principal: Sarah Miller
Review Date:	June 2027
Learning & Inclusion Committee	June 2026
Signed: Principal	
Signed: Chair of Trustees	

Contents

1. Policy Purpose	4
2. Legal and Regulatory Framework	4
3. Scope	4
4. Guiding Principles	4
5. Roles and Responsibilities	5
5.1 Trip Leader	5
5.2 Senior Leadership Team (SLT)	5
5.3 Sarah Murphy	5
5.4 Sarah Miller	5
6. Categories of Trips and Approval Process	5
6.1 Local Trips Under 3 Miles	5
6.2 Trips Requiring a Full Trip Pack	6
7. Transport	6
8. Safeguarding, Medical and Inclusion	6
9. Monitoring, Evaluation and Review	6
10. Residential Trips (UK and Overseas)	7
10.1 Purpose	7
10.2 Scope	7
10.3 Approval and Authorisation	7
10.4 Planning and Trip Documentation	7
10.5 Staffing and Supervision	8
10.6 Safeguarding and Welfare	8
10.7 Health, Medical and Inclusion Considerations	8
10.8 Financial Management	8
10.9 Monitoring and Review	8
11. Alignment to Inspection Frameworks	9
Ofsted – Education Inspection Framework	9
Appendices	9
Appendix A – Trip Form (T1) Summary	9
Appendix B – Trips and Visits Flowchart	9
Appendix C - Guidance for Staff - KITE College Trips and Visits Procedure	10
Local Trips Under 3 Miles	10
1. Notice and Approval	10
2. Diarising the Trip	10
3. Trip/Visit Form – T1	10
4. Risk Assessment	10

5. On-the-Day Checklist	11
6. Submission Timeline	11
Appendix D - Staff Trip/Visit Checklist	11
Local Trips Under 3 Miles	11
Appendix E - KITE College Trips and Visits Procedure.....	11
1. Notice and Approval	12
2. Diarising the Trip	12
3. Trip From – T1	12
5. Risk Assessments	12
6. Venue Documentation	12
Appendix F - Trip Pack.....	13
8. On-the-Day Checklist	13
Appendix – G - Residential Trips and Visits Flowchart (UK and Overseas)	14

1. Policy Purpose

KITE College recognises the educational, developmental and therapeutic value of well-planned off-site visits. Trips and visits contribute significantly to learners' personal development, independence, employability skills and preparation for adulthood, particularly within a specialist post-16 context.

This policy establishes a robust governance framework to ensure that all off-site visits are:

- Safe and appropriately risk-managed
- Inclusive and accessible
- Fully compliant with safeguarding requirements
- Carefully planned, approved and monitored.

2. Legal and Regulatory Framework

This policy is informed by:

- DfE Health and Safety on Educational Visits (2018)
- Equality Act 2010
- Keeping Children Safe in Education (latest edition).

3. Scope

This policy applies to:

- All learners enrolled at KITE College
- All staff organising, leading or accompanying trips
- All off-site activities conducted as part of College provision.

4. Guiding Principles

Trips and visits must:

- Have a clear educational, employability or developmental purpose
- Be proportionate to the level of risk
- Be planned with reasonable adjustments for individual needs
- Promote learners' autonomy, confidence and community participation
- Be approved through clearly defined lines of accountability.

5. Roles and Responsibilities

5.1 Trip Leader

Responsible for:

- Planning the visit in line with this policy
- Completing and submitting all documentation accurately and on time
- Ensuring awareness of learner medical and behavioural risk assessments
- Following all on-the-day procedures and reporting any changes.

5.2 Senior Leadership Team (SLT)

Responsible for:

- Reviewing and agreeing trip proposals
- Monitoring staffing and safeguarding implications
- Ensuring trips align with College priorities.

5.3 Sarah Murphy, Deputy Head Personal Development

Responsible for:

- Central oversight of Trip Forms (T1) and trip packs
- Maintaining accurate records
- Acting as conduit between Trip Leaders and Sarah Miller – Principal.

5.4 Sarah Miller, Principal

Responsible for:

- Final authorisation of all full trip packs.

6. Categories of Trips and Approval Process

6.1 Local Trips Under 3 Miles

Local visits are defined as off-site activities within a 3-mile radius of KITE College that do not involve:

- Consuming food
- Physical activities
- Elevated or unusual risk.

Examples: Job Centre, supermarkets, community venues.

Requirements:

- SLT authorisation required

- Trip Form (T1) completed and signed
- Generic risk assessment applies
- First aider not required unless physical activity is involved.

Exemptions:

- 1:1 Walk and Talk activities.

6.2 Trips Requiring a Full Trip Pack

Required for:

- Trips over 3 miles
- Public or alternative transport
- Food consumption
- Tours, activities or events
- Work Experience visits.

Requirements:

- Minimum 2 weeks' notice
- Designated first aider
- Full trip pack submitted and authorised.

7. Transport

- Only approved drivers may transport learners
- Staff vehicles must have valid Business Insurance
- Minibus use must be pre-authorised
- Learners must be supervised at all times.

8. Safeguarding, Medical and Inclusion

- Learner risk assessments must be reviewed prior to the visit
- Medication needs must be recorded and managed appropriately
- Reasonable adjustments must be implemented
- Safeguarding expectations apply off-site exactly as on-site.

9. Monitoring, Evaluation and Review

- All trips are subject to SLT oversight
- Incidents, concerns or near misses will inform review
- Policy reviewed annually or earlier if required.

10. Residential Trips (UK and Overseas)

10.1 Purpose

Residential trips offer extended opportunities for learners to develop independence, resilience, social skills and preparation for adulthood. These visits may take place within the UK or overseas and must provide clear educational, developmental or employability outcomes aligned to learners' individual needs and College priorities.

10.2 Scope

This section applies to:

- All residential trips involving one or more overnight stays
- UK-based residential visits
- Overseas residential visits.

All residential trips are categorised as high-level visits and therefore require enhanced planning, scrutiny and authorisation.

10.3 Approval and Authorisation

- All residential trips require a full trip pack, regardless of location or distance
- UK residential trips must be authorised by Sarah Miller (Principal) following submission via Sarah Murphy
- Overseas residential trips require:
 - Approval by Senior Leadership Team
 - Final authorisation by Sarah Miller
 - Confirmation that the trip aligns with safeguarding, financial, insurance and risk management requirements.

Residential trips should normally be proposed at least 3–6 months in advance to allow sufficient planning, consultation and preparation.

10.4 Planning and Trip Documentation

The full residential trip pack must include, as a minimum:

- Trip Form
- Detailed itinerary (including travel, accommodation and activities)
- Enhanced risk assessment(s), including overnight supervision and free time arrangements
- Individual learner risk assessments and reasonable adjustments
- Staffing structure, ratios and on-call arrangements
- Medical management plan, including storage and administration of medication
- Emergency and critical incident procedures
- Parent/carers consent (specific to residential and/or overseas travel)
- Venue documentation (e.g. Risk Assessments and Public Liability Insurance)
- Accommodation details, including safeguarding arrangements and room allocations.

For overseas trips, additional documentation must include:

- Travel details (flights, ferries, transfers)
- Passport and visa requirements (if relevant)
- Travel insurance
- Local emergency contacts and embassy details
- Awareness of local laws, customs and cultural expectations.

10.5 Staffing and Supervision

- Staffing ratios must reflect learner need, vulnerability and complexity.
- At least one designated first aider must accompany the trip at all times.
- Residential trips must include sufficient staff to maintain:
 - Daytime activity supervision
 - Overnight supervision
 - Emergency on-call cover
- Clear staff roles and responsibilities must be defined within the trip pack.

10.6 Safeguarding and Welfare

- Safeguarding expectations apply at all times, including evenings and overnight stays.
- Staff must follow College safeguarding, behaviour and code of conduct policies.
- Separate sleeping arrangements for staff and learners must be maintained.
- Clear communication protocols must be established between staff, learners and College leadership.
- Learners must be briefed on expectations, boundaries and procedures prior to departure.

10.7 Health, Medical and Inclusion Considerations

- All medical, behavioural and emotional needs must be fully assessed and planned for.
- Medication must be securely stored and administered in line with College procedures.
- Reasonable adjustments must be implemented to ensure equitable access.
- Any learner whose needs cannot be safely met must not attend the visit.

10.8 Financial Management

- Residential trips must represent value for money and be financially viable.
- Payment schedules, refunds and cancellation arrangements must be clearly communicated to parents/carers.
- No financial commitment should be made until the trip has received provisional SLT approval.

10.9 Monitoring and Review

- A post-trip evaluation must be completed and submitted to SLT.

- Any incidents, safeguarding concerns or near misses must be reported in line with College procedures.
- Residential trips will inform ongoing policy review and best practice development.

11. Alignment to Inspection Frameworks

Ofsted – Education Inspection Framework

This policy directly supports:

- Personal Development – independence, resilience, social engagement
- Leadership and Management – strong oversight, safeguarding culture

Appendices - Appendix A – Trip Form (T1) Summary

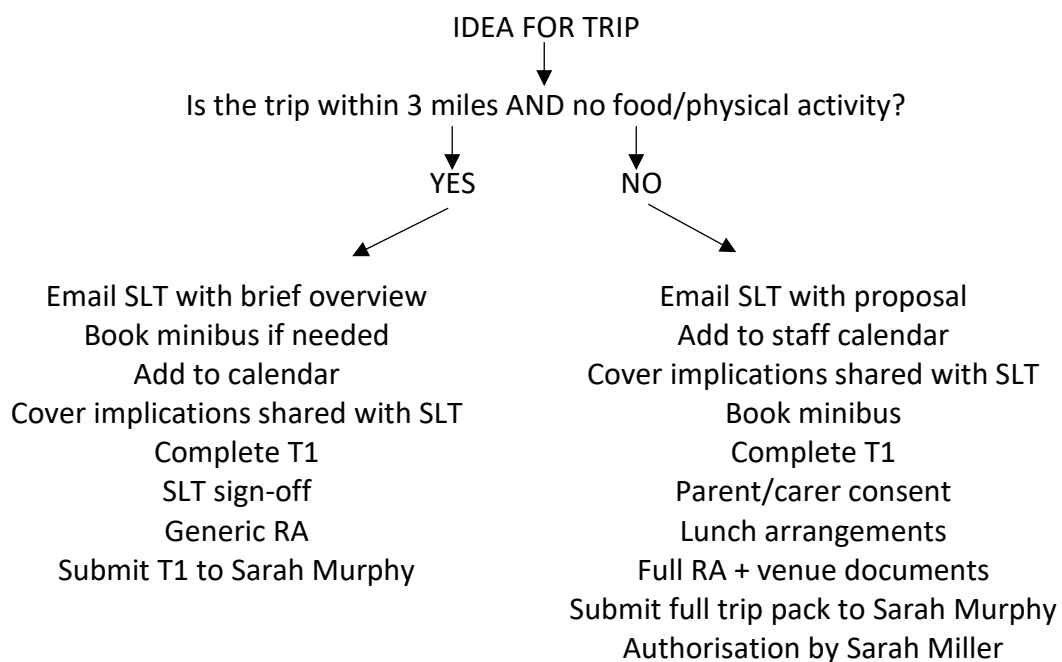
The Trip Form (T1) must include:

- Date, time and location
- Purpose and learning outcomes
- Learner group and staffing ratios
- Transport arrangements
- Medical and behavioural considerations
- SLT signature

For careers activities, the form must explicitly reference:

- Employability skills
- Gatsby Benchmark links where appropriate

Appendix B – Trips and Visits Flowchart



Appendix C - Guidance for Staff - KITE College Trips and Visits Procedure

Local Trips Under 3 Miles

This procedure applies to all off-site visits within a 3-mile radius of KITE College. Typical examples include trips to the Job Centre, local shops, supermarkets, or similar community locations. However, this does not include trips to a local café or other venue where food is consumed – please see full trip pack below.

These visits may use the minibus or staff cars, provided that all drivers have been authorised (e.g., have provided evidence of Business Insurance and/or are approved minibus drivers).

A designated first aider is not required unless the activity includes physical exertion (e.g., gym sessions, football, sports activities) and in these circumstances, a full trip pack will be required – please see full trip pack below.

All staff must follow each step outlined below:

1. Notice and Approval

- Staff should provide as much notice as possible – please email leadership asap with a brief trip overview.
- SLT authorisation is required for all trips under 3 miles.
- Inform SLT of any potential cover implications.
- Same-day (ad hoc) visits may be authorised by SLT as long as all steps in this procedure are completed.

2. Diarising the Trip

- Add the visit to the KITE Staff Calendar.

3. Trip/Visit Form – T1

- Complete the Trip Form – T1.
- Record any medication requirements for individual learners where appropriate (e.g., Ventolin inhalers).
- If the visit is careers-related, include all relevant learning outcomes and employability skills being addressed on the T1.
- Ask a member of SLT to authorise and sign the T1
- Hand a copy of the completed/updated T1 to Sarah Murphy.

4. Risk Assessment

- A KITE College generic Risk Assessment exists for all trips under 3 miles. Staff do not need to complete an additional RA unless the activity is physical or involves additional or unusual risk, including consuming food. In this case, a full trip pack should be completed.
- If requiring the minibus, email Leadership to request booking of the minibus and cc DBR into the email.
- If staff cars are being used, include vehicle registration numbers and drivers' names. All drivers must have Business Insurance on their vehicle.

5. On-the-Day Checklist

- Complete the on-the-day checklist to confirm that:
- A completed T1 has been provided to Sarah Murphy, and she has been informed of any amendments or updates
- The trip lead has read and understood the relevant risk assessment(s)
- The trip lead is aware of any learners with medical or behavioural risk assessments.

6. Submission Timeline

- The T1 for trips/visits under 3 miles does *not* need to be submitted 2 weeks in advance.
- The T1 should be handed to Sarah Murphy as soon as it is completed and authorised by SLT.

1:1 Walk and Talks are exempt from completing a T1 and do not require SLT approval.

Appendix D - Staff Trip/Visit Checklist

Local Trips Under 3 Miles

Please ensure the following have been completed:

- ☐ Leadership have been emailed with a brief trip overview
- ☐ If requesting the minibus for transport, Leadership have been emailed to request booking of the minibus and CC'd Dean Brenchley who will confirm bus availability.
- ☐ Trip has been added to the KITE Staff Calendar
- ☐ Trip Form (T1) has been completed
- ☐ Careers-related Learning Outcomes and employability skills included (if applicable) on the T1
- ☐ Trip has been agreed and T1 has been signed by a member of SLT and handed to Sarah Murphy
- ☐ Any cover implications have been identified and shared with SLT
- ☐ Trip Leader has read and understood the KITE College generic Risk Assessment
- ☐ Trip Leader is aware of all learners with medical and behavioural RAs
- ☐ Sarah Murphy has been informed of any changes/updates made on the day of the trip.

Appendix E - KITE College Trips and Visits Procedure

Full Trip Packs

This procedure must be followed for all trips over 3 miles from KITE College or involving alternative travel other than car/minibus as well as trips including tours, activities and consuming food. All steps must be completed at least *2 weeks before* the proposed visit.

This procedure applies to all off-site visits beyond a 3-mile radius of KITE College. These visits may use the minibus or staff cars, provided that all drivers have been authorised (e.g., have provided evidence of Business Insurance and/or are approved minibus drivers).

A designated first aider is required.

All staff must follow each step outlined below.

1. Notice and Approval

- Email Leadership with a trip proposal, including:
 - Purpose
 - Location
 - Date and timings
 - Staffing
 - Transport arrangements
 - Learner group
- Provide as much notice as possible; minimum 2 weeks.
- Inform SLT of any potential cover implications.
- Any member of the SLT may agree the proposal, but the trip can only be authorised by Sarah Miller once the full trip pack has been compiled and submitted to Sarah Murphy.

2. Diarising the Trip

Add the visit to the KITE Staff Calendar.

3. Trip Form – T1

- Complete the Trip Form (T1) at least 2 weeks before the trip.
- For careers related visits, include relevant learning outcomes and employability skills on the T1.
- Arrange lunch provisions via email to Hana Cardy, at least 2 weeks in advance of the trip.
- Collect the learner packs and RA from HGO.
- Submit the completed T1 to Sarah Murphy with the rest of the pack (see points 5-7).

4. Parent/Career Communication

- Devise an email for parents/carers informing them of the trip details and requesting consent.
- Once SLT have approved the email, ask Lisa Tyrell to send the email out to parents/carers.

5. Risk Assessments

- Complete the KITE College trip risk assessment.
- If requiring the minibus, email Leadership to request booking of the minibus and cc DBR into the email.
- If staff cars are being used, include vehicle registration numbers and drivers' names. All drivers must have Business Insurance on their vehicle.

6. Venue Documentation

- Obtain and submit to Sarah Murphy along with the T1 and KITE College RA:
 - The venue's Risk Assessment
 - A copy of the venue's Public Liability Insurance Certificate

- For Work Experience (WEX), also upload both documents to Unifrog.

7. Trip Pack

- The full trip pack, containing all required documents from sections 3–6, must be submitted to Sarah Miller for authorisation via Sarah Murphy. This should be completed no later than 2 weeks before the trip or visit.

8. On-the-Day Checklist

- Collect the Trip Pack from Sarah Murphy and ensure she is informed of any updates or amendments.
- Collect the first aid kit.
- Ensure you have a mobile phone and emergency contact details for:
 - KITE College
 - SLT.

Appendix F - Staff Trip/Visit Checklist

For a FULL TRIP PACK or for any trips exceeding 3 miles

Please ensure the following have been completed at least 2 weeks in advance of the trip:

- ☐ Email sent to the Senior Leadership Team to propose the trip
- ☐ Trip proposal has been agreed by SLT
- ☐ Trip has been added to the KITE Staff Calendar
- ☐ Any cover implications have been identified and shared with SLT
- ☐ If requesting the minibus for transport, Leadership have been emailed to request booking of the minibus and CC'd Dean Brenchley who will confirm bus availability
- ☐ Trip Form (T1) has been completed
- ☐ Careers-related Learning Outcomes and employability skills included (if applicable) on the T1
- ☐ Email sent home to parents/carers, to inform them of trip details, via Lisa Tyrell after being checked by SLT
- ☐ Lunch arrangements organised at least 2 weeks in advance via email to Hana Cardy (if relevant).
- ☐ Trip Form (T1) handed in to Sarah Murphy with the following:
 - ☐ Learners packs and RA's (collected from HGO)

- ☐ KITE College risk assessment. If taking cars this needs to include reg numbers and drivers. Drivers should have Business Cover on their insurance
- ☐ Risk assessment for the venue you are visiting
- ☐ A copy of the Public Liability Insurance for the venue you are visiting.

☐ Trip Leader is aware of all learners with medical and behavioural RA's

☐ Sarah Murphy has been informed of any updates or amendments made on the day of the trip (e.g. learner absence).

Appendix G – Residential Trips and Visits Flowchart UK and Overseas

