

# **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

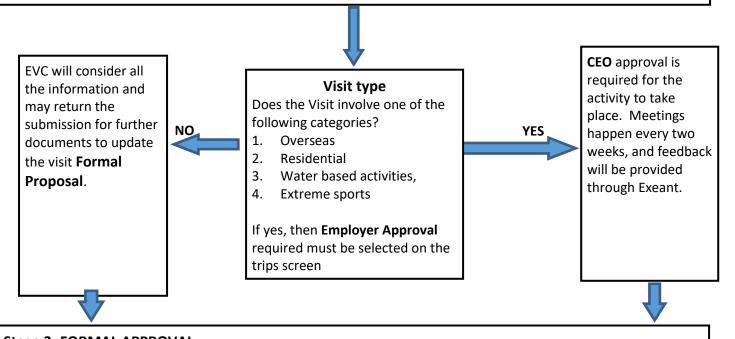
Forward your visit proposal according to academy policy, with justification to academy Principal via Exeant (http://satrust.exeant.co.uk) for **Initial Approval**.



### **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 <a href="http://satrust.exeant.co.uk">http://satrust.exeant.co.uk</a>

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.



## 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. Where CEO Approval is required, this will only be given after the Headteacher has given their approval to the trip

Following consideration of all the information the Headteacher, (and CEO) 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.