



**Braunton  
Academy**

Aspire & Achieve

# **Management of Outdoor Education, Visits and Off-Site Activities Policy**

## **Key Document Details**

School Name: Braunton Academy

Version No: 1

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Owner: Mr J Frickleton & Mrs K Hayler

Approved by: Mrs F Bowler

Ratified date: January 29<sup>th</sup> 2026

Interim Review Date: N/A

Next review Date: March 2027

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## 1. Introduction

- 1.1 This policy covers all off-site visits and activities organised through the Academy and for which the Trustee Body and Principal are responsible. The Academy endorses the Devon County Council policy document "*Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2024*" (OEVOSA) as the basis for the Academy's policy for the management of visits and off-site activities.
- 1.2 The purpose of this policy is to explain *how* the overall OEVOSA policy will be applied in practical terms at a local level, and in particular, the specific roles, responsibilities and arrangements that will apply at Braunton Academy.
- 1.3 This policy also complements and should be read in conjunction with the Academy's Health & Safety and Safeguarding Policies.

## 2. Responsibilities of the Principal

- 2.1 The Principal will:
  - ensure all visits and off-site activities have specific and appropriate educational objectives
  - have overall responsibility for the approval of all visits and activities, based on compliance with the OEVOSA document and recognised good practice, even where this task may have been delegated to another named person
  - ensure that all off-site visits, and especially residential visits, are carried out with reference to the Safeguarding Policy, Safer recruitment and Staff Code of Conduct
  - ensure that there is a suitably experienced and competent Educational Visits Co-ordinator (EVC) to oversee adherence to the OEVOSA policy and that the tasks associated with this role are clearly outlined in this policy
  - ensure off-site programmes are led by competent, staff who are appropriately experienced to assess the risks, manage the activity and manage the specific group
  - provide relevant induction, training and other Continuous Professional Development opportunities for staff involved in the provision of visits and off-site activities
  - ensure that for all off-site visits and activities risks have been assessed, the significant findings of these assessments recorded, and any appropriate safety/safeguarding measures implemented accordingly.

## 3. Responsibilities of the Educational Visits Co-ordinator

- 3.1 Although holding the ultimate responsibility, the Principal has delegated specified tasks to a suitably experienced and competent EVC.

Name of EVC: Jamie Frickleton, Assistant Vice Principal – Inclusion.

- 3.2.1 The EVC is responsible for carrying out the following agreed tasks and attending the relevant training and update training provided by the Local Authority (LA). The EVC should have practical experience in leading and managing the range of visits typically run by the school. Where this is not the case (e.g. the EVC is an administrator) the Principal must reasonably limit the extent to which the function of the EVC is delegated and reduce this list to administrative tasks accordingly. These functions would then be retained by the Principal and moved to paragraph 2 above]

### 3.3 The functions delegated to the EVC are:

- to be the principal contact with the LA over planned visits
- to establish monitoring systems to ensure that educational visits are undertaken in accordance with OEVOSA and the Academy specific arrangements named in this policy
- to ensure that the management of visits and off-site activities is informed by an appropriate itinerary and risk assessment
- to work with the Principal, Designated Safeguarding Lead (DSL) and other Senior Leaders to establish Standard Operating Procedures to guide the risk assessment process for visits and non-adventurous activities
- to ensure that approval and endorsement arrangements for all visits are in accordance with OEVOSA requirements
- to provide staff with support, advice, and information that they need to comply with OEVOSA requirements
- to ensure that leaders and staff have any relevant qualifications and are competent to lead and support particular visits and activities as outlined in OEVOSA
- to ensure that procedures to inform parents and to obtain their consent where necessary are in place
- to work with each Visit Leader to ensure that appropriate emergency arrangements are in place for visits and off-site activities
- to review accident and incident reports relating to visits and off-site activities to ensure that any lessons are learnt
- to ensure that any third-party provider / contractor / coach has been vetted for competence in accordance with the requirements of OEVOSA and the safer recruitment policy.

## **4. Responsibilities of the Educational Admin support**

### 4.1 The EVC Admin support will:

- manage and update the Evolve website, including updating staff lists and training records (Admin role)
- Make changes to the SOPs and Policies under the direction of the EVC
- Liaise with parents to obtain their consent where necessary
- Support the Trip lead with administration tasks involved with the trip

## **5. Responsibilities of the Visit Leader**

### 5.1 The Visit Leader will:

- have overall responsibility for the supervision and conduct of the visit or activity
- obtain approval and, where appropriate, LA endorsement for the visit in line with OEVOSA and the specific arrangements of this policy prior to undertaking the activity
- Complete the initial planning documentation (Planning Checklist Template - Appendix 2) including the proposed staffing, itinerary that identifies key activities to be risk assessed and adapt all SOPs provided to the unique risks related to the specific trip they are organising and financial implications.
- assess the risks to staff, students and members of the public presented by the visit or activity in order to identify and implement any safety measures \* refer to section 9 related to the allocation of staffing and the use of volunteers
- Liaise with the Designated Safeguarding Lead in advance of the visit
- carry out specific activities in accordance with the detail of OEVOSA

- use the Academy planning checklist provided in OEVOSA to ensure all procedures have been followed
- vet any third-party provider / contractor / coach for competence in accordance with the requirements of OEVOSA
- brief all supervising staff, volunteers and students in roles, responsibilities, and expectations
- inform parents about the visit and gain their consent in accordance with arrangements described in OEVOSA
- establish appropriate emergency and contingency arrangements for the planned visit or activity which will include the identification of sufficient First Aid cover
- Share first aid and dietary needs with all other staff on the trip.
- continually re-assess risks dynamically during the activity and make adjustments accordingly
- ensuring that the school's normal mobile phone policy is enforced during trips. For residential trips, all students must hand their phones over to the trip leader for safekeeping during the night.
- Trip Leads should refer to the flow diagram outlined in Appendix 1 for an overview of the full trips process.
- Chase any late payments from parents with the support of the finance office.

## **6. Responsibilities of Additional Members of Staff**

6.1 Members of staff, volunteers and parent helpers should:

- Assist the Visit Leader to ensure the health, safety and welfare of others including students on the visit
- Take time to understand their roles and responsibilities whilst taking part in a visit or activity.

## **7. Responsibilities of Students**

7.1 Whilst taking part in off-site activities students also have responsibilities about which they should be made aware by the Visit Leader or other members of staff, for their own health and safety and that of the group. Students should:

- Avoid unnecessary risks
- Follow instructions of the party leader and other members of staff
- Behave sensibly, keeping to any agreed code of conduct
- Inform a member of staff of safety concerns

## **8. Responsibilities of Parents**

8.1 Parents have an important role in deciding whether any visit or off-site activity is suitable for their child. Subject to their agreement to the activity parents should:

- support the application of any agreed code of conduct
- inform the party leader about any medical, psychological, or physical condition relevant to the visit
- provide an emergency contact number
- provide consent in accordance with the requirements of OEVOSA.
- meet all payment deadlines

8.2 Parents and carers are expected to support the school in maintaining a safe and respectful environment during trips. In the event of a serious breach of the behaviour policy, parents or carers will be contacted and may be required to make

arrangements for their child's immediate return home.

## **9. Allocation of staff and the use of volunteers**

9.1 In line with the school and local authority safeguarding processes the following actions must be taken in relation to staffing:

- Trip leads must not overstaff trips (over and about the Devon CC published trip ratios) with staff and volunteers without permission from the Principal and EVC.
- Trip Leads must ensure that all lines of staffing a trip have been exhausted before seeking to staff using volunteers. Any use of volunteers must be discussed and agreed with the Principal and EVC before arrangements and bookings are made.
- Allocating staff to trips will follow this process:
  - o Staff ratio is covered
  - o If it is a departmental trip, department staff will have priority
  - o If the trip is taking place in school hours where possible, 50% of staff should be support to alleviate cover costs and cover capacity.
  - o Where a trip is open to all staff and there are too many interested staff for places available once trip lead and H&S regulations are covered the additional places will be allocated in a fair and transparent process overseen by the EVC, Principal and trip lead.
- Staff proposing to attend a school trip where their child is attending as a student or other family member or partner is attending as a member of staff you must highlight this to the Principal and EVC at the beginning of the process to ensure that the risk can be assessed by the school and Devon County Council. Except for exceptional circumstances (as determined by the Principal and through consultation with the Local Authority) the policy remains the same that staff should not accompany trips where a member of the family or partner is attending.

9.2 Where trips are being run in conjunction with other schools or external providers using staff external to the school, you must ensure that the school/organisation provides letters of assurance that their staff have an up-to-date enhanced DBS and confirm all safeguarding checks, in line with Keeping Children Safe in Education have been satisfied. This must be given to the Operations Manager to be logged on the Academy's single central record.

9.3 Use of Volunteers:

- All volunteers must be included on the formal paperwork and undergo the full vetting process including an enhanced DBS checks, being registered on the school single central record and had continued contact in an employment/volunteer capacity with the Academy at least every 12 weeks; completion of safeguarding training related to the trip. All volunteers must pass the safer recruitment process to attend a school trip in a volunteer or any other capacity.
- You must not book non staff members onto school trips either on to the school booking or as a private client.
- Family members are not permitted to attend school trips on the school booking or as private clients in line with the school and Devon County Council legal stipulations as this has the potential to impact on staff members ability to focus on the safeguarding of students.

## **10. Risk Assessment**

10.1 At the beginning of the trip process the Trip Lead must submit an overview itinerary of planned travel, activities and free time for each day using the Planning Trip Template form, itinerary section provided.

- 10.2 The Academy is committed to providing a wide variety of outdoor activities and visits design to challenge and develop students. These inevitably feature a degree of risk that demands management. Arrangements will be achieved by a risk assessment led by the Visit Leader for each activity/visit or series of visits undertaken. This process is guided by establishment specific Standard Operating Procedures (SOP) documents which have been created to establish minimum standards and expectations for Visit Leaders. There are currently four SOP documents for various categories of visit. These are:
- SOP Day Visits Using Transport
  - SOP Day Visits Walking from Establishment
  - SOP Overseas Visits
  - SOP UK Residential Visits
- 10.2 These are the control measures that will apply to all such visits and off-site activities and have been drawn up by the Principal, EVC and other Senior Leaders and will be brought to the attention of anyone undertaking the role of Visit Leader.
- 10.3 In assessing the risks presented by a planned visit or activity, the Visit Leader must judge if the controls described in the SOP are adequate for controlling the risks. For each visit/activity, add any additional control measures needed in the enhanced risk assessment column of the SOP document.
- 10.4 Any activities delivered by school staff falling within the definition of Category B (adventurous), will have a separate stand-alone risk assessment; Adventurous Activities Led by School Staff Risk Assessment.
- 10.5 This process will be undertaken by the Visit Leader who, whilst being supported by the EVC, will be competent and equipped to complete this task. To meet statutory requirements and to ensure sufficient communication with other staff involved, this risk assessment will be recorded using the risk assessment format on Evolve.
- 10.6 In cases where the private travel you are booking allows for members of the public to also book the same travel you must inform the EVC and the Principal and add this to the risk assessment. This includes if a company has informed you that their staff representatives are travelling as part of the party or that the travel arrangements or student activities are open to external members of the public. This must be done at the start of the planning stage or in the case of the company informing you of a change at the most immediate point possible.

## 11. Approval of Off-site Activities

- 11.1 The Principal/EVC will be responsible for approving all off-site activities subject to assurances that arrangements are in line with this policy and risks are adequately controlled. This includes approving the Visit Leader for each visit or off-site activity.

- 11.2 There are 3 categories of visit:

### Category A:

Non-adventurous visits i.e. visits to local places of worship, farms, public places etc  
 Non-adventurous residential visits i.e. cultural visits to towns/cities etc

### Category B:

Adventurous visits where activities are *delivered* by school staff (i.e. Ten Tors, kayaking etc)  
 Adventurous day visits led by external providers (i.e. visits to climbing centres, a pony trekking centre etc)  
 Adventurous residential visits to outdoor centres

### Category C:

Visits of all types outside the UK

- 11.3 In-line with the requirements of OEVOSA, details of Category B and C visits will be uploaded to the Evolve on-line system to facilitate the approval by the Headteacher/EVC ahead of final endorsement by the Local Authority Adviser for Outdoor Education.
- 11.4 The policy of Braunton Academy is that Category A visits will be uploaded to the Evolve system to allow the EVC and Academy leaders to monitor the management of off-site visits.
- 11.5 Time scale for submitting finalised documentation to the Academy and the LA:

	<b>Academy</b>	<b>LA</b>
<b>Category A</b>	2 weeks before	1 week before
<b>Category B (adventurous, camping and residential)</b>	4 weeks before	2 weeks before
<b>Category B (adventurous residential visit)</b>	3 months before	2 months before
<b>Category C (overseas visit)</b>	4 months	3 months

## 12. Financial procedures

- 12.1 For transparency and to adhere to financial regulations, all financial processes related to trips including all bookings (including provisional bookings) and additional payments must be completed by the finance office and not the trip lead. Purchase orders must be in place before a trip is advertised to students.
- 12.2 Use of free or concessionary tickets
- If the trip operating company provides free or concessionary tickets for loyalty or staff to student ratios, these are the property of the school. In line with the gifts and hospitality policy all concessions must be declared to the Finance Manager and in the case of a trip to the EVC.
  - The school policy sets out that all concessionary tickets are to be used to support FSM student attendance.

## 13. Staff Code of Conduct During School Trips

- 13.1 During any school trip, staff are considered to be acting in their capacity as employees of the school at all times (for residentials, the trip lead will provide a rota of breaks for staff throughout the day where possible). All expectations, duties, and professional standards that apply on school premises also apply off-site. This includes, but is not limited to:
- The Teachers' Standards
  - The school's Staff Code of Conduct
  - Safeguarding and child protection policies
  - Behaviour management policies
  - Health and safety procedures

Staff must conduct themselves in a manner that upholds the reputation of the school and ensures the safety and wellbeing of students at all times.

- 13.2 Staff remain responsible for the safeguarding, supervision, and welfare of students throughout the duration of the trip. Staff must be available, attentive, and able to respond to student needs at all times. This includes:

- Maintaining appropriate professional boundaries
  - Ensuring students are supervised in line with agreed ratios
  - Following all safeguarding reporting procedures
  - Being vigilant to risks in unfamiliar environments
- 13.3 Staff must model exemplary behaviour and uphold the highest professional standards. Any behaviour that could compromise student safety or undermine professional integrity is unacceptable.  
This includes:
- Treating all students with respect and fairness
  - Communicating with students and colleagues appropriately
  - Following all instructions and risk assessments
  - Supporting the trip leader in maintaining order and safety
- 13.4 To maintain a safe and healthy environment for students:
- Smoking or vaping is strictly prohibited in the presence or vicinity of students, including during free time, travel, or informal activities.
  - Staff who smoke or vape must do so only in designated areas away from students and must ensure they are not identifiable as school staff while doing so.
  - Alcohol must not be consumed at any time during a school trip, including during evenings on residential visits, regardless of whether students are present.
  - Staff must not be under the influence of alcohol or any substance that could impair judgement, supervision, or professional conduct.

#### **14. Safeguarding**

- 14.1 The safety and welfare of children is paramount. In the event of a safeguarding issue or concern being identified during the trip or visit, the visit leader should follow the Academy's child protection/safeguarding policy and procedures. All staff and volunteers on the trip should be made aware of these before the trip or activity takes place.
- 14.2 Arrangements should be in place to enable contact with the Academy's Designated Safeguarding Officer outside normal Academy hours if necessary. Contact details should be communicated to all staff/volunteers on the trip (as well as the visit leader) in case the safeguarding concern is about the visit leader.

#### **15. The Provision of Training and Information**

- 15.1 A copy of this policy, along with the overall OEVOSA document, will be made available to all staff within the Academy who may be responsible for participating in off-site visits and activities and to any parent requesting a copy. Access will also be made available to the overarching OEVOSA policy, and additional guidance via the Evolve system.
- 15.2 The Principal will ensure that staff leading or participating in visits are competent for the activities involved. When required, specific training will be undertaken, and competencies maintained in accordance with the requirements of OEVOSA. This process will be overseen by the Principal/EVC, and records of qualifications will be uploaded to the Evolve system.

#### **16. Action in the Case of Emergency**

- 16.1 The Principal/EVC will ensure that emergency arrangements are in place before approving visits. The Visit Leader will identify these arrangements via a process of risk

assessment. Where necessary, this assessment must include the identification of contingency plans.

- 16.2 It will also include the identification of sufficient First Aiders, as well as emergency contact details which must include a school contact for outside normal hours if necessary.
- 16.3 Any accidents and incidents that occur during off-site visits and activities will be reported and recorded in accordance with the school health and safety policy. Accidents and incidents will subsequently be reviewed within the school to identify any learning points.
- 16.4 All trip leaders will have the contact details of the Principal, Vice Principals and EVC in the event of an emergency.

## **17. Monitoring and Review**

- 17.1 School leaders will monitor the application of this policy in operational practice by surveying all trip leaders following each trip.
- 17.2 This policy will be reviewed:
  - Every two years
  - After any significant changes to the management of outdoor education locally
  - After any significant changes to the OEVOSA document
  - After an incident.

## **18. Submission of Visit Form Timescales**

- 18.1 Visit forms must be submitted by the Visit Leader to the EVC in accordance with the following timescales. Failure to meet these timescales may result in the planned visit being postponed or cancelled.
- 18.2 For all trips that incur a charge, trip leaders must ensure that where possible, parents are given an appropriate length of time to pay for the cost of the trip. The recommendation is a minimum of 2 months' notice.

Category A Day Visits – 3 Weeks

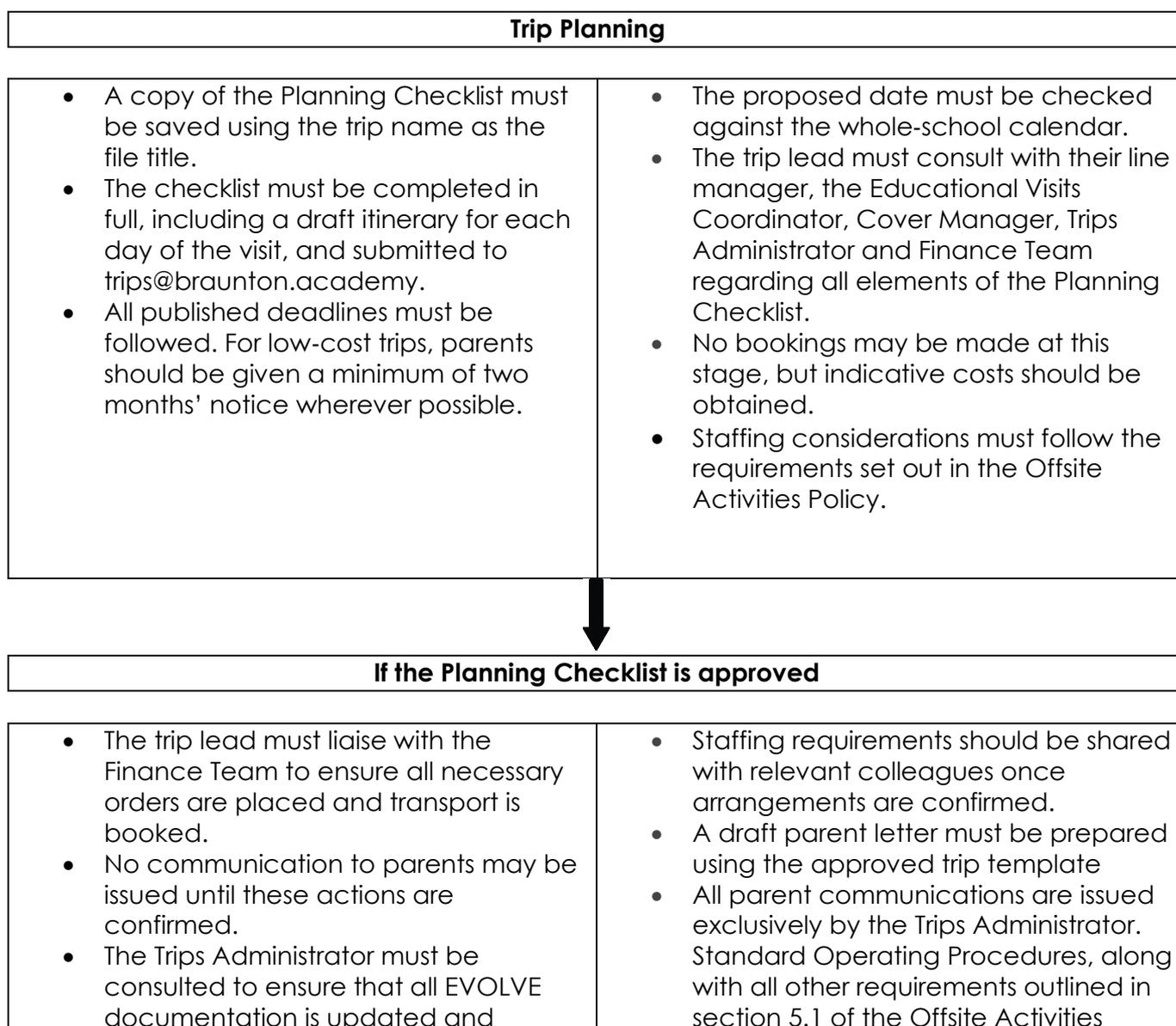
Category A Residentials – 3 Weeks

Category B Adventurous Day visits – 3 weeks

Category B Adventurous Residential visits - 3 Months

Category C Overseas visits – 4 Months

## Appendix 1 – Flow chart for Trip Leads



submitted within the required deadlines.

Policy, must be completed in full, with trip-specific detail, and submitted to [trips@braunton.academy](mailto:trips@braunton.academy) as early as possible and within the policy deadlines.



### **Staffing & Communication**

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• All staff and volunteers must be fully briefed on the expectations and requirements of the trip.</li><li>• All staff and volunteers must have access to the student list, relevant SEND, medical and emergency contact information, the full itinerary, the Standard Operating Procedures, and any other essential documentation.</li><li>• The designated First Aider must be clearly identified and fully aware of their responsibilities.</li><li>• The attendance administrator must be informed of the dates, times and all students attending the trip.</li><li>• School staff remaining on site should be updated so they are aware of who will be off-site.</li></ul> | <ul style="list-style-type: none"><li>• Communication with parents should take place as required before, during and after the trip, ensuring that any agreed payment schedules are followed.</li><li>• Students must be fully briefed on behaviour expectations, including adherence to the no-smart-phone policy.</li></ul> |
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## Appendix 2 – Planning Checklist Trip Leads

### BRAUNTON ACADEMY EDUCATIONAL VISITS - PLANNING CHECKLIST

Name of Trip Leader	Must complete/delete		Enrichment trip	Y/N						
Second nominated person	Must complete/delete		Enrichment trip	Y/N						
Proposed visit to	Must complete									
Start date	Must complete		End date	Must complete						
Intended objective(s) in full	Must complete									
Residential?	Y/N	If Yes, please give full name and address of accommodation Must complete/delete								
Are you using an External Provider?	Y/N									
If Yes, please give full name and address of provider	Must complete/delete									
Travel method										
On foot	Y/N/NA	Public Bus	Y/N/N	Aeroplane	Y/N/NA	Name of Airline	Y/N/NA			
Mini Bus	Y/N		Name of Driver		Must complete/delete					
Coach Hire	Y/N		Name of Company		Must complete/delete					
Leaving School at	Must complete		Arriving back at	Must complete						
Total Number of Students	KS3	?	KS4	?	Boys	?	Girls	?	Total	?
Total Number of Approximate FSM if known	KS3 FSM	?	KS4 FSM	?	Boys FSM	?	Girls FSM	?	Total FSM	?
Staff 1	Must complete		Mobile phone	Own phone with TEAMS or School-issued						

Staff 2	Must complete/delete	Mobile phone	Must complete/delete
Staff 3	Must complete/delete	Mobile phone	Must complete/delete
Staff 4	Must complete/delete	Mobile phone	Must complete/delete
Name of person responsible for first aid (Must hold an in date first aid certificate)			Must complete/delete
All proposed accompanying adults must be DBS checked – see Charlotte Reed and approved by the Principal before they are confirmed as attending.			

The trip leader has read and understands the Braunton Academy trips policy. <a href="#">TRIPS POLICY (Management of Outdoor Education, Visits and Off-Site Activities Policy) March 2026.pdf</a>	Y/N
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<p>Once this form has been approved, please email to the Trips Administrator (Judy Nolan) <a href="mailto:trips@braunton.academy">trips@braunton.academy</a></p> <ul style="list-style-type: none"> <li>• The newest version of the Standard Operating Procedure</li> <li>• Complete list of student names</li> <li>• Letter to parents/carers (Letter must not be issued until approved by Trips Team and Finance)</li> <li>• Any information from the venue you are planning to visit (All bookings MUST be actioned by Finance)</li> </ul>
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<p><b>Please Note:</b></p> <ul style="list-style-type: none"> <li>• If the trip circumstances change, inform the EVC to discuss.</li> <li>• Permission for this trip to run must be given by the EVC (JF) and checked with the Vice Principal (GT) for cover and staffing requirements.</li> <li>• Once agreed, the trip leader must add this to the school calendar and take on full responsibility</li> </ul>
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Signed Educational Visits Co-ordinator (Jamie Frickeleton)		Date	
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**ITINERARY**

Day 1	Detail the information requested	Provide information on planned supervision	Potential risks that need to be mitigated for
Modes of transport used	Must complete/delete	Must complete/delete	Must complete/delete
Activities throughout the day	Must complete/delete	Must complete/delete	Must complete/delete
Arrangements of meals	Must complete/delete	Must complete/delete	Must complete/delete
Arrangements for social time	Must complete/delete	Must complete/delete	Must complete/delete
Accommodation (If residential)	Must complete/delete	Must complete/delete	Must complete/delete

If this is a residential trip, please copy the table above for each day of the trip and list the planned activities.

**FINANCE SECTION**

<b>All students must pay in full prior to going on the trip as follows:</b>
Overseas trips – 10 weeks prior to going on trip

UK based trips – 4 weeks prior to going on trip

*In accordance with the school's Charging and Remission Policy, those seeking a financial dispensation need a written agreement from Finance Manager detailing the amount BEFORE their place is confirmed on the trip.*

Students who have not paid in full will not be able to attend this trip.

Income	Amount £	No of students	Total £
<b>All students - Trips in non-school time (50%+)</b> 100% Charge			
<b>Non-FSM students - Trips in school time (50%+)</b> Voluntary donation of £x plus compulsory board and lodgings of £x if residential			
<b>FSM student subsidy from HARDSHIP fund</b>  100% funded if trip is in school time 50% or more and non-residential  OR  If residential and 50% or more is during school time, then subsidy covers board and lodgings only (FSM students can be asked to fund the balance voluntarily).			
Other income			
Budget (Curriculum)			
Friends' Association			
Sponsorship			
Other (please specify)			
<b>Total income</b>			0
Expenditure	Amount £	No of people	Total £
Event/ Entry cost (adults)			
Event/ Entry cost (students)			
Accommodation cost (adults)			
Accommodation cost (students)			
Transport: eg bus, coach, air			
Admin cost			
School mini-bus – 1.20p per mile			
ParentMail charge: 2.5% for residential trips, and 5% for non-residential trips			
Supply costs @ £150 per day (charged at 100% of actual cost) - if supply is not required on the day if the trip the amount will not be charges to the trip cost centre			
Other (please specify)			
Contingency (please specify) .....			
<b>Total expenditure:</b>			0
<b>If there is a shortfall of income, please indicate from which budget this money should be taken from:</b>	<b>Must complete/delete</b>		

**Requests for cash/ foreign currency to take on this visit must be made to the Finance Officer at least 10 school days before the trip date. Full receipts must be provided upon return with any spare cash/ currency.**

Signed Finance Officer (Karen Hayler)		Date	
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**Key Dates**

Planning Checklist & SOP Dates for submission to trips administrator (Judy Nolan) <a href="mailto:@trips@braunton.academy">@trips@braunton.academy</a>
Category A Day Visits – 3 Weeks from departure
Category A Residentials – 3 Weeks from departure
Category B Adventurous Day visits – 3 weeks from departure
Category B Adventurous Residential visits - 3 Months from departure
Category C Overseas visits – 4 Months from departure

**We will be unable to approve any trip with incomplete paperwork.  
Please ask for help if you need advice completing this.**