

CATEGORIES AND NOTIFICATION FOR OFF-SITE VISITS

Cat.	Examples of programmes	Approval/Notification Procedure
A	<p>Local visits, journeys and studies that are:</p> <ul style="list-style-type: none"> • Less than 8 hours in duration • Less than 50 miles from base <p>E.g. farm visits, visits to sites of historic, commercial or cultural interest, some fieldwork, sport and leisure centre visits, sports fixtures, journeys to a museum or theatre, local parks and churches,</p>	<p>Approval: Head and/or Governors (Form OV5 or own form plus risk assessments)</p> <p>Notification to LEA: Not required</p>
B	<p>Visits involving higher profile activities or a higher risk due to the duration of the trip or the distance away from base, including:</p> <ul style="list-style-type: none"> • Outdoor and adventurous activities • Overnight stays • Any off-site visit that is more than 8 hours in duration • Any off-site visit that takes place more than 50 miles from base 	<p>Approval: Head and/or Governors (Form OV5 plus risk assessments)</p> <p>For D of E independent groups: The Awards Officer (Form OV5 plus risk assessments)</p> <p>Notification: LEA 10 days before trip (Form OV5 plus risk assessments)</p>
C	<p>Visits with an increased risk due to distance away from base or where there is significant concern about health, safety or welfare, including:</p> <ul style="list-style-type: none"> • All visits abroad 	<p>Approval: Head and/or Governors (Form OV5 plus risk assessments)</p> <p>Notification: LEA at planning stage (No Form required)</p> <p>LEA 10 days before trip (Form OV5 plus risk assessments)</p>