



"Train a child in the way they should go,

and even when they are old they will not turn from it."

Proverbs 22:6

Educational Visits Policy

Administration of Policy	
Last review date	September 2026
Reviewed by	EVC
Approval Level	Trust Board
Review frequency	Annually
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Next review due date	September 2027
Exceptional changes approved (if required)	

Stakeholders			
Trust Leader	X	Directors	X
Headteacher	X	Governors	X
Deputy Headteachers	X	Union Representatives	X
SLT	X	Students	
ELT	X	Parents	X
Support Staff	X	Others	

All policies are accessible to staff in Lutterworth College Teams (link below)

[School Policies \(Lutterworth College\) | Microsoft Teams](#)

All statutory policies are accessible on the Lutterworth College website (link below)

[Lutterworth College - Policies & Documents](#)

Statement of policy application

Lutterworth College is a Church of England (Voluntary Controlled) school and sixth form in South Leicestershire. The school was founded in 1880 to serve the town of Lutterworth and its surrounding communities. All school policies support the school's mission and objective of **'enabling every young person to learn, flourish and succeed'**. We enable this objective by having joint strategic aims of having the 'best teachers delivering the best learning' and by embedding the Be Christ values in our young people. The Be Christ values are that we ask our pupils to 'Be' Courageous, Hardworking, Reflective, Inspirational, Supportive and Tenacious.

All school policies have the underlying principle that Lutterworth College is a faith-based school. Our objective centres on the idea of the imitation of Christ and the values that are reflected in his life. As his teaching encourages human flourishing and wisdom so pupils are encouraged to share in that world vision. The courage of Christ underpins the school's motto **'Dare to be wise'**.

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GENERAL

OBJECTIVES OF THIS POLICY

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the school
- Trips abroad organised by the school

This policy ensures that:

- ✿ Off-site Visits/Activities have an identifiable benefit, with clear objectives.
- ✿ All those involved in the organisation and running of Off-site Visits/ activities or Outdoor Learning will comply with OEAP National Guidance, NCC Off-site Visits Policy and the establishments' guidelines relating to the health and well-being of children and young people undertaking such activities.
- ✿ The management of all visits/activities will be based on the outcome of suitable and enough planning.
- ✿ Systematic written procedures, based on reasonable and sensible risk/benefit management process and underpinned by establishment induction and training, support staff when leading Outdoor Learning. These procedures and any associated risk assessments are reviewed as and when necessary but not less than annually.
- ✿ Standards and procedures exist to ensure that staff and accompanying adults lead activities/sessions within their own proven area of competence.
- ✿ While undertaking outdoor learning it is the responsibility of all staff to ensure that the risk to participants is minimised by a process of continuous vigilance and ongoing risk management.
- ✿ Equipment used is fit for purpose and systematically checked, maintained and replaced when necessary.
- ✿ When appropriate, staff should always hold an appropriate current first aid qualification and have access to a first aid kit.

In conjunction with the Outdoor Education Advisers' Panel (OEAP) National Guidance this policy aims to:

- ✿ detail the legal requirements of organising a school visit
- ✿ detail the procedures required when organising a school visit
- ✿ define the type of visits that should be encouraged to take place
- ✿ identify the roles of Visit Leader, accompanying staff and students
- ✿ identify the standards expected from all students participating in school visits
- ✿ identify the types of work to be completed on school visits

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education 2023](#)

RESOURCES

The following documents are available on the Laurels Academies Trust one-drive document folder entitled **Educational Visits**, for further advice and information that you may require. Alternatively, please contact EVC/EVA.

- ✿ OEAP National Guidance website www.oeapng.info

ROLES AND RESPONSIBILITIES

Executive Headteacher

The executive headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the governing board to approve residential trips of more than 24 hours

The educational visits co-ordinator (EVC)

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and designate a suitable trip lead for each visit
- Assess outside activity providers
- Advise the headteacher and governing board when they're approving trips
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

Trip lead

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

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- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others

Staff

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the headteacher
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

Parents and carers

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

Volunteers

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

Pupils

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.

✿ Educational Visits Co-ordinator	EVC	Heidi Fitzgerald
✿ Educational Visits Co-ordinator	EVC	Dominic Lane
✿ Educational Visits Administrator	EVA	Kerry Dunmore
✿ EVOLVE - Outdoor Educational Adviser	OEA	Jake Wiid

AIMS OF RUNNING A SCHOOL VISIT

TLAT recognises the value of well-planned and managed Outdoor Learning and Off-site Visits for young people – they broaden the curriculum beyond the boundaries of the school, give ALL students the opportunity to experience cultural, religious, environmental, historical and sporting events both nationally and internationally and encourage students to enquire and explore their own local community and beyond, flourishing into Global Citizens.

TYPES OF VISITS

All types of visits will be considered, but the following general criteria should be taken into account:

- ✿ Is the visit required to be run for coursework / examination purpose?
- ✿ Does the visit improve or reinforce the understanding of a particular subject area?
- ✿ Does the visit broaden the cultural or spiritual experience of the students, or enable the students to develop personal skills such as social behaviour, ability to work as a team or to be an independent learner?
- ✿ Does the visit enable the student to think for themselves about their role in life?

VISIT PROCEDURES

Every off-site visit or outdoor activity must be either notified or approved by the EVC or an appointed member of the Senior Management team as outlined in this policy.

The EVA must be informed of all PE Fixtures prior to the event.

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It is the belief of the school that all staff should be encouraged to organise and take students on school visits. The planning procedures are designed to ensure that the following standards are adhered to:

- ✿ Visits are of a suitable educational nature and have clear aims and outcomes
- ✿ As far as reasonably practicable the safety of both staff and students is assured
- ✿ The visits are financially sound
- ✿ All students have equal access to all visits
- ✿ Timing in the school year and any potential clashes
- ✿ The education of students remaining at the college is not compromised by the repeated absence of key staff or reduced attendance in other lessons
- ✿ Non-residential visits and those that do not involve adventurous activities will be approved by the visits committee as agreed with the EVC
- ✿ Residential, foreign and adventurous activity visits will require further approval from the Head and Chair of Directors/ Governors along with external verification by EVOLVE
- ✿ Educational purpose and value

To ensure that these standards are complied with all staff should adhere to the following planning stages:

1. Discuss the initial idea with the appropriate line manager and identify the reasons why the visit is being organised, taking into account the Aims and the Types of Visits as referred to above. Visit organisers should discuss their ideas with experienced members of staff who have organised visits in the past, and the EVC/EVA if necessary. You can also book a planning meeting with the EVA if desired. Collect a Visit Approval Form from the EVA /download from the TLAT one-drive document folder entitled **Educational Visits** . Advice and guidance is also available in the OEAP National Guidance, which can be found using the above web link. If a residential or outdoor/adventurous activity is planned, the proposal should be discussed with the EVC.
2. To allow for enough time to plan and process visit applications and to allow students to settle into their respective courses at the start of a new academic year, no visits will take place in the first month of an academic year unless there is suitable time to plan and inform stakeholders and it is necessary for the course e.g. field trips in geography, theatre trips for drama/English/dance and that is when the shows are on.
3. Decide on the number of students and the year group that will be taken, together with possible dates for the visit - available on the TLAT one-drive document folder entitled **Educational Visits**. Review the school Outlook calendar to ensure that it will not clash with other school activities including exams. Visits requests must be submitted to the EVA as per the deadlines below:
 - ✿ **Day Visits:** By 30th October for trips in Spring term; 30th March for trips in Summer term; and 30th June for trips in Autumn term of following academic year.
 - ✿ **Residential:** By 16th June of the preceding academic calendar year
 - ✿ **Overseas:** By 16th June of the academic year that is prior to the academic year in which the visit will take place.

Please note that applications inside this time limit will not be considered unless exceptional unplanned circumstances dictate

The Trust reserves the right not to approve any visit or visit without challenge or explanation.

4. Identify staff members who may be appropriate to accompany the visit. They should then be approached to see if they wish to take part in such a visit. It should be remembered that such visits are voluntary and members of staff are not obliged to agree to accompany students on any visits. Issues to take into account when identifying appropriate staff should include:
 - ✿ First Aid training (consider the potential need for fully qualified First Aiders if there are significant medical issues or the visit is to a more remote location or involves more hazardous activities. No trip will be authorized without a relevant first aid qualification for at least one staff member at the time of completing the visit form and the time of the trip taking place.
 - ✿ Pastoral experience - If the visit involves any students with behavioural or personal issues and whether male and female students are participating in residential visits.
 - ✿ All teaching staff going on the visit should be identified at this time plus the number of unspecified other staff / volunteers. It is the visit leader's responsibility to ensure that all volunteers have a valid DBS, suitable for the intended visits and have been adequately briefed as to the nature and content of the visit.
 - ✿ Please note staff/volunteers must not bring their own children on a visit or visit. Permission to do so in exceptional circumstances is strictly only with the approval of the EVC after a risk assessment. The member of staff cannot be classed as supervisory staff member due to conflict-of-interest issues. If the child in question is a student at the school and would normally be attending the visit staff **may** be able to supervise at the discretion of the EVC if the staff member is supervising a different group.
 - ✿ All costs incurred must be the responsibility of the staff member. Any person on a visit over the age of 18 will require a DBS check.
5. **Visit staffing guideline ratios: There can be some flexibility on discussion with EVC dependent on age, medical issues, venue etc. A minimum of two adults is required to supervise a visit at KS3 and 4.**

The below ratios are offered as guidance and the trip lead, along with EVC and EVA and, where appropriate with the headteacher, will make final decisions on ratios when taking into consideration all the details of each visit.

- ✿ KS 3 Day Visit Trust staff 1:10
 - ✿ KS 4/5 Day Visit Trust staff 1:15
 - ✿ KS3/4/5 Residential Visit Trust staff 1:10
 - ✿ Volunteers: 1:10
 - ✿ Public transport: 1:5 - 1:15 dependent on size of visits and ages for students involved.
6. Where possible, arrange cover internally within faculty or department, using HLTA's, support staff or volunteers if applicable. Full cover arrangements must be in place before initial visit approval can be given. In most cases approval will not be given for visits taking more than one member of teaching staff unless this can be demonstrated as being essential to the success of the visit or adequate cover arrangements exist. Cover arrangements must be detailed for all teaching lessons including Post 16.
 7. Submit a visit proposal to the EVA within the time scales outlined in 4 above. The proposal should include the Application for Educational Visits Form, details of all other items aforementioned, together with any preliminary costings / quotes already obtained. Organisers should be aware that all visits should be self-financing, and that any shortfall in contributions from parents will result in the visit having to be cancelled.

Please note that ALL visits run mainly in school hours can only be funded from voluntary contributions, with the exception of the board and lodging element. Staff are therefore encouraged to consider running visits that fall mainly outside school hours if possible.

If a child currently receives pupil premium, Lutterworth College will automatically fund 25% of the cost of the child's contributions.

If parents are unable or unwilling to make a contribution but would like their child to attend the visit the parent must contact the Headteacher via email d.lane@lutterworthcollege.com for further information regarding what additional support may be available.

Whilst the legislation of the 1988 Education Act outlines that there is no obligation for parents to contribute and no student will be omitted from the activity because her/his parents are unable to do so, owing to the demands on the resources of the school, if funds from voluntary contributions are insufficient to cover the cost of the trip, then the trip will have to be cancelled.

8. The EVC & EVA will review the proposal and decide whether to give outline approval. Full approval will be subject to the required procedures and documents being put in place.
9. Further information or more detailed proposals may be required before the final decision is made. If a visit is not allowed to go ahead the EVC will provide clear reasons why this is so.
10. When a visit is authorised the actual date of the visit will be confirmed and entered onto the school Outlook calendar. Visit leaders need to inform the EVA for any required volunteers. Visit Leaders should now meet with EVA to discuss and plan.
11. The Visit Leader will need to liaise with the EVA to produce a letter to parents detailing costs, deposits, payment arrangements, deadlines etc. (and medical consent forms for residential visits).
12. Provisional bookings should now be made by the EVA with the appropriate coach companies and any venues and tour operators if requested by the Visit Leader, but no deposits paid unless essential. NB. Cancellation charges apply to transport bookings, so payment dates advertised in the visit letter must be adhered to.
13. The letter needs to be approved by Visit Leader. The letter will then be sent to parents via email.
14. The EVA will then store a copy of all approved costing and letters on TLAT one-drive document folder entitled **Educational Visits**.
15. The EVA will allocate the payment item on iPay – consent to attend and payment is taken via iPay
16. **The Visit Leader will then be responsible for the following:**
 - ✿ Requesting updates on consent and payment progress from EVA
 - ✿ Visit Leaders should review the document that is emailed regularly prior to the visit for the purposes of assessing adequate First Aid and support provisions etc. in consultation with EVA

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- ✿ Ensuring deadlines for payments are met, and correspond with parents regarding payments as and when required
 - ✿ Liaising with the Headteacher regarding any hardship requests which are not eligible for financial assistance
17. The viability of the visit must be regularly reviewed, and only if the required numbers of parent / carers of students have completed the appropriate forms and sufficient funds have been received may confirmation of all bookings be given. **A viability date for each visit will be set by the EVA. All consents and payments must have been received by this date.**
18. If the visit needs to be cancelled, the EVA should be contacted as soon as possible. The EVA will then remove the visit from the calendar and inform suppliers Finance and HR. If the visit needs to be cancelled at the last minute and this is outside of school hours, cancellations need to be made by the Visit Leader. Visit Leaders are responsible for notifying staff/volunteers attending the visit.
19. If oversubscribed a blind BALLOT will take place. Consideration will be given to students who have been repeatedly unsuccessful in previous ballots. Where a ballot is required, those students whose behaviour raises concerns regarding risk, may be removed from the ballot.
20. Once a visit is deemed viable the EVA will send out a draft version of the Risk Assessment Document, the visit leader will need to complete the relevant sections dependent on visit. Meetings can be booked with the EVA who can offer support. At this point a completion date will be set. The Risk Assessment Document must be returned to the EVC / EVA by this date. Failure to do so will result in the visit being cancelled and any liabilities picked up by the department concerned.
21. The Visit Leader must:
- ✿ Complete the Risk Assessments
 - ✿ Complete a Plan B Risk Assessment/ Checklist/Emergency Contacts - all available as Tabs within the Risk Assessment Document.
 - ✿ Any requirements or special needs must be recorded in the First Aid Risk Assessment tab. Significant issues must be acted on.
 - ✿ The Risk Assessment Document should be returned to the EVA by the date notified when the Risk Assessment Document was issued for review and recommendations, particularly regarding first aid provision in electronic format via email.
 - ✿ The EVC will review the Risk Assessment Document and provide feedback.
 - ✿ Once authorised by the EVC the document will be printed out by the EVA and signatures obtained from the EVC and Visit Leader.
 - ✿ The electronic version will be held on one drive documents folder and Evolve.
 - ✿ **The Visit Leader must ensure that all staff / volunteers taking part on the visit are fully aware of the content of the risk assessment along with their specific duties and responsibilities.**
 - ✿ **The visit leader is responsible for monitoring behaviour of students before the trip and if there are concerns about students attending due to behaviour at school, this must be raised by the visit lead with the EVC who will provide guidance on how to proceed. If any students are removed from a trip due to concerns regarding risk, this is taken by the visit leader who will need to contact parents with guidance from the EVC.**
22. The Emergency Contact – please contact your EVC (mobile telephone number allocated on each trip, please see your relevant Trip Pack)

23. For all residential visits and those where adventurous activities are undertaken visits will be approved by the Chair of Directors/ Governors, the Head and EVC using the EVOLVE system. This requires the submission of all documents relating to the visit in advance of the departure date.
24. Appropriate cover work for staff that will be absent should be set and given to the appropriate Head of Department.
25. In certain circumstances staff may wish to organise a pre-visit Parents' Evening to outline the plans and rules for the visit. This may also be used to answer any questions from parents and to reassure them of their child's safety. **MANDATORY FOR FOREIGN AND RESIDENTIAL VISITS.**
26. The Visit Leader should ensure that a School mobile phone is carried throughout the visit and that all staff on the visit know the contact number of the College Emergency Line. In the event of a serious occurrence it may be necessary for the EVC to attend the scene as soon as possible. Please be aware that mobile phone signals may not always be available. You must, therefore make provisions for backup locations/contacts in your Plan B Risk assessment.

Please note that staff should not give their own mobile telephone numbers to students, they can be issued with the Visit Leader's School mobile number (however personal mobiles numbers may be used in emergencies).

27. On the day of the visit, ensure that you have all of the following with you from the EVA:
 - ✿ First Aid bag with hi-vis vest and incident forms
 - ✿ List of Students, Student Medical consent information/ Parent Pay document
 - ✿ Transport /ticket information
 - ✿ Emergency Procedures Document
 - ✿ Completed and signed Risk assessment
 - ✿ School Mobile phone
28. It is the Trip Leaders responsibility to inform Attendance within Student Reception if a student who is scheduled to go on a trip is for whatever reason (late, without necessary medications, etc) not going on the trip.
29. Visit leaders must complete the forms in the trip pack with key checks on e.g. before leaving school, during the trip and before leaving the venue.
30. No changes are to be made to timings on the trip e.g. altering bus times or additional stops e.g. visiting other attractions not specified, without consultation with the EVC as these may incur additional charges and not fall within the risk assessment already produced.
31. After completion of the visit, all receipts must be given to the Finance Office. They will prepare a final Income and Expenditure report for the visit.
32. Return all feedback forms to EVA within 1 week of the visit (available on one drive)

ALLERGIES

1. Parents must ensure that they accurately complete the trip consent form providing details of their child's medical needs including allergies.

2. **For** residential and overseas trips students requiring an EpiPen need to have two working pens with them on the trip.
3. All trip letters will state that nuts/nut products should not be taken on trips to mitigate any risk to a student with a nut allergy.

INCLUSION

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

Special educational needs (SEND)

If a pupil with a disability or an education, health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

We will consider all reasonable options to help the pupil go on the trip safely, such as adapting the trip itinerary and increasing staffing numbers so the pupil can be supervised on a 1:1 basis.

TRAINING, COMPETENCE & ROLES OF STAFF INVOLVED

All staff are encouraged to improve and extend their qualifications and experience in appropriate areas. Such training needs will be identified as a part of active supervision and observation of sessions by the Head or delegated senior staff members, and as part of the staff Continuing Professional Development process. All staff should be trained in the operation of this policy. Staff will be able to take part in internal and external In-Service Training in order to achieve higher levels of skills and competence.

With regards to competence:

- ✿ The Head should be satisfied that staff are sufficiently competent to lead the activity/session
- ✿ In addition, it is important that supervising staff are competent and understand their roles and responsibility and are briefed regarding the outcome of risk assessments. Appropriate levels of first aid cover must be available.
- ✿ All staff in sole supervision of young people must have undergone suitable DBS checks as part of their recruitment procedures, including the taking up of references. These should be part of the establishment's wider recruitment processes.

It is important the key roles listed below are identified and known by all staff / volunteers and students participating in the visit.

- ✿ Visit Leader
- ✿ Emergency contact officer/ Duty Officer
- ✿ Identified First Aid person on visit

It is important that sufficient staff / volunteers are involved with any visit. (See EVC or EVA for advice). The students should be divided into groups on any visit with a member of staff (Group Leader) attached and clearly known to each group. It would be advisable for the Visit Leader not to have a defined group so that they are available to all groups if needed for advice and assistance. Any Volunteers going on the visit will have to be registered on the College Volunteer Database,.

STANDARDS

It is expected that all normal school codes of dress and behaviour will be imposed on any visit. Specific arrangements regarding each visit should be discussed with the EVC before the visit goes ahead. It is the responsibility of the Visit Leader and accompanying members of staff to ensure such standards are complied with. The students and staff should be aware that they are representing the school at all times and are, therefore, responsible for ensuring that they do not, at any time or under any circumstances, bring the school into disrepute. The school does not wish to stifle the enjoyment of visits, but just wishes to ensure the good behaviour and safety of everyone participating in them. Students should be aware that inappropriate behaviour could risk their chances of taking part in further visits and/or other punishments on their return. All names of students who have breached the code of conduct should be given to Student Services when the visit returns.

TYPE OF WORK OR TASKS

It is important that students be given appropriate tasks or worksheets on visit to help them record their learning. Students should not see a visit as a time for fun only, but as an extension of their learning.

Tasks might be:

-  To find and record certain pieces of information on a place visited.
-  To keep a day to day log of activities carried out and complete a report on their return.
-  To complete certain elements of a piece of coursework.
-  To record new place visited, new words learnt etc.

These tasks should be clearly planned in advance and explained to the students before the visit. Such activities will also help occupy students and limit possible problems that may occur.

EMERGENCY PROCEDURES

Details of emergency procedures for school visits are available from the EVA and is available on one drive . **A copy of this procedure must be taken on all visits.**

FIRST AID ARRANGEMENTS

It is the Visit Leaders responsibility to ensure that the appropriate First Aid provisions are in place for each visit. The completed first aid assessment in the interactive risk assessment will allow the EVC to determine the number of first aid staff required along with the appropriate level of qualification. Additional actions may be recorded in the assessment which visit leaders must follow.

DRIVING ON TRUST BUSINESS

If you, or any member of the party, will be driving during the visit, you will need to be aware of the Vehicle Policy, which can be found in the TLAT one-drive document folder entitled **Educational Visits**.

LEARNING IN LUTTERWORTH

If you intend to do fieldwork in Lutterworth, you will need to ensure you have outline parental consent (obtained at the start of each school year) in addition you should inform parents of any such activity, risk analysis and any SEN arrangements must be in place. Please contact EVC/EVA for advice.

SUMMARY

School visits should be enjoyable learning experiences for all those involved. It is the policy of The Laurels Academies Trust to support such visits, to ensure their success and to support the members of staff organising such visits. The prime importance of this policy is to ensure the safety of staff and students at all times, along with the goal of achieving the stated purpose of the visit.