



**Name of Policy:** Educational Visits Policy

**Date of Policy:** April 2021

**Member of Staff responsible:** Rebecca Chapman

**Review date:** April 2023

**Signature:** \_\_\_\_\_ **Chair of Governors**

**Date Approved:** \_\_\_\_\_

## Educational Visits Policy

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### OVERVIEW

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The Governors and staff of Clover Leys Spencer Academy acknowledge the great value of Educational Visits in broadening and enhancing both the learning and social experience of pupils.

Under statutory guidance which came into effect on 1st March 2004, all schools are required to have a named Educational Visits Co-ordinator (EVC), who will ensure that the planning and supervision of all visits and adventurous activities meet Statutory requirements and LA guidelines.

Our current EVC : Head teacher/School Office Manager

To enable children and staff to gain a full and enjoyable educational visit it is essential that the following guidelines and policies are adhered to. These guidelines are to be read in conjunction with the regularly updated information provided by Spencer Academies Trust on the <http://satrust.com/wp-content/uploads/2019/09/SAT-Trips-Policy-Guidance.pdf>

The trust uses the EXEANT website for trips([www.satrust.com/trips](http://www.satrust.com/trips)).

### OUR AIMS

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School visits benefit young people in many ways, including:

- Being able to apply a different range of skills than those used in the classroom
- Enabling, supporting and complementing the work of the curriculum, experimental (first hand) and memorable learning
- Assessing and managing risks (safety)
- Developing talents, abilities and interests, which can be motivational and have lifelong relevance
- To encourage pupils to develop social skills such as co-operation and consideration for others



## APPROVAL FOR VISITS

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All matters regarding each visit outside school eg feasibility, planning, safety, organisation etc. will require the prior approval of the EVC.

However, visits which are:

- overseas
- residential
- involving an adventurous activity
- go anywhere near water e.g. pond dipping or river investigations

will require the additional approval of the Governing Body and the LA (Via Exeant) at least a month prior to the visit and 2 months for overseas' visits.

The Group Leader should complete the necessary paperwork. It is the EVC's responsibility to check that all the necessary paperwork has been completed correctly before the Group Leader submits it via Exeant for approval.

## PLANNING A VISIT

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The necessary steps to planning a visit are detailed below and all visit leaders should complete before a visit. At least one member of teaching staff should have taken part in an exploratory visit beforehand:

- 1) Make provisional bookings for your trip – place, transport, send off provider form etc
- 2) Ask the office staff to calculate an approximate cost per child for the visit
- 3) Send letters out to parents detailing cost and asking for parental consent, upload this letter onto EXEANT
- 4) Log onto EXEANT and set up trip/visit and record the details of the visit including number of children and staff/volunteer list.
- 5) Complete the School Journey Planner and upload onto EXEANT.
- 6) Complete the necessary paper risk assessments (downloadable from EXEANT) and upload onto EXEANT. **THE VISIT CANNOT BE APPROVED ONLINE UNTIL THESE RISK ASSESSMENTS HAVE BEEN RECEIVED AND SIGNED.**
- 7) Ensure parental permission has been obtained for all children on the visit.

## ON THE DAY OF THE VISIT

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- 1) Collect first aid kit(s)
- 2) Collect asthma inhalers and required individual medicine
- 3) Brief supervising adults ensuring they have all had copies of risk assessments
- 4) Give supervising adults their group list (if not previously done)
- 5) Ensure that at least one supervising adult is contactable by mobile phone and that the school office has the number.



- 6) Count pupils before you leave school and at regular intervals during the day.
- 7) Mobile phone(s) should be fully charged and switched on during the entire visit, including outward and homeward journeys.
- 8) If staff have any concerns regarding any safety aspects of the journey or whilst at the grounds, they are to contact school immediately and must not hesitate to make their concerns known to the relevant body.

## AFTER THE VISIT

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Any accident forms and associated risk assessment should be given to the EVC to be kept on file.

### **GOVERNING BODY**

The Governing body needs

- To ensure that the Head Teacher and the EVC have adhered to the LA guidelines.
- To ensure that visits are approved as necessary by the LA before bookings are confirmed
- To agree to all residential visits, trips abroad and those involving outdoor and adventurous activities. In these instances, to ensure that bookings are not completed until external providers have met all the necessary assurances
- To ensure that that all aspects of risk management have been considered and that risk assessments for travel, accommodation and activities have been carried out prior to departure. It is not expected that Governors should become directly involved in risk assessment and related matters unless they have an appropriate competence.
- Ask questions about a visit's educational objectives and how they will be met.
- To ensure measures exist to obtain parental consent on a basis of full information, to investigate parental complaints.
- To review bi-annually the EV policy and procedures including incident and emergency management systems.

### **HEADTEACHER SHOULD ENSURE THAT:**

- Ensure that the Educational Visit Co-ordinator (EVC) is competent to oversee the co-ordination of all off-site education, and support the EVC in attending relevant training courses.
- Visits comply with regulations and guidelines provided by the LA, Spencer Academy Trust, schools governing body and the schools own health and safety policy.
- The group leader is competent to monitor risks and supervise the trip throughout the visit
- All necessary actions have been completed before the visit takes place
- The risk assessment has been completed and appropriate safety measures are in place
- Non teacher helpers on the visit are appropriate to supervise children
- Ratios of staff to pupils are appropriate
- The Spencer Academy Trust or governing body has approved the visit if necessary
- Parents have signed consent forms
- Arrangements have been made for the medical and special educational needs of the pupils
- Adequate first aid provision will be in place



- The mode of transport is appropriate
- Travel times out and back are known in school
- There is adequate and relevant insurance cover
- They have the address and phone number of the visits venue and have a contact name
- A school contact has been nominated and the group leader has the details
- The group leader, helpers and nominated school contact have the names of all the adults and pupils travelling in the group, and the contact details of parents and the teachers and other helpers next of kin.
- There is a contingency plan for any delays including a late return home.

## RISK ASSESSMENT

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Risk assessments for school visits are undertaken on EXCEANT and have three levels:

- 1) Generic activity risk assessments, which are likely to apply to the activity whenever it takes place.
- 2) Visit/site specific risk assessments, which will differ from place to place and group to group.
- 3) Ongoing risk assessments that take account of e.g. illness of staff or pupils, changes of weather, availability of preferred activities.

All generic risk assessment forms are available from EXCEANT or from the School Secretary. Group Leaders should download the relevant paperwork from EXCEANT. If staff need support in completing the risk assessments they should arrange a meeting with the EVC.

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## PRE-VISITS:

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In order to undertake a full and comprehensive assessment of risks, it will be preferable in most cases to undertake a pre-visit, even when the visit is made regularly, risks should be reassessed from time to time. When undertaking risk assessment, a number of variables need to be taken into account:

- The number of pupils involved
- The age of the pupils, their sex, ability and general behaviour
- The previous experience of the group undertaking off-site visits
- The time of day and time of year
- The travel arrangements
- The hazards at the environment being visited
- The numbers, experience and quality of staff and volunteers
- The nature of the activities
- The special educational or medical needs of the pupils
- The quality and suitability of available equipment
- Seasonal weather conditions
- Emergency procedures
- How to cope when a pupil becomes unable or unwilling to carry on
- The need to monitor the risks throughout the visit



## **DUTIES AND RESPONSIBILITIES :**

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All staff must:

- Conduct themselves in a manner compatible with their own safety and safety /well-being of pupils
- Inform the visit leader if they are unsure of their ability to perform any supervisory function requested of them
- Recognise the limits of their responsibilities and act within those at all times
- Report to the visit leader any concerns they may have regarding pupil behaviour and well- being during the visit.

Greater levels of responsibilities will normally be assigned to teachers than to adult helpers and a higher standard of care is expected of them.

## **RESPONSIBILITIES OF NOMINATED GROUP LEADER:**

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Group leaders, who must be a member of the teaching staff, but not an NQT, have a common law duty of care towards the pupils in their charge. Group leaders must recognise their responsibilities:

- Obtain the EVC's prior agreement before any off-site visit
- Follow Spencer Academy Trust, LA and Governing Body guidelines
- Appoint a deputy (preferably another teacher, but definitely another member of school staff)
- Have ownership of the risk assessments
- Pre-visit the site if possible
- Evaluate the trip after the event and forward all paperwork to the EVC to be kept on file
- Clearly define each helpers role and ensure all tasks have been assigned
- Be able to control and lead pupils of the relevant age group
- Be suitably competent to instruct pupils in an activity and be familiar with the location/centre where the activity takes place
- Be aware of child protection issues
- Ensure adequate first aid provision is in place
- Undertake, complete planning and preparation of visit including briefing of group members and parents
- Undertake and complete a comprehensive risk assessment
- Review all undertaken visits/activities
- Ensure that teachers and helpers are fully aware of what the proposed visit entails
- Have enough information on the pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed
- Ensure staff pupil ratio is appropriate for the group

Consider stopping the visit if the risk to the health or safety of the pupil is unacceptable and have in place procedures for such an emergency



- Ensure all helpers have details of the school contact
- Ensure all helpers have copies of the emergency procedures
- Ensure that all helpers have details of the medical or special needs of the pupils
- Observe the guidance set out for teachers

## **TEACHERS AND OTHER SCHOOL STAFF:**

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Teachers and other school staff must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would in the same circumstances. They should:

- Follow the instructions of the group leader and help with control and discipline
- Consider stopping the visit or the activity, notifying the group leader if they think the risk to the health and safety of the pupils in their charge is too great

## **ADULT VOLUNTEERS:**

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Additional adults on the visit should be clear about their roles and responsibilities during the visit. They must:

- Conduct themselves in a manner compatible with their own safety and safety /well-being of pupils
- Do their best to ensure the health and safety of everyone in the group
- Not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment
- Follow the instructions of the group leader and staff supervisor and help with the control and discipline
- Speak to the group leader or member of school staff if concerned about the health and safety of the pupils at any time.

The gender of the accompanying adults needs also to be considered, particularly where there is a mixed group of pupils.

## **PUPILS:**

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The group leader must make it clear to pupils that they must:

- Not take unnecessary risks
- Follow the instructions of the leader and other helpers including those at the venue
- Dress and behave sensibly and responsibly
- Look out for anything that might threaten themselves or anyone in the group and tell the leader or helpers about it.

Any pupil whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit.



## **PARENTS:**

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Parents should be able to make an informed decision on whether their child should go on a visit. The group leader should ensure that parents are given sufficient information in writing and are invited to any briefing sessions that may be held. The group leader should also tell parents how they could help prepare their child for the visit (This could be included in the initial letter to parents informing them of the trip objectives etc.) Parents should also be asked to agree the arrangements for sending a pupil home early and need to understand they may be asked to pay any additional costs involved.

### **Parents will need to:**

- Provide the group leader with emergency contact numbers for residential visits
- Sign the consent form
- Give the group leader information about their child's emotional, psychological and physical health, which might be relevant to the visit.

## **RECORDS AND COMMUNICATIONS**

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Records of a visit can provide a very useful and informative way of demonstrating the accountability of the school towards its pupils.

Pre visit risk assessments and any after visit reports should be given to the EVC to keep on file. Reports of any accidents or incidents should also be kept on file by the EVC.

It is the responsibility of the staff to give such documentation to the EVC.

Parents should always be made aware when their children are leaving the school premises. Even for a local walk, which is theoretically covered under the consent form parents sign when their child starts school, parents should be sent a brief note explaining the offsite activity.

Parents may exercise their right not to allow their children to take part in a visit. Under these circumstances the school must make alternative arrangements to educate that child. The refusal of the parent not to allow the pupil to go on the visit does not offer the opportunity for the child to be kept off school for the day.

### **First Aid**

Where possible, there should be a qualified first aider on every visit. A first aid kit should be taken on every visit.

## **STAFF/PUPIL RATIOS**

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Guidelines on staff pupil ratio should be adhered to on all school visits. These are currently:

Nursery and Reception classes – 1 adult to every 5 children

School Years 1 to 3 – 1 adult to every 6 children

School Years 4 to 6 – 1 adult to every 10 children

These ratios should take into account

- Gender, age and ability of the group
- Pupils with special educational or medical needs



- Nature of activities
- Experience of adults in off-site supervision
- Duration and nature of the journey
- Requirements of the organisation/location to be visited
- The needs of the pupils

Where there is more than one teacher on the visit a group leader should be appointed who has the authority over the whole group. When parents are taken on visits they should be carefully selected. They must be fully briefed before the visit. It should also be noted that for the protection of both adults and pupils, all adults should ensure that they are not alone with a pupil whenever possible. All adults on a visit should clearly understand their roles and responsibilities at all times. It should always be clear that the teacher is responsible for the group at all times.

## HEAD COUNTS :

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Whatever the length of the visit, regular head counts should be taken of the children, particularly before leaving any venue. All adults should carry a list of all the pupils and adults involved in the visit.

Pupils, from FS1 to year 3, should be easily identifiable. The group leader should identify rendezvous points and tell pupils what to do if they get separated from the group.

## EMERGENCY PROCEDURES

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Teachers in charge of visits have a duty of care to make sure that their pupils are kept safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take life-saving action in an extreme situation.

If an accident happens the priorities are:

- To assess the situation
- Safeguard the uninjured members of the group
- Attend to the casualty
- Inform the emergency services
- Inform school
- Ensure that a teacher accompanies any casualties to hospital if necessary and that the rest of the group are supervised.
- Notify the police if needed
- Ascertain telephone numbers for any future calls
- Write down accurately all relevant facts and witness details and preserve all vital evidence
- Keep a written account of all events, times and contacts after the incident
- Complete an accident report form as soon as possible
- No one in the group should speak to the media and no names should be provided
- No one in the group should discuss any legal liability with other parties





In an emergency the group leader would usually take control of the situation. This named person should have all the information about the visit.

## TRANSPORT

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This should be arranged with a registered provider. If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.

The group leader should consider :

- Passenger safety
- Type of journey / time and distance
- Traffic conditions / Weather
- Insurance cover
  
- Supervision on the coach / Responsibility for checking seat belts
- Safety when crossing roads
- Safety of pupils at dropping off points
- Head counts when getting on and leaving transport

## USE OF CARS

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This should be discouraged, but if used, the following should be adhered to:

- The car should be roadworthy
- The driver has the appropriate license / insurance
- Drivers ensure pupils wear seat belts and sit in booster seats if necessary.
- Parents or any other adults should never be in a position where they are left alone in a car with a child
- A central dropping off place is arranged.

## SUPERVISION ON VISITS

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Pupils must be supervised throughout all visits. However, there are circumstances when they might be unaccompanied by an adult. This is referred to as 'remote supervision'. The decision to allow remote supervision should be based on risk assessment and must take into account such things as:

- Prior experience of pupils
- Age of pupils
- Responsibility of pupils
- Competence/experience of staff
- Environment/venue

The level of supervision necessary should be considered as part of the risk assessment

- Level of supervision on coaches
- Safety when crossing roads
- Safety of pupils at dropping off points
- Head counts when getting on and leaving transport
- Responsibility for checking seat belts



- The sex of the accompanying adults needs also to be considered, particularly where there is a mixed group of pupils.

## SWIMMING POOLS

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A minimum supervision level of 1 adult to every 10 pupils is recommended.

Only swimming pools run by local authorities and with the appropriate life guards and equipment should be used.

## RESIDENTIAL VISITS

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Staff ratio should be at least 1 member of staff for every 10 pupils.

There should be a member of staff on standby who is able to join the trip if someone on the trip is needed elsewhere e.g. repatriation

- The text messaging service is used to send information to parents.
- The group should ideally have adjoining rooms with teachers' quarters next to the pupils rooms – the leader should obtain a floor plan of the rooms reserved for the groups use in advance;

There must be separate male and female sleeping/bathroom facilities for pupils and adults

- The immediate accommodation should be exclusively for the groups use
- There should be appropriate and safe heating and ventilation
- The whole group should be aware of the lay out of the accommodation, its fire precautions/exits, its regulations and routines, and everyone can identify key personnel
- Security arrangements where the reception is not staffed 24 hours a day,
- Security should be in force to stop unauthorised visitors
- All staff employed at the centre should be checked on their suitability for working with young people
- Locks on doors should work in the groups' rooms but appropriate access should be available to teachers at all times
- There should be drying facilities
- There should be adequate space for storing clothes, luggage, equipment
- There should be adequate lighting
- There should be provision for children with special needs and for those who fall sick
- Balconies should be stable, windows secure, electrical connections safe
- Where possible pupils should not be lodged on ground floor rooms
- The fire alarm must be audible throughout the whole accommodation
- There should be recreational facilities for the group
- There should be an appropriate number of supervisors on duty during the night
- As soon as possible after arrival a fire drill should take place

## 'PLAN B'

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Despite the most detailed pre-visit planning, things can go wrong on the day, e.g. parent helper is unavailable, member of staff is ill, weather is unsuitable, transport fails to arrive, museum



have lost booking etc. To avoid having to make important decisions under pressure, it is important that some thinking is done in advance, in order to cater for any foreseeable eventuality. This comprises 'Plan B'

## **ADMINISTRATION**

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Details of all visits should be kept electronically by the EVC.

Visits requiring approval by The Spencer Academies Trust should be submitted for final approval at least 4 weeks prior to the day of the visit wherever possible. However, in the case of any overseas visits, complex visits such as expeditions abroad or visits that have high financial risk, it is essential that pre-approval is sought before any contract is signed with the provider and before any financial transactions are made.



**APPENDIX 1**

**CLOVER LEYS SPENCER ACADEMY - School Journey Planner**

<b>Organising teacher:</b>		<b>Visit to:</b>	
<b>Date:</b>		<b>Mobile Tel No:</b>	
<b>Classes involved:</b>		<b>No of children involved:</b>	
<b>No of staff involved:</b> <b>Guidance states:</b> <ul style="list-style-type: none"> <li>• 1 adult for every 6 pupils Y1 – 3 (1:5 for FS)</li> <li>• 1 adult for every 10 pupils Y4 - 6</li> </ul>		<b>Names of participating staff:</b>	
<b>Departure time from school:</b>		<b>Arrival time back at school:</b>	
<b>Name of coach firm:</b>		<b>Tel no for coach firm:</b>	

**CHECKLIST**

Please make sure the following has been done **prior to the visit:**

- **Parents** are given a letter informing them fully of trip details. Insurance form is sent home for parents to sign
- **Give Headteacher:** Details above with copy of letter sent to parents Copy of Risk Assessment to sign
- **Inform appropriate school staff** Office Manager, Site Manager, Catering Manager, Midday Supervisors
- **Children are well informed** Appropriate behaviour and safety issues **During the visit**
- Appropriate First Aid provisions should be taken (including inhalers and epipens) and a sick bucket
- Regular head counts should be made, particularly when leaving any venue
- Pupils should be easily identifiable
- Seat belts must be worn & checked for adjustments
- Travel sickness tablets only administered with authorisation from parents

**Signed:** (Organising teacher) **Date:**

**Signed:** (EVC/Headteacher) **Date:**



**APPENDIX 2 INSURANCE FORM**

For journeys involving transport and adventurous activities

Name of Pupil \_\_\_\_\_ Class \_\_\_\_\_

Journey/Activity \_\_\_\_\_

Date of Departure \_\_\_\_\_ Date of Return \_\_\_\_\_

**AGREEMENT**

I have read the information regarding the proposed visit and I give my consent for my child to take part in these activities.

I understand that should medical treatment be necessary, every effort will be made to obtain my consent. However, in an emergency, I authorise the party leaders to consent, on my behalf, to any medical treatment which a qualified doctor feels necessary (this could include inoculations, blood transfusions, surgery or the use of anaesthetics).

Has your child had any recent illnesses or got any medical conditions that the party leaders need to be aware of? YES / NO

If YES please provide details below:-

\_\_\_\_\_  
\_\_\_\_\_

**INSURANCE**

I understand the school has arranged personal accident insurance for this trip/activity.

I understand that the Spencer Academies Trust may be liable for any injury, loss or damage which may be caused by its own negligence or that of any of its employees or approved voluntary helpers in the course of their duty.

I understand that the Trust does NOT insure students against personal loss or injury which is NOT caused by its own negligence or the neglect of its employees or voluntary helpers.

**EMERGENCY CONTACT DETAILS**

In the event of any emergency where the party leaders need to contact you, please provide a phone number where you can be reached. You may wish to add a second contact number.

Name	_____
Relationship to Child	_____
Contact Phone Number	_____
Signature	_____



**Appendix 3**

**Learning Outside the Classroom - Approval Flowchart**

**NB: The Trust staff in all academies leading education off-site must have FORMAL APPROVAL for the activity to take place.**

**Stage 1: INITIAL APPROVAL**

Forward your visit proposal according to academy policy, with justification to academy Principal via email for **Initial Approval**.



**Stage 2: FORMAL PROPOSAL**

On receiving **Initial Approval** from the Principal, the Trip Leader can begin to complete the necessary visit form on Exeant at [www.satrust.exeant.co.uk](http://www.satrust.exeant.co.uk)

Visit Leader prepares the visit **Formal Proposal** and uploads all necessary information to Exeant. All planning details of the visit need to be included i.e. appropriate risk assessments, parental letters, financial information, itinerary, etc.



EVC will consider all the information and may return the submission for further documents to update the visit **Formal Proposal**.



**Visit type**

Does the Visit involve one of the following categories?

1. Overseas
2. Residential
3. Water based activities,
4. Extreme sports



ELT approval is required for the activity to take place. Meetings happen every two weeks, and feedback will be provided through Exeant.



**Stage 3: FORMAL APPROVAL**

Through the Exeant process a number of staff will consider the submitted visit form to ensure it is within guidance outlined in the academy policy and the Trust policy. Visit Leaders will receive **Formal Approval** for the visit only using the Exeant process.

Following consideration of all the information ELT or the EVC will authorise **Formal Approval**.



Visit Leader receives **Formal Approval**. The visit leader must ensure that all necessary academy offsite visit procedures are followed and an evaluation is carried out after the activity/visit.

**Please note: FORMAL APPROVAL**

*This must **not** be assumed, but clear, documented and unequivocal, which will be by the use of Exeant database only.*