

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 <http://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**.

NO ←

Visit type

Does the Visit involve one of the following categories?

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

If yes, then **Employer Approval** required must be selected on the trips screen

→ **YES**

CEO 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. 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.*