



Lydiate Learning Trust

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This document is designed to support staff when planning and delivering a Learning experience outside the classroom. It should be read in conjunction with the LLT Learning outside the Classroom (LOtC) policy document.

Approval

Unless there are exceptional circumstance, all trips should be approved at least 28 days in advance using the approval form 'Check list for the school educational visit' (see appendix 1). Sports events and fixtures are tracked by the PE department and risk assessments for these events are held separately).

Overseas and adventurous trips are completed on Evolve and approved by the local authority.

Once initial approval is granted, appendix 2 (LLT flow chart) outlines the process to be followed including the completion of all relevant information on the Evolve package.

Charging Policy

Lydiate Learning Trust operates a charging policy (see separate policy). The costs to a student for any given trips will be clearly communicated and in line with LLT charging policy.

Insurance

Lydiate Learning Trust holds insurance for all Learning outside the Classroom opportunities, there is no need for a separate insurance policy.

Code Of Conduct

All staff and students will conduct themselves safely and responsibly in line with each Schools' code of conduct.

It is the trip leaders responsibility to ensure that accurate registers are completed and returned to the school office at the beginning of the trip.

Risk Assessments

It is reasonable to assume that service providers will have risk assessments. Please request these and also liaise with the facilities manager who will provide you with Deyes specific guidance and support.

Emergency Procedures

All overnight trips have a designated senior leader linked to the trip for the duration of the event.

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In an emergency, the trip leader will contact the relevant senior leader (or in the case of a day trip, the school) and seek guidance and support. It is expected that the school and/or relevant senior leader will have a copy of the full detail of the trip including student and staff details plus access to relevant contact and medical information. The designated SLT should keep the CEO and HT informed as needed.

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**Check List for the School Educational Visits
To Be Completed at least 28 days prior to the Proposed visit.**

GROUP LEADER:

1. PURPOSE OF VISIT:

2. Places to be visited

3. Number of Persons attending visit:

4. Number of Male/Female Staff attending visit:

5. SIZE AND COMPOSITION OF THE GROUP (including year group):

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6. DATES AND TIMES:

Date of Departure: _____ Time: _____ Venue: _____

Date of return: _____ Time: _____ Venue: _____

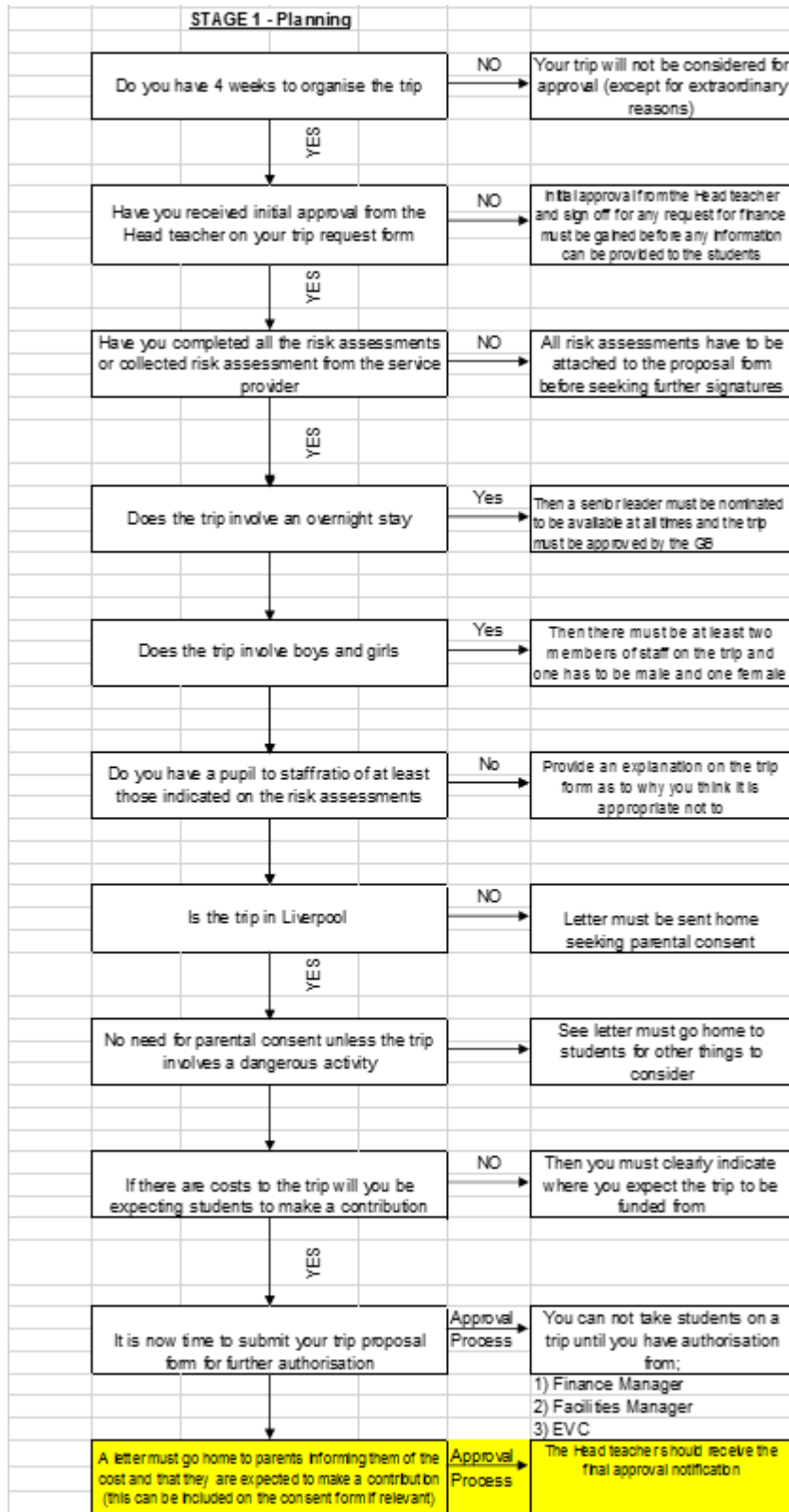
7. What cover implications are there?

8. Initial approval: _____ **Date:** _____

Governor Approval required?

- ALL LETTERS TO BE POSTED HOME REGARDING A TRIP PLEASE EMAIL TO -----.
- IF YOU SEND A LETTER HOME VIA STUDENTS PLEASE EMAIL ----- A COPY OF THE LETTER.
- PLEASE INFORM ----- (STUDENT SERVICES DESK) ABOUT ANY PLANNED TRIPS.

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