



EDUCATIONAL VISITS POLICY

For updated detailed guidance and advice go to <http://oeapng.info/>

FINHAM PARK 2



A Mathematics & Computing College

1.Context

The Governing Body of Finham Park 2 affirms its total support for educational trips which it sees as a vital element in the development of our young people. The school believes that educational visits are an integral part of the entitlement of every student to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment and so form a key part of what makes Finham Park 2 a supportive and effective learning environment.

2. Application

Any visit that leaves the school grounds, whether as part of the curriculum, during school time or outside the normal school day, is covered by this policy.

Finham Park 2 adopts Coventry City Council's Policy for the Management of Visits, Trips and Learning Outside the Classroom. (currently dated December 2013, reissued July 2015)

All staff are required to plan and execute visits in line with Coventry City Council's policy and in accordance with the adopted national guidance from the Outdoor Education Advisors Panel. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the policy.

The policy is available via the EVOLVE homepage, Coventry Learning Gateway or can be requested from PA to Headteacher. EVOLVE is the web based notification, approval, monitoring and communication system, used by Coventry City Council, to which all staff have access. *The guidance adopted by the policy is available online at <http://oeapng.info/> (all up to date policies and guidance can be found here)*

The rest of this policy explains how visit approval and planning takes place at Finham Park 2.

3. Types of visit

There are four types of visit, for each of which the approval process is slightly different:

1. Staff using the local area to deliver lessons
2. Other visits within the UK excluding adventurous activities
3. Any visit involving adventure activities, or residential
4. Any visit involving travel abroad

4.Roles and responsibilities

- a(i) **Visit leaders** are responsible for the planning of visits and *should involve both accompanying colleagues and students in this process of risk assessments*. Visit leaders must make appropriate checks of any third party providers (Do they have a LOTC or AALA certificate, if not an EDVIS 11 needs to be completed- see below). Staff are advised to obtain outline permission for a visit, from their line manager in the first instance, followed by the Operational Management meeting, before beginning to plan and certainly before making any commitments.

a(ii) **Educational Visits Co-ordinator**

There is no requirement to have an Educational Visits Co-ordinator (EVC) (DfE February 2012). However, we believe that at Finham Park 2 it is in the best interest of the students to have an EVC who has oversight of the health and safety of all visits- delegated by the Headteacher.



- b(i) **Finham Park 2's EVC is the Deputy Headteacher** who will support and challenge colleagues over visits and learning outside the classroom. The EVC has responsibility for monitoring and final approval of all visits via EVOLVE.
 - b(ii) The admin office (currently Debbie Campbell, alternatively Lesley Rose) at Finham Park 2 is the first point of call for advice on visit related matters- further advice can be obtained from the Deputy Headteacher.
 - b (iii) **Trip Support (admin office)** will check all trip letters; check peach and green forms; provide contact details of students; and will support colleagues in entering information onto EVOLVE and provide data for leadership and governors. They will also enable ParentPay account for the trip to be set up.
 - b(iv) **The Governors** are informed of all foreign trips abroad. Governors have delegated responsibility for the approval of such trips to the Headteacher (and Leadership Team). Governors are informed of any 'near misses' and data from trips is fed back to Governors every term. Governors have the opportunity to challenge the school over trips at these meetings.
5. Staff Competence- - please refer to <http://oeapng.info/>
6. Visit Planning and approval
Procedures for planning a trip- See appendix 3 for flow diagram

The internal school approval process is as follows for each type of visit:

1. *Local area visits* will follow the Extending Learning Territory policy (appendix 1)
 2. Visits within the UK excluding adventure activities – these are put on EVOLVE and approved internally by the Deputy Headteacher. Visits should be submitted to the EVC via EVOLVE at least 7 days in advance.
 3. Visits involving adventure activities must be put on EVOLVE and submitted to the EVC at least 40 days in advance. The school is required to submit these for Local Authority approval 28 days in advance. Visit Leaders must make appropriate checks on any activity provider.
 4. Overseas visits require detailed planning to commence well in advance and the Headteacher must be kept up to date with progress (via the EVC). Checks must be made on any third party providers and permission from the EVC to use them be obtained before any deposits are paid.
 5. Governors will be informed of all overseas trips. The Leadership Team are delegated the responsibility to scrutinise any overseas trips before planning is completed.
 6. The EVC will need to submit final plans to the Local Authority 28 days before the departure date.
7. First Aid
We aim to ensure that students have direct access to appropriate first aid provision at all times whilst taking part in all schools visits and journeys. This will include at least one adult who has up to date working knowledge of first aid and, where necessary, hold a current first aid certificate. First aid kits are available from the school First Aider in Student Services (should be booked in advance). Extended Learning Territory Packs can be collected from the Admin Office at Finham Park 2.



8. Risk Benefit Assessments (required for all trips NB- generic risk assessments should be avoided)

1. Staff should adopt the following process to achieve sensible risk management of trips:
 - a. Identify aims, benefits and learning outcomes
 - b. Identify what could go wrong to cause harm to staff or students
 - c. Involve students and colleagues to produce a supervision plan to maximise the benefits while bringing the residual level of risk to an acceptable level for the groups and individuals involved
 - d. Ensure all involved in the trip are fully briefed about the arrangements
 - e. Remain alert and monitor your plan during the visit to adapt to unexpected circumstances
2. Risk assessments will randomly be checked in real life situations

9. Accidents, near misses and other incidents

All trip leaders are required to evaluate their trip including the logging of any 'near misses'. These will be reviewed to identify learning points which will be shared as appropriate with others.

10. Plan 'B's'

Despite the most detailed pre-visit planning, things can go wrong on the trip, e.g. member of staff is ill, transport fails to arrive etc. To avoid having to make important decisions under pressure it is important that some advance thinking is done to cater for any foreseeable eventuality. This takes the form of a 'Plan B'.

11. Emergency procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leader and accompanying staff.

- a) The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 2). All staff on visits are familiar with this plan and it is tested at least annually through CPD and following any major staffing changes. For more hazardous and certain foreign trips the emergency procedures will be discussed in detail before the trip.
- b) When an incident overwhelms school's emergency response capability; where it involves serious injury or fatality or where it is likely to attract media attention then assistance will be sought from the Local Authority.

12. Staffing

- a) The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.
- b) The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit. If not enough staff are available for a trip, or the staffing of the trip will affect the smooth running of the school, the trip will be declined or an alternative trip/ date sought.
- c) Choice of staffing for the trip must be transparent
- d) Other volunteers:
 - The school does not support additional people accompanying a party on an educational visit if they are not (a) students at the school or consortia schools; or (b) accompanying staff (from the school or consortia schools).
 - This may include family members and/ or friends



13. The Visit Leaders job list

The Visit Leader will ensure all the following steps are completed for any type 2, 3 or 4 visit:

- Gain outline approval from the Deputy Headteacher via the Operational Management meeting to begin planning the visit and agree funding mechanism / charging policy.
- Ensure the visit:
 - has clear learning outcomes
 - has activities appropriate to the group
 - is planned to maximise benefits to the students while managing significant risks
 - is appropriately staffed
 - complies with the school's safeguarding policy
 - has clear criteria for who will be offered a place on the trip
- Involve students in the planning of the visit, and how it will be managed, wherever possible.
- Ensure the LA procedures are followed and that the visit plan is recorded on EVOLVE.
- Ensure all other staff, accompanying adults and students are:
 - fully briefed about their roles and responsibilities during the visit
 - know what to do in the event of an emergency
 - are given information they need about individual student needs.
 - DBS check where relevant

- Emergency procedures must include what would happen in the event of illness or injury affecting the Visit Leader.
- Ensure the base contact back at school is fully briefed and has copies of all relevant information.
- Where relevant, PARS training has taken place to set up to communicate with parents/ carers via text.

14. Parental Consent

The school obtains blanket consent (PEACH forms), for all local, non-residential visits, and the Extended Learning Territory at the start of each year. If a trip is residential, overseas or of an adventurous nature, GREEN FORMS will need to be sent to parents with a covering letter.

15. Inclusion

We are committed to providing off-site visits and activities which are accessible to our students whatever their needs, abilities or medical conditions. Staffing ratios will always need to be considered to ensure the safety and adequate supervision of all students.

A risk assessment needs to be carried out on students with behaviour concerns where their behaviour may affect the smooth running and safety of the trip.

16. Charging / funding for trips

- a) The school will ask for voluntary contributions for school trips that are an essential part of the curriculum. Parents should be made aware that the contribution is not compulsory and that students of parents who do not contribute may not be discriminated against. It is permissible to ask parents to contribute more than the minimum amount to subsidise those students whose parents have not contributed. As a last resort, the visit may have to be cancelled if there are not enough voluntary contributions.



b) Some key points with regards to funding of trips:

- i. Trips must be self-funding. If a trip overspends money will be 'clawed back' from the departmental budget. It is advised that at least 5% be added to trips for admin, insurance, Parent Pay costs etc
- ii. The preferred method of collecting money is via Parent Pay
- iii. Money left over from trips must be paid back if over £5 per student. Monies below this threshold will go into a cost centre for use by students who cannot afford to go on educational visits
- iv. Student monies should not be used to pay for staff refreshments or food etc

c) Request for financial support for trips:

- i. As stated above, funding for trips that are an essential part of the curriculum is on a voluntary basis, therefore, students that cannot afford the trip must not be discriminated against.
- ii. For trips that do not fit into this category, parents may apply for support for funding.
- iii. The criteria are listed in the school's Charging and Remissions Policy
- iv. Distribution of such support funds depends on the balance in the cost centre at that time
- v. The EVC will make the final decision on whether financial support can be given on its own merits.

d) Dol-y-moch

- i. The Dol-y-moch trips fit into the 'essential part of the curriculum' category
- ii. The Board of Directors have agreed to levy a parental contribution which will be revised each year depending on costings provided by Plas Dol y Moch-at present this will be line with parental contributions requested by Finham Park 2
- iii. This agreement will be reviewed annually

17. Transport

The school currently follows the LA Transport Policy.

a) Use of staff cars to transport pupils

- i. Staff cars may only be used to transport students when the driver has business insurance and a clean driving licence (a record of both of these being checked will be kept by the EVC).
- ii. Any use of private vehicles will be subject to a specific risk assessment.
- iii. Parents should always be informed where staff cars are being used for visits.

18. Insurance

Insurance cover is provided for all trips through the school's policy with Zurich Municipal (policy no. KSC- 242046-3603). However, if the trip is potentially extremely hazardous, advice should be sought from the school's insurance advisor via Finham Park's Operations Manager.

19. Behaviour on Trips- see appendix 4

20. Useful links:

<http://oeapng.info/> - *Guidance for the Management of Outdoor Learning, Off-site visits and Learning Outside the Classroom* (This is the most useful website!)



Appendix 1 Extended Learning Territory

Boundaries

The boundaries of the territory are shown on the attached map – see appendix 5 & 6

- Walking within Tile Hill Lane, A45, Charter Avenue and Station Road area as well to the University of Warwick
- **minibus**- the boundary up to an including all Coventry Secondary and Primary Schools PLUS Warwick University and Coombe Abbey

This area includes the following frequently used venues:

- Secondary & Primary Schools in Coventry

We use this area on a daily basis for a variety of learning activities and approved staff are allowed to operate in this area *without* completing the visit approval process so long as they follow the agreed standard operating procedure.

Approved names:

- All current PE staff
- Other competent staff authorised by the EVC Head

Operating Procedure

The following are potentially significant hazards within our extended territory:

- Road traffic and crossings
- Other people / members of the public / animals i.e. pet dogs
- Losing a student
- Weather conditions
- Activity specific issues when doing environmental fieldwork (nettles, brambles rubbish etc)
- Collect back pack from admin office

These are managed by a combination of the following:

- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC
- The concept and operating procedure of the extended learning terrain is explained to all new parents when their child joins the school.
- On most visits in this area there should always be a minimum of two adults. *However, this will depend on the maturity of the students, the mode of transport i.e. is a driver present and the venue i.e. if other adults are in attendance. Approval should be sought from EVC*
- Staff are familiar with the area, including any 'no go areas' and have practiced appropriate management techniques.
- Students are fully briefed on what to do if they become separated from the group.
- Staff carry student medical information and emergency contact details (collect this from admin office before the trip- PEACH forms)
- Destination, staff and student list will be left with reception as will an estimated time of return. A school mobile is taken with each group and the office have a note of the number (as well as any staff personal numbers as appropriate)



Appendix 2 Emergency procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the Finham Park 2 school office).
2. This nominated base contact will either be an experienced member of the Leadership Team (Russell Plester or Jo Brake in the first instance (FP2)).
3. The Visit Leaders and the emergency base contact will both have relevant medical and emergency contact information on all the trip participants (including staff).
4. Both the Visit Leaders and the base contact know to request support from the LA via numbers on EDVIS forms in the event that an incident overwhelms the school's emergency response capability; involves serious injury or fatality or where it is likely to attract media attention.
5. The following role specific emergency action cards are carried by:
 - a. The Visit Leader
 - b. The first point of contact (FP2 School Reception)
 - c. Russell, Jo
6. This procedure is tested through both desk top exercises and periodic scenario calls to Visit Leaders- this training will take place yearly for all Visit Leaders



VISIT LEADER EMERGENCY ACTION CARD

This card must be carried by all staff accompanying a visit.

In the event of an incident overwhelming your team's coping mechanisms use the following to guide your actions:

1. REMAIN CALM - Assess the situation.
2. Safeguard yourself and then any other uninjured members of the group. Make sure all other members of the party are:
 - ✓ accounted for
 - ✓ safe
 - ✓ adequately supervised
 - ✓ briefed to ensure that they understand what to do to remain safe.
3. DELEGATE ASSISTANT LEADERS IF POSSIBLE SO YOU CAN KEEP AN OVERVIEW OF EVENTS AND TO ALLOW 'CONCURRENT' ACTIVITY
4. Call emergency services (999 or 112) as appropriate.
5. Attend to any casualties

Once the immediate emergency is contained:

- Inform the school contacts or, if unavailable, the Local Authority
- Liaise with and take advice from emergency services if they have attended the scene.
- Consider the physical needs of the group in terms of shelter, refreshments, transport/repatriation.
- Consider the emotional needs of the group such as removing them from the scene, providing emotional support (they can often do this for each other), giving them useful things to do.
- Control communications - prevent group members from using telephones/mobiles or going online until approval is given.
- Keep a written log of all actions taken, conversations held and a timescale.
- Refer all press, media, parental or other enquiries to the Local Authority press office.
- Inform the British Consulate/Embassy if abroad.

EMERGENCY NUMBERS - CONFIDENTIAL

Name	Telephone	Mobile
My telephone number		
School		
FP2 Staff & Contact Nos		
Local Authority (office hours)		
LA Comms Centre (out of normal hours)		
Local accommodation/hotel (if residential)		
Travel company (if appropriate)		
British Embassy/Consulate		



INITIAL CONTACT EMERGENCY ACTION CARD

This card must be available to any staff likely to take incoming phone calls at Finham Park 2

In the event of receiving an emergency call from a group on a visit follow the actions below:

1. Take down the following information on this form:
 - Who is calling?
 - What is their role in the group? (eg visit leader, member of staff etc)
 - What number can they be called back on?
 - What has happened? What is the nature of the emergency?
 - What is their current location?
 - What is the number and status of any casualties?
 - What is the total number of people in the party?
 - Are they staying where they are or moving? If moving where to?
 - What help do they require?
2. Reassure them and tell them they will be called back once you have contacted a member of Leadership Team (within 30 minutes).
3. Note the time of the call
4. Contact staff in the following priority order and give them the information you have noted
5. Keep all notes you have made.

EMERGENCY NUMBERS- CONFIDENTIAL

Name	Telephone	Mobile
FP2 Staff & Contact Nos		
Local Authority (office hours)	02476 831 500	
LA Comms Centre (out of normal hours)	02476 833 333	



SENIOR LEADER EMERGENCY ACTION CARD

In the event of being alerted to an emergency on a trip or visit use the following to guide your actions:

1. STAY CALM – consider the actions you need to take and the people you need to contact to help you. Decide what immediate help you need and contact these people.
2. Contact the group in difficulty to reassure them, get up to date information and keep them informed of your actions

DELEGATE TASKS AS AND WHEN POSSIBLE / APPROPRIATE TO ALLOW YOU TO MANAGE THE SITUATION AND ALLOW FOR 'CONCURRENT' ACTIVITY

IT IS ESSENTIAL THAT ONE PERSON IS CLEARLY DESIGNATED AS CONTROLLER OF THE INCIDENT RESPONSE AND THAT IT IS CLEAR TO ALL WHO THIS IS.

Some or all of the following will need to be considered:

- Inform Deputies– establish a Critical Incident Management Team (CIMT) and Incident Controller
Possible required roles (combine if insufficient staff)
 - Overall Controller
 - Coordinator / contact with group (consider keeping the same person to always speak to the group leader)
 - Communications (could be a number of people dealing with different aspects)
 - Logistics – arranging transportation, accommodation etc for group and any travelling team
 - Resources - eg office space, reception for any visitors (parents, media etc), refreshments / food
 - Record / log keeper
- Inform the LA and, if media interest is possible, the LA communications team. The LA will implement an emergency plan to give support to you, the party, and the parents.
- Keep a log of all actions, communications and decisions including people involved and times
- Arrange alternate and additional phone lines so that incoming calls do not swamp communications. Consider other means of communication such as internet, email and text
- Liaise with the LA over provision of links with emergency services, media, tour operators, insurance companies etc. - as appropriate,
- Carry out the actions required by the visit leader
- Inform governors via the Headteacher
- Is a 'travelling team' needed to provide support at the scene / in country?
- Arrange for the return or onwards travel of the party or arrange transport for parents to the scene / hospital
- Control communications and flow of information to the affected group, parents, other school staff (beware of other staff inadvertently starting rumours circulating)
- Make arrangements for any visitors to the school seeking information
- Arrangements for meeting the group back at Finham and returning students to parents
- Consider the possible need for future emotional support and care for anyone involved (don't forget other staff, young people and the incident response team as well as those directly involved)



EMERGENCY NUMBERS- CONFIDENTIAL

Name	Telephone	Mobile
Trip Leader		
School number	FP2 Staff & Contact Nos	
Local Authority (office hours)	02476 831 500	
LA Comms Centre (out of normal hours)	02476 833 333	
Local accommodation/hotel (if residential)		
Travel company (if appropriate)		
British Embassy/Consulate		



Flow Diagram for Planning Trips





Appendix 4

Basic Rules for students on day trips- to be agreed by staff and students before the trip along the following lines- see below (this should also be shared with parents):

The purpose of the rules set out below is to ensure that the enjoyment of the trip is not hindered for any student or teacher.

10 RULES for TRIPS

1. All school rules, and in particular the Policy on Alcohol and Drugs apply while on day trips.
2. Students are expected to wear full school uniform unless told otherwise by the teacher. All students should note that while in school uniform they are ambassadors for the school and should behave accordingly.
3. Being in the possession of or consumption of alcohol or any other behaviour altering substances in any form will be considered a serious violation of the rules and immediate action will follow.
4. The excessive consumption of behaviour affecting drinks such as Red Bull, espresso coffees or other drinks with enhanced caffeine is prohibited.
5. Smoking is prohibited as under the school rules.
6. Students are to remain with the group at all times.
7. Students are expected to treat teachers/supervisors/instructors/tour guides with respect at all times
8. Teachers reserve the right to search students' bags/rooms at any time if they suspect contraband is present.
9. All students are expected to turn up on time for all roll calls.
10. Foul language is not acceptable from any student on the trip at any time.

ILLNESS/INJURY

Should a student become ill or injured on a trip then parents will be informed and medical attention will be sought for the student if necessary. Parents should note that injury or illness to a student may require a lesser supervision of remaining students on any trip should it be necessary for a teacher to accompany a student seeking medical attention.

Basic Rules for Students on Overnight Trips

The purpose of the rules set out below is to ensure that the enjoyment of the trip is not hindered for any student or teacher.

RULES

1. All school rules, and in particular the Policy on Alcohol and Drugs, apply *with the exception* of uniform policy.
2. Being in the possession of or consumption of alcohol or any other behaviour altering substances in any form will be considered a serious violation of the rules and immediate action will follow.
3. The excessive consumption of behaviour affecting drinks such as Red Bull, espresso coffees or other drinks with enhanced caffeine is prohibited.
4. Smoking is prohibited as under the school rules.
5. Students are expected to attend all set meals unless permission given by a teacher.



6. Students are to remain with the group during the day and evening unless authorised by the teachers.
7. Hotel rooms/apartments are to be kept clean and tidy at all times. Failure to do so may result in sanctions.
8. Students are expected to comply with set bed times and lights out times.
9. It is forbidden for male students to enter the rooms of female students and for female students to enter the rooms of male students unless given permission to do so by a teacher.
10. Students are expected to treat teachers/supervisors/instructors/tour guides with respect at all times
11. Teachers reserve the right to search students' bags/rooms at any time if they suspect contraband is present.
12. All students are expected to turn up on time for all roll calls.
13. Foul language is not acceptable from any student on the trip at any time.
14. FREE TIME – during trips- it is common for students to be given some 'free time'. During such time students should always travel in groups (minimum of 3). Under no circumstance should any student walk on their own. During this time students are expected to treat their surroundings with the utmost respect and are also expected to adhere to all the school rules applicable above.

SANCTIONS

Failure to comply with the rules of the trip will lead to sanctions which will be decided by the teachers/supervisors on the trip. Sanctions might include fines, loss of pass for certain activities, etc. More serious breaches of rules will result in phone calls to parents/carers with possible follow up action in the school after the trip. Where necessary disciplinary meetings will be convened by the staff. *In the event of very serious and uncontrollable incidents students may be required to return home. The costs in such an event will be charged to the parents/carers. This will be done after full communication with the parents/carers.*

The teachers accompanying the group reserve the right to amend any rule during the trip as necessary. Clear notice, will be given of any such changes, to the students.

PRACTICAL ADVICE FOR STUDENTS (to be shared with students)

Any student taking part on a trip should try their best to adhere to the following advice while on the trip:

- Try to find out as much as you can about your destination before you go (homework?).
- Do your best to help fellow students and teachers at all times.
- Do your best to ensure that all students are included in group activities at all times
- During foreign trips, try to speak the language of your host country if known.
- Refrain from using bad language at all times on the trip
- Do your best to be considerate of others at all times.
- During the trip, students may be given necessary and reasonable instructions about detailed matters like dress, punctuality, behaviour etc. prompt and good natured compliance is essential.



RULES FOR SKI TRIPS

The purpose of the rules set out below is to ensure that the main purpose of the trip, i.e. skiing, is not hindered for any student.

Skiing

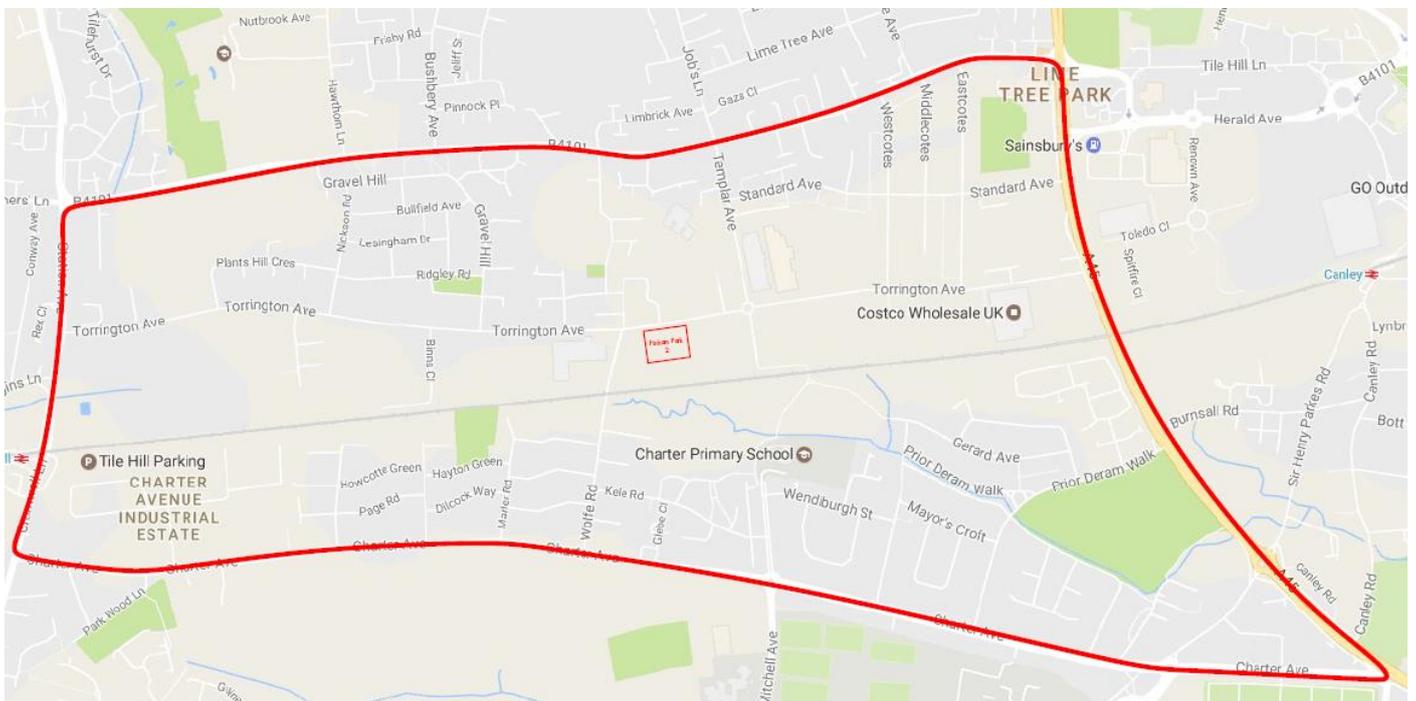
1. As above with the addition of:
2. No student is allowed to ski or be on the ski slopes unless taking part in an official ski lesson or supervised by a teacher. **This rule will be very strictly enforced.**
3. When in skiing with a teacher or instructor led group students must remain with the group and not ski so far ahead so as to lose contact with the teacher or instructor.
4. Students should not go on a lift until the whole group is down at the start of the lift – this will certainly apply on all lifts other than those on the beginner slopes.
5. Students must not ski recklessly so as to endanger themselves or any other person on the slopes.
6. Students are to ensure that at the start of each session they are properly equipped to take part in the session.
7. The 'borrowing' of equipment allocated to another person is strictly forbidden unless permission has been given by a teacher and the other person concerned. This applies most strictly to hired equipment.
8. All students must attend roll calls at the start of the day, at lunch time and at the end of skiing as directed by staff members.
9. All students must obey the instructions of the ski instructor at all times.
10. Any student or students who do not wish to ski must accompany the rest of the group as normal to the ski slopes where they will remain for the day. Students will, under no circumstances be allowed to stay in the hotel on their own.

Apres Ski

1. As for overnight trip rules as well as:
2. Students are to remain with the group during the evening unless authorised by the teachers.
3. Hotel rooms are to be kept tidy and the occupants will not be allowed to go skiing until room tidiness is considered acceptable.



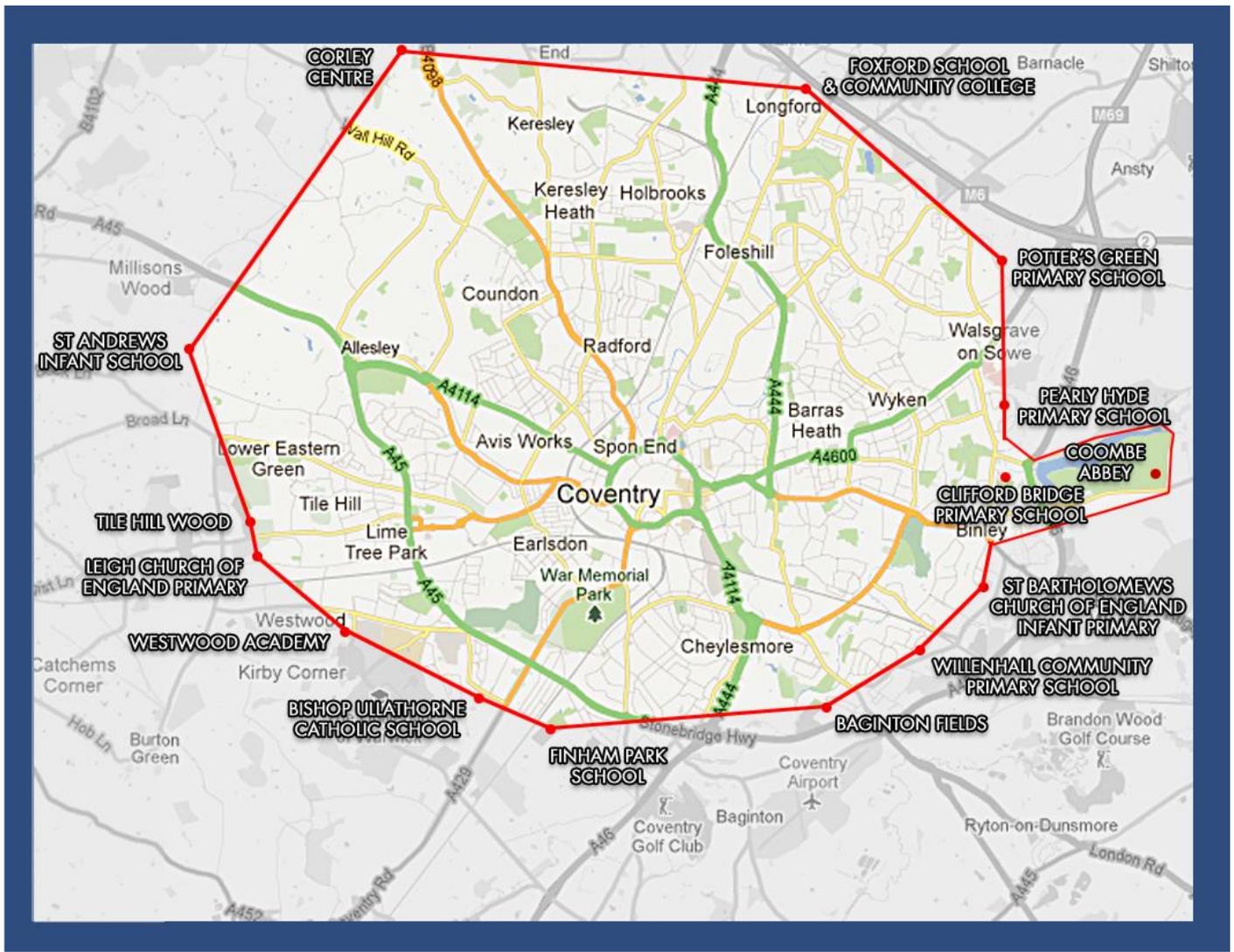
APPENDIX 5- EXTENDED LEARNING TERRITORY ON FOOT





APPENDIX 6- EXTENDED LEARNING TERRITORY BY TRANSPORT

NB- THIS HAS BEEN AMENDED TO INCLUDE WARWICK UNIVERSITY- NOT SHOWN ON THE MAP





EDVIS POLICY

Written by R Plester

September 2011

Reviewed:

2012, 13, 14, 17

Next review date:

September 2018

Approved by Governors:

Signed:

A handwritten signature in black ink, appearing to be 'R Plester'.

Signed:

A handwritten signature in black ink, appearing to be 'Credity-Johnson'.

Headteacher

Chair of Governors

Date: 8 November 2018

Date: 8 November 2017