

| <b>Educational Visit Policy &amp; Procedure</b> |                                                                                                  |                            |                                  |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------|----------------------------|----------------------------------|
| <b>Current Status:</b>                          | Operational                                                                                      | <b>Last Review:</b>        | Aug 2024                         |
| <b>Policy Owner:</b>                            | Group Director of Compliance                                                                     | <b>Next Review:</b>        | Aug 2027                         |
| <b>Roles Responsible for Review:</b>            | Group Principals / Head of School / Regional Directors<br>Group Head of Welfare and Safeguarding | <b>Originated:</b>         | Nov 2023                         |
| <b>Approved by:</b>                             | Post-16 Curriculum and Quality                                                                   | <b>Committee:</b>          | Educational Excellence Committee |
| <b>Type of Policy:</b>                          | Staff / Students / External                                                                      | <b>Quality Assured by:</b> |                                  |

## 1. Introduction

1.1. This policy and procedure applies to all staff and any other personnel associated with Eastern Education Group (EEG), which includes:

- Abbeygate Sixth Form College
- Chalk Hill
- Duke of Lancaster School
- Exning Primary School
- One Sixth Form College
- Priory School
- Stanton Primary School
- Stone Lodge Academy
- Sunrise Academy
- West Suffolk College (including all PPL centers)

1.2. Eastern Education Group (EEG) recognises that educational visits form an integral part of the learning process for students:

- a) By providing opportunities to enhance their curricular activities taking place in the classroom and understanding the material studied in a new context,
- b) By providing new challenges, both social and physical, giving students the opportunity to develop their independence, leadership skills and confidence,
- c) By allowing students to develop stronger relationships in an inclusive environment with fellow students and staff through an enjoyable experience.

1.3. Visits and trips are defined as activities of learning (involving students) that take place outside of the 'classroom'. For the benefit of this

document our definition relates to all or any activity of learning that takes place off EEG premises.

- 1.4. At EEG we are committed to enriching learning by giving context and application of their learning, supporting leadership and personal development. EEG are committed to the 10 Key Outcomes of High-Quality Outdoor Learning:
1. Enjoyment: enjoy participating and reflecting in outdoor activities and adopt a positive attitude to challenge and adventure.
  2. Confidence and character: enhancing their overall well-being by gaining personal confidence and developing character and resilience through taking on challenges and achieving success.
  3. Health and wellbeing: developing their self-awareness and social skills, and their appreciation of the contributions and achievements of themselves and of others.
  4. Social and emotional awareness: becoming alive to the natural local and global environment and understand the importance of conservation and sustainable development.
  5. Environmental awareness: acquiring and developing a range of skills in outdoor activities, fieldwork, exploration, journeys and expedition.
  6. Activity skills: demonstrating increased initiative and innovation, enthusiasm, curiosity, self-reliance, responsibility, perseverance, tenacity and commitment.
  7. Personal qualities: developing and extending their key skills of communication, problem-solving, creativity, critical thinking, leadership and co-operation.
  8. Skills for life: learning to appreciate the benefits of physical activity and the lifelong value of participation in healthy leisure activities and reflection.
  9. Increased motivation and appetite for learning: displaying an increased motivation and appetite for self-directed learning that is contributing to raised levels of attainment in other aspects of their development, as well as becoming concerned, responsible and fulfilled citizens.
  10. Broadened horizons: broadening their horizons and becoming open to a wider range of employment opportunities and life chances.

Published by the English Outdoor Council, their recommended guidance has outlined valuable tools for training teachers, youth workers, instructors and other professionals as well as promoting the use of outdoor learning ([oeapng.info](http://oeapng.info)).

## **2. Aims and Purposes of Educational Visits**

- 2.1. The aim of this policy is to provide guidance on the Group approach and commitment to students, staff, volunteers, and governance members when undertaking visits outside the Group premises.
- 2.2. Visits range from walks around the locality to residential visits as well as outdoor and adventurous activities. In most cases visits are undertaken without incident or injury, however the safety and welfare of our students and staff must always remain a high priority.
- 2.3. This policy aims to ensure that all visits are planned and executed in a safe and enjoyable way by providing the necessary approval trails and risk assessments to ensure those who are responsible, and those who are accountable, are equipped to support them.

### **3. Approval Procedure**

- 3.1. EEG has delegated the consideration and approval of educational visits to Principals/Regional Directors or in their absence to a member of their Senior Leadership Team (SLT). The Principal/Regional Director will nominate an Educational Visits Coordinator (EVC) and must ensure the EVC has received the appropriate training. EVC's have delegated authority to approve local area visits (LAV) all other trips must be supported by the EVC and escalated for approval to Principals/Regional Directors.
- 3.2. Visits will be categorised into two main types:  
  
**Type 1** for routine and regular visits and **Type 2** for those requiring more rigorous approval and planning process e.g., city visits, overseas and adventurous activities. Before a visit is promoted to parents the relevant manager, Head of School or in their absence a member of SLT or the Curriculum Head, Faculty Lead or Manager (or similarly titled role with management responsibilities) will approve the initial plan (outline approval).
- 3.3. Two sub-types are also used: **Local Learning Area Visits** and **Sports Trips & Fixtures**.
- 3.4. All visits will use a locally approved system to plan, approve and record all the relevant information.  
  
Information relating to each trip will include all documentation relevant to the trip; including approved trip request form, register of attendees, medical details, emergency contacts, risk assessment, insurance details and itinerary.
- 3.5. All trips must have outline approval. It is the responsibility of the Trip Leader to provide appropriate information to the approving manager to support their ability to give outline approval for the trip.

#### **4. Visits Process and Flow**

- 4.1. An accompanying "Educational Visits Procedure" denotes the approved process and flow of trips and the detail within is the employer's agreed mechanism by which trips and visits must be undertaken.

#### **5. Staffing Ratios**

- 5.1. EEG recognises that the Law does not prescribe activity-specific staffing ratios, however it does require the level of supervision and group management to be "effective".
- 5.2. For planned overseas visits, EEG requires a minimum of three staff members to accompany students, with one standby member of staff as backup for unforeseen circumstances. All staff, including the standby staff, must be involved with the planning arrangements prior to the trip commencement.
- 5.3. For all planned visit types, proper consideration of the following points must be considered:
- Ages and temperaments (through knowledge of individuals and pastoral records) of the students involved
  - Length, type, and purpose of the visit
  - Methods and time taken to travel and/or distance of locations
  - Nature of the locality and the activities to be undertaken
  - Whether or not hazardous activities are involved
  - Group size and student/pupil ratios
  - Staff experience of planning and attending trips and visits
  - Any student with SEND requirements taking part (staff assigned to support the special needs of specific students cannot be included in the overall staffing ratio and their responsibility will not be included within the wider group)
- 5.4. The Groups' duty of care is not reduced for students above statutory school age, however whilst a higher degree of responsibility may be expected of them, there must be an appropriate and effective level of supervision during all visits as recognised and detailed by the Visit Leader during the risk assessment process. If students are to undertake unsupervised activities, the Visit Leader must arrange meeting points at regular intervals during the unsupervised periods, with back-up arrangements in place to deal with any unforeseen incidents.
- 5.5. The guidance in the Procedure is aimed at helping staff with planning and should be considered as a minimum standard. Any deviation from them must be justified and documented in planning.

#### **6. Duties and Responsibilities**

6.1. Responsibilities applicable to all staff involved in leading or participating in educational visits.

The overall responsibility for ensuring that a trip or visit is planned and controlled lies with the Senior Executive Team, delegated to the Principal/Regional Director. They may be supported by the following roles to ensure the contents of this policy, and associated procedures and documents are upheld.

The selection of staff for educational visits will be a priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The final evaluation of Type 2 visit risk management arrangements and accompanying risk assessments / event specific notes will be quality assured by nominated Health and Safety Team members.

6.2. **All Visit Leaders** will:

- a) Be responsible for the management, supervision, behaviour and safe conduct of the group (or sub-group).
- b) Identify and record, in a written risk assessment, all organisational risks from any visit/activity to ensure good practice precautions and safety measures are taken. The Visit Leader will be responsible for ensuring adherence to control measures by all.
- c) Ensure staff, including volunteer helpers, are fully briefed on their roles and responsibilities including the sharing of risk assessments and expectations.
- d) Be responsible for keeping the following key documents safe at all times during the duration of a visit:
  - a register of students and staff names
  - their respective emergency contact numbers
  - their individual medical details
  - their passports / visas
  - the appropriate medical insurance required / covered
  - the trip Risk Assessment (which should include details of the agreed emergency procedures to be compliant with GDPR guidelines).
- e) Be responsible for the welfare, safeguarding and health of students and other staff.
- f) Be familiar and act in accordance with all the relevant regulations and information contained in the [national guidance](#)
- g) Use the appointed system to apply for each trip/visit, gain approval and facilitate the information such as consent / registers / documentation.
- h) Research all aspects of the trip, undertake preliminary visits and facilitate all aspects surrounding the trip, such as venue requirements, selection of transport, background safety checks and similar.
- i) Ensure they are suitably experienced and competent to lead the

intended trip type.

- j) Establishing the organisational timelines and processes with students and parents to provide appropriate notice and action prior to trips going ahead in line with the required timescales.
- k) Appoint a deputy leader for overseas visits and all Type 2 trips as standard to a similar level of competence and training.

**6.3. All staff members and volunteer helpers will:**

- a) Be aware of the expectations placed upon them and fully understand their role before accepting their place on the visit.
- b) Inform the Visit Leader if they are unsure of their ability to perform any supervisory task requested of them.
- c) To always recognise the limits of their responsibilities and act within these.
- d) The consumption of alcohol or use of illegal substances is not permissible. At no point should individuals be sufficiently affected by other prescription or over the counter drugs such that their ability to recognise hazards or respond to emergencies is in anyway affected.
- e) Be aware of foreign travel information.

**6.4. Volunteer Helpers will:**

- a) Give permission for the appropriate safeguard checks to be undertaken and allow their details to be entered on the database relevant to the trip.

**6.5. Principals/Regional Directors will:**

- a) Ensure that processes are in place to manage educational trips safely and in line with the national guidance, taking advice from the Health & Safety Team where required.
- b) Review and grant final authorisation for Type 1 and 2 trips that comply with the policy and associated procedures and are intrinsically safe and processed correctly.
- c) Recognise and allocate sufficient resources and time to enable trips to be planned and executed safely.
- d) Be available as an emergency contact on some trip types.
- e) Appoint a suitably competent, trained, and experienced EVC with sufficient seniority to be able to challenge staff at all levels and work with them to create safe trips.

**6.6. Deputy or Assistant Principals/ Head of School / Faculty Leads/ Heads of Faculty/ Department/ Line Managers will:**

- a) Ensure trip requests are sound financially, planned and executed safely and are justified as educational visits or achieve strategic directives of the organisation.
- b) Check Visit Leaders are suitably experienced and competent to lead the trips they intend.
- c) Authorise 'Outline Approval' to be progressed for final approval by Principals.

- d) Be available while the trips are in progress as an emergency contact.
- e) Ensure staff have time for training and preparation needs, including any research or preliminary visits.

**6.7 Educational Visit Coordinator (EVC) will:**

- a) Support to ensure all relevant/required documentation is in place and conduct audits throughout visit planning stages to identify gaps in documentation.
- b) Review all relevant external guidance and information on foreign travel and terrorist activity.
- c) Review the visit's Risk Assessment and provide Health and Safety advice and guidance as required.
- d) Report any safety concerns or shortfalls to the Visit Leader, Deputy Principals/ Faculty Leads/ Head of School / Heads of Department or Principal/Regional Director as required.
- e) Advise Trip Leaders of any special considerations not already highlighted.
- f) Review and escalate Type 1 & 2 trips to the Principal/Regional Director for final approval.
- g) Approve or reject submitted Local Learning Area Visits under Type 1.

**6.8. EVOLVE Local Authority Advisor (where present) will:**

- a) Review overseas and residential trips to ensure safety suitability and due diligence has taken place
- b) Comment on and recommend improvements as needed. This advice is purchased to add a layer of safety robustness in line with the National Trips guidance, the Local Authority advice and DfE
- c) Support teams and the EVC with deciding on the best approach when trip planning or safety management

## **7. Risk & Hazard Management**

- 7.1. Trip Leaders must manage risks to within legally suitable and sufficient standards. This does not mean that the elimination of risk is possible but that appropriate mitigations are in place. A risk assessment must be in place for each trip and be specific to the trip risks. The trip leader will be responsible for the sign off and upholding of the contents of the risk assessment.
- 7.2. Trip Leader Competency:
  - 7.2.1. The level of judgment expected of any member of staff relates to that individual's knowledge, experience, instruction, and training which help to combine to support the term 'Competency'.
  - 7.2.2. Staff must be able to demonstrate competence for the type of trip that they intend to lead in order to act as a Trip Leader. Trip Leaders must have undertaken the agreed 'Trip Leader Training Awareness' and been approved after consideration for each trip type.

## **8. External Activity Providers/Tour Operators**

- 8.1. The default method for overseas visits is to organise an approved Tour Operator to facilitate the organisation of the visit unless this not possible due to unavailability, being grossly disproportionate or staff having additional skills and experience so that the Group can satisfy itself that all factors such as accommodation, travel, activities etc. are thoroughly checked and safe; Tour Operators must be UK based and they must be covered by a bonding body such as ATOL or ABTA. Exceptions must be cleared by the Principal/Regional Director.
- 8.2. The organisation remains responsible for risk assessing any aspects of the visit which are out of the External Providers responsibility in the usual way.

## **9. Visit Consent**

- 9.1. Informed consent is a vital aspect of trip management and consent will be sought from those with parental responsibility or those students over 18 on a graduated basis depending on the determination of the risk and complexity of the trip. Verbal permissions are not acceptable. Parents/carers should know well in advance of the details of proposed trips and may object, not provide consent or remove their child from trips.
- 9.2. Trips that take place under the Local Learning Area Visits process may continue without parental consent, provided that parents/carers are sufficiently informed.
- 9.3. The organisation will be bound by the Package Tour regulations if it qualifies when organising a trip and as such it must fulfil all the requirements of the regulations. This is usual if the organisation does not organise a third-party package tour operator or travel company.

## **10. The expectations of Students, Parents/Carers**

As a condition of booking:

- 10.1. **Students/Pupils, Parents/Carers** are expected to take responsibility for:
  - a) Providing up to date medical or behavioural information which may have an impact on student health and safety while on a visit.
  - b) Students/Pupils if their behaviour on a visit becomes unacceptable. This means either collecting them or paying for their return/repatriation and then collecting them at the transport point.
  - c) Providing us with 24-hour contact details in case of emergencies.
  - d) Advising the Visit Leader of any information which will help us provide good care and support for the student/pupil.
  - e) Asking in advance if there is any aspect of a proposed visit which they

are concerned about.

**10.2. Students/Pupils** are expected to take responsibility of:

- a) Their own behaviour and ensure it mirrors that as detailed in any 'Student Code of Conduct' or similar local policy.
- b) Their own equipment, supplies (belongings) and clothing and any medication required where possible.

**10.3 Students** are expected to behave well on trips undertaken through EEG. This includes: -

- a) Always being respectful to staff.
- b) Kind and respectful behaviour to fellow students.
- c) Be organised and on time for all events.
- d) No consumption of alcohol.
- e) No consumption of drugs.
- f) No sexual relations of any kind while on a trip.

It may be necessary for the trip leader to issue an appropriate sanction to a student/pupil who behaves poorly during the visit. For a serious breach of discipline, the trip leader should inform the emergency contact. From this point, the emergency contact will take ownership of parental communication.

## **11. Emergency Procedures**

- 11.1. A system of emergency support will be in place for all trips to ensure that in any incident or accident that competent advice and any other required support is accessible to the trip participants.
- 11.2. All incidents and accidents occurring during a visit must be reported and recorded according to our usual incident reporting procedure and where necessary it will be further investigated by the Incident Management Group including conducting lessons learned meetings.

## **12. Transport**

- 12.1. Careful consideration is given to transport requirements when planning all visits. Transport companies are to be checked for safety and selected via a safe selection mechanism. Substandard or non-approved companies must not be used.
- 12.2. Staff who wish to drive a mini-bus or their own vehicle on EEG's behalf must meet all the Driving for Work policy criteria.

## **13. First Aid, Welfare & Health Needs**

- 13.1. To ensure needs are met before a visit or trip it is important to assess the participating group for any health, SEND or other support needs. Trip

Leaders must undertake these checks prior to the trip in conjunction with the Welfare, Health and Safety and Pastoral Support/SEND School Head of School and SEND teams.

- 13.2. Under the Equality Act 2010, it is unlawful to discriminate against participants with disabilities, without material or substantial justification. The organisation is required to make reasonable adjustments to avoid participants being substantially disadvantaged. The Act, however, does not require responsible bodies to place employees or other trip participants at inappropriate risk if a health and safety risk arises. It is also the case that the adjustments made to include students with a disability should not impinge unduly on the planned purpose of the activity.
- 13.3. Once notified of an overseas or residential trip the Welfare Team will carry out welfare checks to evaluate the appropriateness for travel, notify insurers of any conditions or concerns, and determine if travel is recommended, or not, to the Principal/Regional Director and Trip Leader. They will assist Trip Leaders to risk manage concerns, Trip Leaders should refer to the procedure.
- 13.4. Fitness to travel by Staff travelling abroad is to be assessed by an EEG independent Occupational Health provider to ensure regulatory insurance compliance. The H&S team will provide assurance to Trip Leaders where health questionnaires are to be undertaken on Staff fitness to travel.

## **14. Insurance**

- 14.1. EEG will ensure suitable insurance covering general educational activities, including the majority of all visits and trips and associated activities are in place. The full extent of this cover should be checked before embarking on trip planning.

## **15. Finance and Charging for Activities and Visits**

- 15.1. Generally, trips are not funded by the organisation. The level of contribution will depend on the individual funding arrangement the Curriculum area may be prepared to support.
- 15.2. Where a cost is required, these should be explained in the trip payment communications and how this may be returned if not used. Fair and modest costs are expected to ensure affordability by students/pupils and families.
- 15.3. EEG tries to support those who may be financially disadvantaged and applications may be made to the Student Bursary.

## **16. Trip Review and Safety Feedback**

- 16.1. Risk review (e.g. Monitoring trips) is a legal part of risk management and it must be an intrinsic part of the trip process for trip leaders to report on

the success and failures of all trip aspects with a view to learnings being taken from these. These learnings form the basis of improvements in practice and process and hone which providers, transport companies, communication systems, trip management system and similar related trip components are fit for purpose, safe and reliable.

- 16.2. Elements of trips, such selection of transport companies, are reviewed on this basis and it is time consuming and costly to have a vastly broad set of untrusted and untested providers based on preference, instead feedback allows informed decisions to be made and trusted partnerships to be developed, providing efficiencies.
- 16.3. It is expected that Trip Leaders and the EVC will learn from previous experiences of trips to enhance future trips.

## **17. Legislation**

- 17.1. The Health & Safety at Work etc. Act 1974 assigns a wide range of general duties to employers to protect, so far as reasonably practicable, the health, safety and welfare at work of their employees and non-employees against risks arising from work activities.
- 17.2. The Management of Health and Safety at Work Regulations 1999 places a duty on employers including ensuring risks are assessed, appointing competent persons to oversee workplace health and safety, provide employees with information and training and operate a health & safety policy and specific policies and procedures and risk assessments to manage risk.
- 17.3. The OEAP (Outdoor Education Adviser's Panel) operates the National guidance and is cited by the DfE as industry guidance and should be taken as a requirement to follow as any other industry code of practice would be. There must be a written explanation of equivalent and effective measures in order to deviate from this guidance.
- 17.4. The Equality Act 2010 requires that participants with disabilities are not discriminated against, without material or substantial justification.
- 17.5. The General Data Protection Regulations and the Data Protection Act 2018 must be complied with regarding information about staff and participants, including recognisable photographs, which is subject to data protection law. It is vital for the health and safety of those involved in visits that relevant information is available to leaders and external providers for planning activities, and in the event of emergencies. EEG Data Protection Policy allows sharing of personal data for visits along with procedures for handling information.

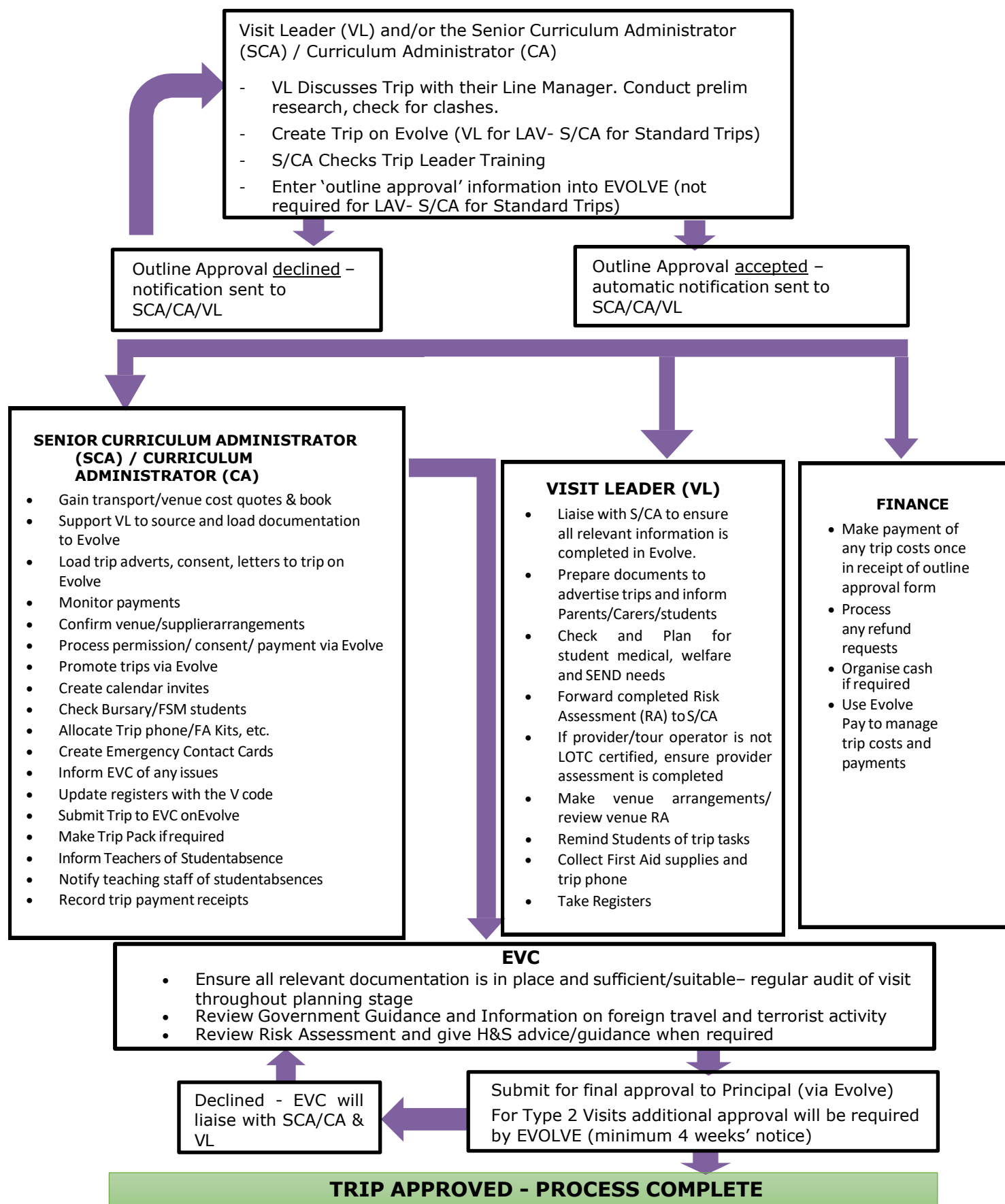
## **18. Appendixes**

1. Flow Chart for EEG Educational Organisations
2. Time frame for planning and approving visits and trips

**Revision History – Educational Visits Policy**

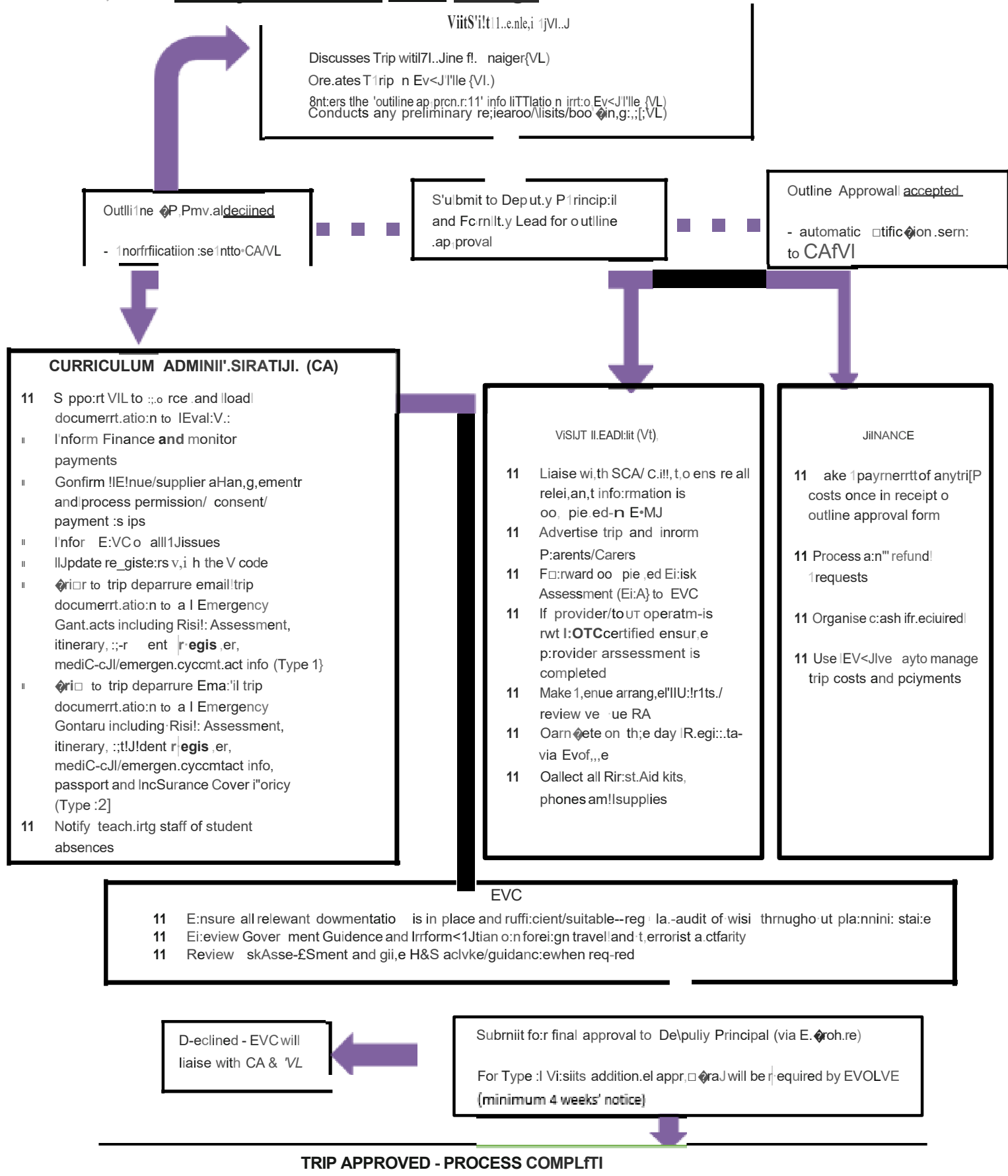
| <b>Revision date</b> | <b>Reason for revision</b> | <b>Section number</b> | <b>Changes made</b>                                                                                             |
|----------------------|----------------------------|-----------------------|-----------------------------------------------------------------------------------------------------------------|
| Nov 2023             | EEG Policy Required        |                       | Used SAT and WSC policy to create new policy                                                                    |
| Aug 2024             | Policy Review              | Section 3.1           | Amendment to text relating to approval for Senior Executive Team (SET) and Educational Visit Coordinator (EVC). |
|                      |                            | Section 5.2           | Inclusion: overseas staff ratios for planned trips to a minimum of 3 staff with one standby staff member.       |
|                      |                            | Section 6.6(c)        | Extended outline approval to progress to Principals for approval.                                               |
|                      |                            | Section 6.7(f)        | Edited text for EVC Approval level understanding                                                                |
|                      |                            | Section 6.7(g)        | Edited text for EVC Type 1 Local Learning Area Visit approval.                                                  |
|                      |                            | Section 13.4          | Addition of fitness to travel abroad by staff through Occupational Health questionnaire.                        |
|                      |                            | Section 15.1          | Edited text to ensure Group consideration to all EEG schools and colleges inclusion.                            |
| March 2025           |                            | Throughout            | Edited text to Principal to include Regional Directors for approval of Type 2 visits.                           |
|                      |                            | Section 1.4           | Addition of EEG commitment to National Guidance for Outdoor Learning and Educational Visits, points 1-10.       |
|                      |                            | Section 6.1           | Addition of quality assurance of Type 2 visits provided by the Health and Safety Team.                          |
|                      |                            | Section 17.5          | Addition of GDPR regulations and Data Protection Act 2018 arrangements.                                         |
|                      |                            | Appendixes            | Addition of appendices of each college / school flow chart for visit management                                 |
|                      |                            | Appendixes            | Addition of time-frame expectation for advance planning and approval for trips and visits.                      |

## Appendix 1 Visits Flowchart for One Sixth Form College

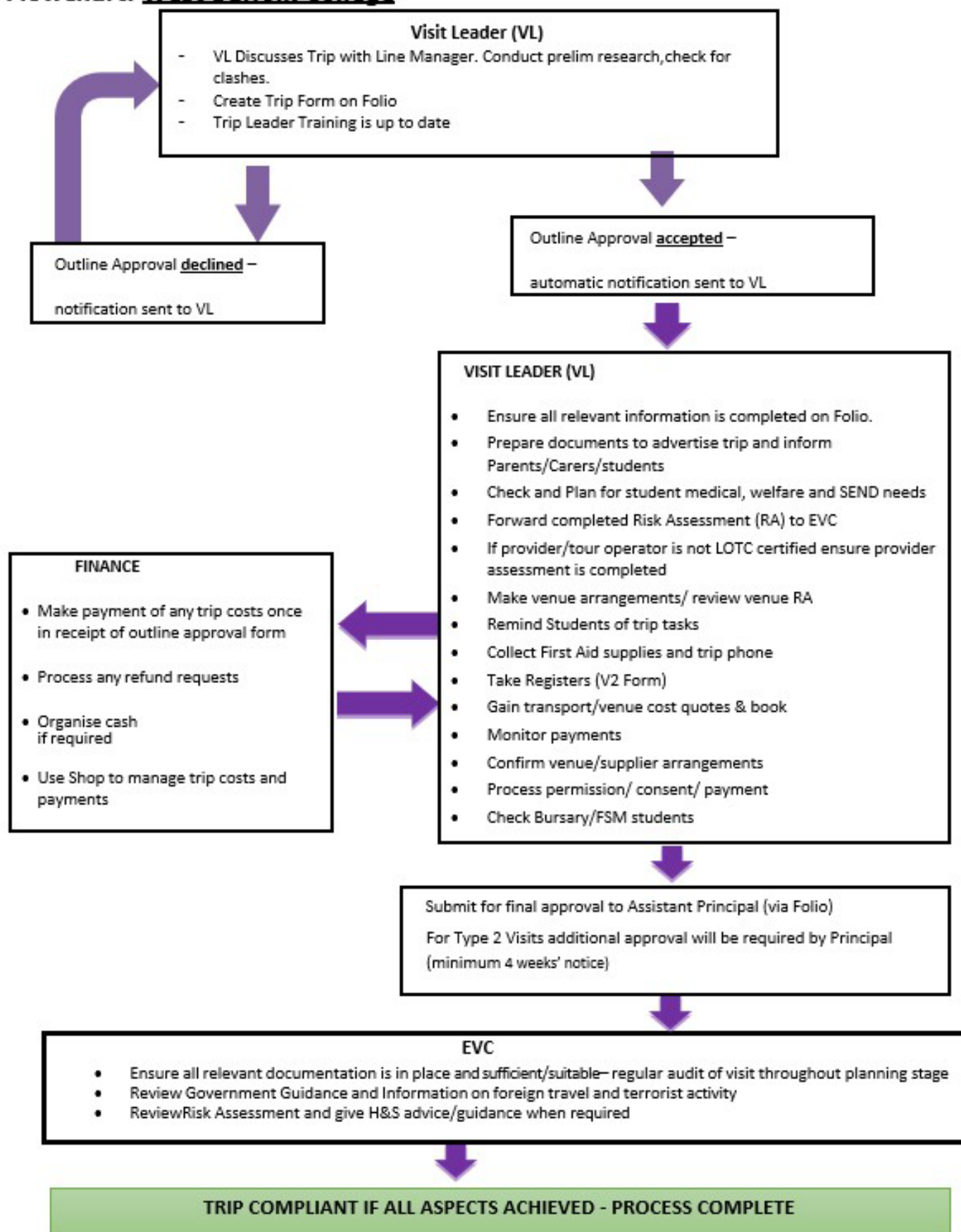


## Educational Visits Procedure Procedure Procedure Proc

Visits How, dhart: **Ahhey51at e sixth f PlIW college**

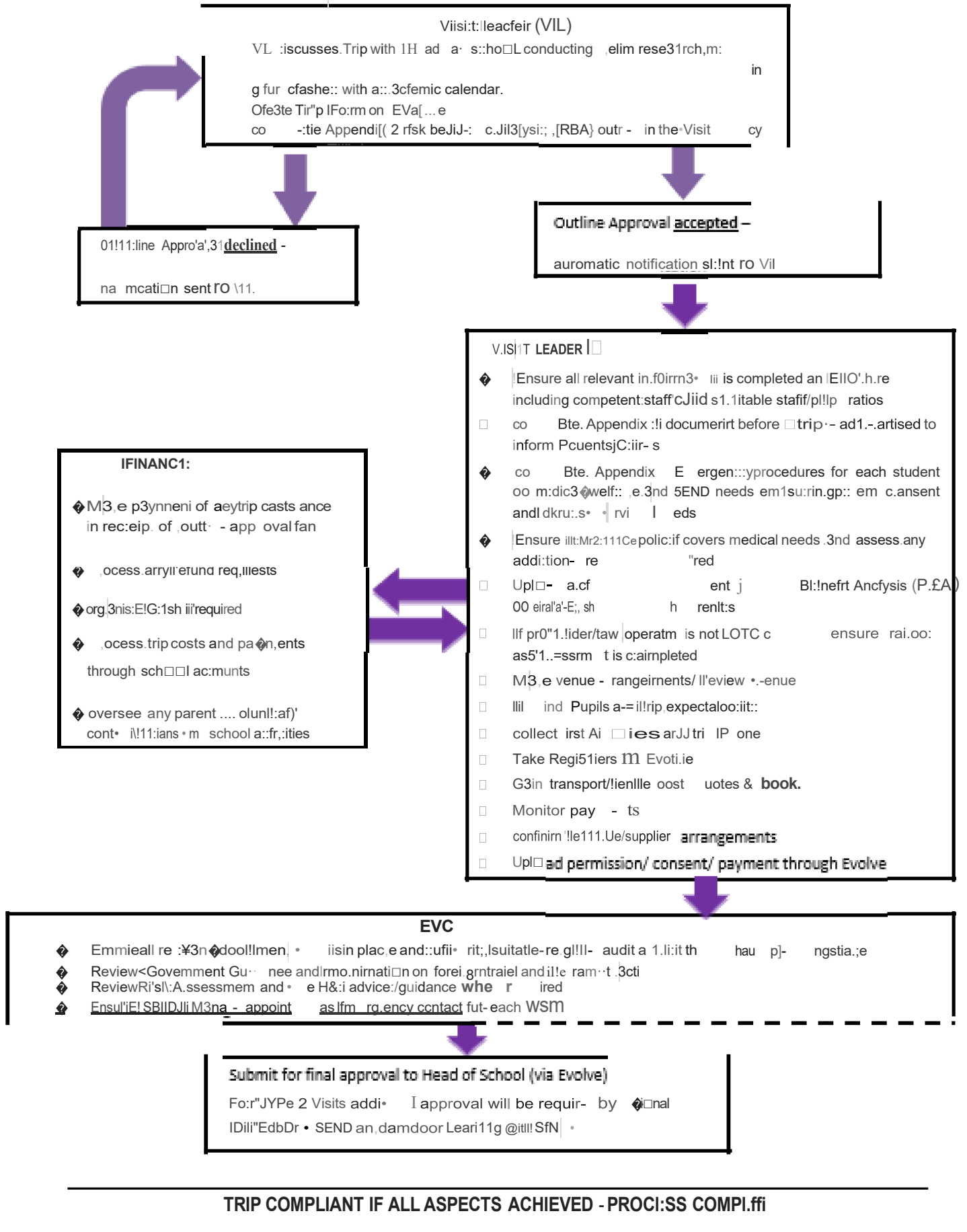


## Visits Flowchart: West Suffolk College

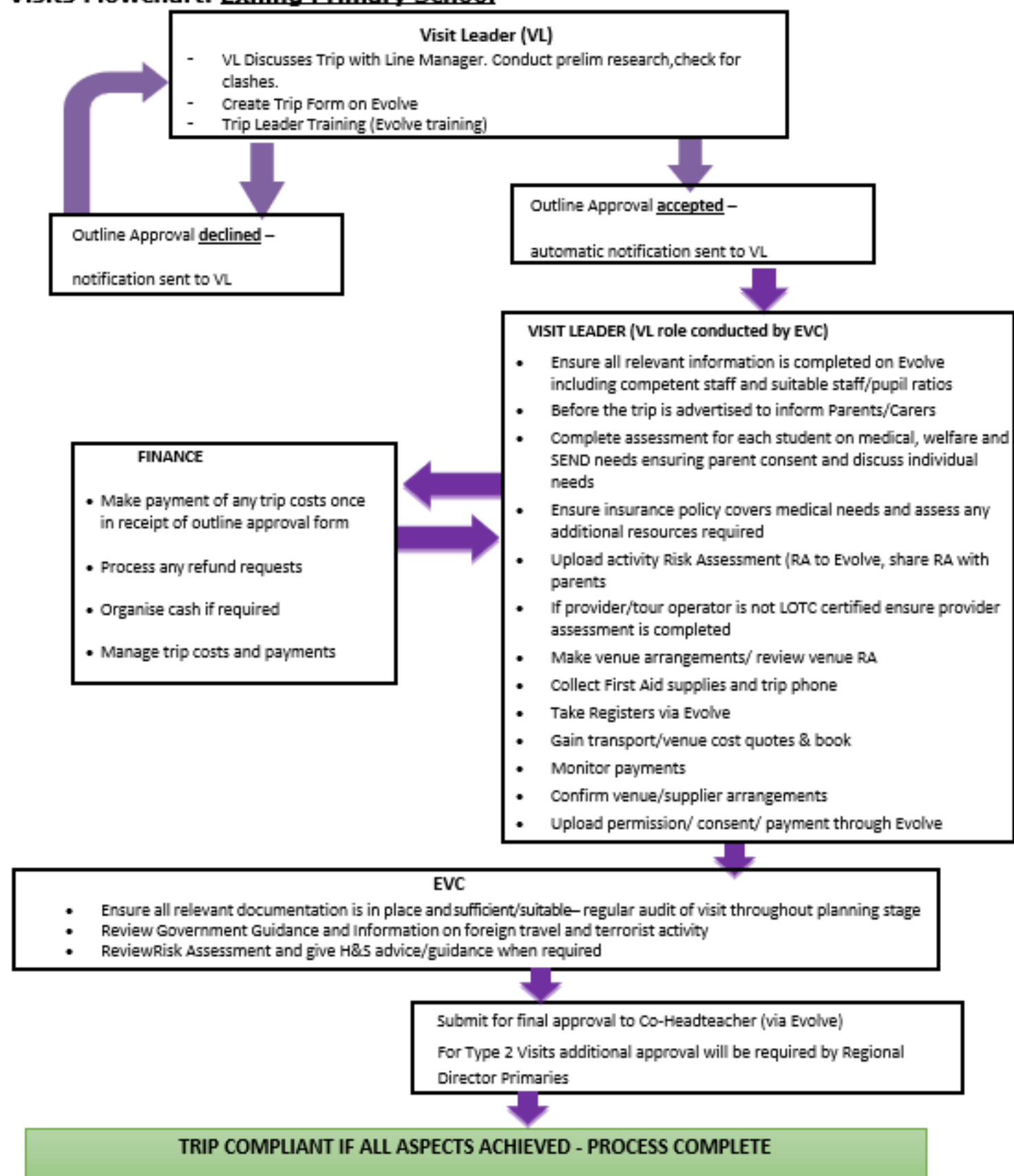


## Educational Visits Procedure Procedure Procedure Proc

### Visits Flowchart: SEND Schools



## Visits Flowchart: Exning Primary School



## Appendix 2

The table below shows the required level of approval:

| Visit Type          |            | Description                                                                                                               | Example                                                                                                                                                         | Approval Method                                                                                                                                                                                                                 |
|---------------------|------------|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Type 1 Trips</b> | <b>1R</b>  | Regular, low risk, routine off-site activities                                                                            | The use of off-site facilities for sporting activities. Within Local Learning Area                                                                              | All type 1 visits require outline approval from the relevant curriculum manager                                                                                                                                                 |
|                     | <b>1S</b>  | Specific, one-off or occasional visits                                                                                    | Museum / Art gallery visits or field study work. Established companies for tours. Other education establishments                                                | The EVC will undertake the necessary preparation for signing off from the Principal/Head of School / Regional Director<br><br>Local Area Visits can be signed off by the EVC                                                    |
| <b>Type 2 Trips</b> | <b>2R</b>  | City visits within the UK, or a site of national importance or risk. Sporting Events, swimming, Field Trips (see example) | e.g., London, Manchester, Norwich. Swimming pools, field trips near flowing/deep water or isolated, road journeys of more than 2 hours one way, amusement parks | All Type 2 visits require outline approval from the Manager, or in their absence, a member of SLT<br><br>The EVC will undertake the necessary preparation for signing off from the Principal/ Head of School /Regional Director |
|                     | <b>2Ro</b> | Involves an overnight stay, this includes any overnight stay on a EEG property. (Excluding SEND School Residential)       | Camping or residential stay over night                                                                                                                          | The Health & Safety Team will assess risk management compliance and risk assessment overview                                                                                                                                    |
|                     | <b>2S</b>  | Any trip or visit involving adventurous activities                                                                        | Canoeing, sailing, trekking, shooting, paintballing or other similar activity                                                                                   | The Health & Safety Team will assess the risk management compliance and risk assessment overview                                                                                                                                |
|                     |            | Any overseas Visits                                                                                                       | Any trip requiring a passport, including NI or Jersey or other UK territories                                                                                   | The EVC will undertake the necessary preparation for signing off from the Principal/ Head of School /Regional Director                                                                                                          |
|                     |            | Visit where site owner or activity provider requires to be indemnified against claims arising from the visit.             |                                                                                                                                                                 | All Type 2 visits require outline approval from the Manager, or in their absence, a member of SLT                                                                                                                               |

The arrangement and approval of all visits must be managed within the timescales as detailed in the table below:

| Action and number of academic days required prior to trip date                                                                                                                                                                                                                          | Visit Type (Days / Weeks / Months) |                                                                                                                                                                                                     |    |    |                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----|--------------------|
|                                                                                                                                                                                                                                                                                         | LAV                                | 1R                                                                                                                                                                                                  | 1S | 2R | 2Ro/ 2S            |
| Trip Posted on Evolve                                                                                                                                                                                                                                                                   | 20                                 | 20                                                                                                                                                                                                  | 35 | 35 | 9 months           |
| Outline Approval granted                                                                                                                                                                                                                                                                | 15                                 | 15                                                                                                                                                                                                  | 30 | 30 | 8 months           |
| Risk Assessment sign-off                                                                                                                                                                                                                                                                | 10                                 | 10                                                                                                                                                                                                  | 10 | 20 | 5 weeks            |
| Complete the remaining trip details and forward to the EVC before final approval by the Principal/Head of School/Regional Director<br><br>Type 2Ro/S (overseas/dangerous activities) require approval from H&S/Evolve Adviser/Local Authority (LA)<br><br>LAV trips are approved by EVC | 10                                 | 10                                                                                                                                                                                                  | 10 | 10 | Minimum of 5 weeks |
| Collect parental permission slips, medical details and ensure monies collected (where applicable)                                                                                                                                                                                       | N/A                                | By the deadline stated on the letter (will vary depending on the cancellation terms of the providers involved), must be at least 10 days prior to the trip<br><br><b>Never on the day of travel</b> |    |    |                    |
| Notify <b>**All Staff**</b> of visit details, list of students if required                                                                                                                                                                                                              | N/A                                | 5                                                                                                                                                                                                   | 5  | 5  | 5                  |
| Complete Evolve registers and return to Manager prior to leaving                                                                                                                                                                                                                        | Day of Visit                       |                                                                                                                                                                                                     |    |    |                    |