



**L A L E H A M   L E A**

A Catholic Independent Primary School for boys and girls aged 3 to 11

Head Teacher: Ms K Barry

## **LALEHAM LEA SCHOOL & NURSERY**

### **EDUCATIONAL VISITS POLICY**

*This is a whole school policy which applies to all sections of the school, including Early Years Foundation Stage, Out of School Care and Clubs.*

#### **Person responsible for this policy:**

Karen Barry  
Head Teacher



**L A L E H A M L E A**

A Catholic Independent Primary School for boys and girls aged 3 to 11

Head Teacher: Ms K Barry

## **CONTENTS**

General Principles

Policy Statement

Publications for Consultation

Equal Opportunities

Roles and Responsibilities

2.1 Governing Body (the employer)

2.2 The Head Teacher

2.3 EVC

2.4 Group Leader

2.5 Accompanying School Staff

2.6 Parents

2.7 Pupils

Procedures Involved in Planning a Visit

3.1 Preliminary Preparations and Planning

3.2 Risk Assessments

3.3 First Aid

3.4 Supervision

3.5 Supervision –DBS Checking

3.6 Supervision – Staff/Pupil Ratios

3.7 Insurance

3.8 Transport

3.9 Funding

3.10 Seeking permission

3.11 Making Bookings

3.12 Internal Communications

3.13 Communicating with Parents

3.14 Obtaining Parental Consent

3.15 Information Meetings for Parents

3.16 Communication with Pupils

3.17 Emergency Procedures

3.18 Information required to be carried on the visit including day visits U.K., residential U.K., residential abroad

3.19 Contact with School

3.20 ICT Equipment

3.21 Dress Code

3.22 Early Years Foundation Stage

3.23 Evaluation

### **Policy Statement on Educational Visits**

Educational visits are those activities arranged by or under the auspices of the school which take place outside the boundaries of the school.

At Laleham Lea School we approve of educational visits, in principle. We believe that these visits can complement and enhance the curriculum of the school. They offer pupils new learning opportunities and the chance to develop personal and social skills in an alternative environment. All pupils from reception classes to year 6 inclusive have the opportunity to take part in educational visits. For younger pupils activities to enhance their educational experience take place within the school grounds. (Paragraph 3.23)

#### **The purpose and Value of Educational Visits**

- To raise achievement by boosting self-esteem and motivation
- To develop key skills
- To develop social education and citizenship
- To promote education for sustainable development

Head Teacher: Ms K Barry

- To promote health and fitness
- To provide memorable and enjoyable experiences
- To widen educational experience in offering new and exciting challenges
- To gain skills in leadership and working as a team
- To enhance the curriculum
- To provide opportunities to experience and learn from real-life situations
- To provide opportunities to apply class room theory to practical situations

The value of off-site educational visits is well recognised by the Governing Body and fully supported throughout the school. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to “statutory procedures”. Off-site educational visits must be well managed, information communicated and responsibilities recognised.

This document outlines the specific policies and procedures for the school. It supplements and follows the advice and guidance contained within the following publications:

DfES “Health and Safety; Responsibilities and Powers” 2001

DfES “Health and Safety of Pupils on Educational Visits” (HASPEV) 1998

DfE “Health and Safety on Educational Visits” Nov 2018

HASPEV supplements (DfES 2002)

Part 1: Standards for LEAs

Part 2: Standards for Adventure

Part 3: A Handbook for Group Leaders

HSE Five Steps to Risk assessment (2000)

AAIAC Adventure Activities: Five Steps to Risk Assessment

## **Equal Opportunities**

Every effort is made to ensure that school visits are available and accessible to all pupils who wish to participate irrespective of special educational needs, medical needs, ethnic origin or religion.

In some individual cases it may be necessary for the Head Teacher and/or deputy head to discuss with parents the needs of the pupil.

## 2. Roles and Responsibilities

2.1 The Governing Body satisfies itself that the appropriate procedures, risk assessments and control measures are in place and that the documented guidance notes are being followed. All off-site visits that are residential, abroad or hazardous should be approved by the Governing Body. Such visits involve a period of time of more than 24 hours, an overnight stay or journey by sea or air. Such approval should be recorded in the minutes of the Governing Body. The Head teacher will include details of these activities in his report to Governors at the meeting of the Governing Body. The EVC (our Bursar) will provide a list of all off-site visits for the Health and Safety Curriculum & RE Committee and the papers from this meeting will be included in the documents for the next meeting of the Governing Body.

If the school uses an outside organization to provide an activity, the EVC will check the organization have appropriate safety standards (eg Learning Outside the Classroom Quality Badge) and liability insurance. These checks along with associated Risk Assessments would be submitted to the Governing Body when seeking approval for overnight or adventurous activities away from school.

The Governing Body retains overall responsibility for the health, safety and welfare of pupils.

2.2 The Head Teacher is delegated by the Governing Body to approve all off-site educational visits of a perceived low risk, local daily or regular nature. The Head Teacher is responsible for ensuring that the visit is worthwhile and that the Party Leader is competent, and has paid, and will pay, due regard to the health and safety of all participants, the risks involved, the adequacy of adult supervision, and the need to communicate clearly with parents, pupils and staff about the implications of the visit, including contingency plans for unforeseen circumstances.

The Head Teacher should

- ensure that visits comply with the school's Health and Safety Policy
- ensure that the visits comply with the school's educational visits policy document
- ensure that the party leader has sufficient experience to supervise and organise the group and is competent to monitor the risks throughout the visit
- ensure that adequate child protection procedures are in place
- ensure that non-school staff accompanying the visit are appropriate people to supervise children
- ensure accreditation of external providers
- ensure that there is a contingency plan in place

Head Teacher: Ms K Barry

- ensure emergency procedures are in place
- ensure that party leaders are allowed sufficient time to organise visits properly
- ensure all appropriate Risk Assessments have been reviewed and are in place prior to the visit
- allocate time and resources for staff training
- ensure that seek the Governing Body is aware of planned trips that are residential, abroad or hazardous

2.3 The Educational Visits Co-ordinator (EVC – the Bursar) ensures that all off-site educational activities follow the correct procedures and meet the employer’s and school’s requirements. The person with these responsibilities will assess the competence of the group leader for every visit and monitor the written risk assessments to ensure good practice. In addition the following responsibilities and duties are undertaken:

- Support the group leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers.
- Ensure that Criminal Records Bureau disclosures Disclosure & Barring Services checks are in place where necessary
- Arrange Emergency Contact Duty officer and draw up proper procedures to be followed in such an event.
- Keep records and make reports of accidents and “near accidents”
- Review and regularly monitor procedures
- Ensure parents are informed and give consent

2.4 The Group Leader is responsible for identifying the purpose of the visit and following the school’s policies and procedures in the School’s guidance. A risk assessment is necessary for all off-site visits and it is the group leader’s responsibility to ensure that this is completed, read and signed by accompanying staff and a signed copy given to the EVC. Significant risks and their control measures will need to be recorded and filed with the EVC.

This will take account of:

- Generic risks
- Event specific risks as identified from a pre-visit or thorough knowledge or experience of the environment, accommodation, the leader’s competence, the group and other factors such as transport.

Head Teacher: Ms K Barry

- On-going risks identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose and risk assessment control measures.

The group leader is responsible for the conduct and supervision of the visit including direct responsibility for the pupils' health, safety and welfare. They have overall responsibility for the control and leadership of staff.

2.5 Accompanying teachers and school staff have a duty of care for the pupils under their supervision, to act as any reasonably prudent parent would do in the same circumstances.

- They must take reasonable care of their own and others' health and safety
- They must cooperate with their employers
- They should be aware of the school's educational visits policy and follow procedures described within it
- Carry out duties and activities in accordance with training and instructions
- Inform the EVC and Head Teacher of any serious risks

2.6 All adults in charge of pupils during a visit have a duty of care to make sure they remain safe and healthy.

Participants are encouraged to consider risks involved in an off-site educational activity and to assist in the design of appropriate risk management strategies that support their learning.

## 2.7 Pupils

The party leader should make it clear to pupils that they must

- Follow the instructions of the party leader, other teachers and other supervisors including those at the venue of the visit
- Not take unnecessary risks
- Dress and behave appropriately and responsibly
- Look out for anything that may hurt or threaten themselves or other members of the group and tell the party leader or other supervising member of school staff about it

### 3. Procedures Involved in Planning an Educational Visit

All off-site activities must serve an educational purpose which is clearly related to the curriculum. They must be suitable for the age of the pupils having regard to their ages, abilities, needs and aptitudes.

Visits may only be arranged after approval has been granted by the Head Teacher. Permission should be sought by the member of staff responsible for the proposed visit (Group Leader) using Educational Visit form accompanied by a full risk assessment using form. The group leader should consult the school calendar to make sure there is no conflict between events.

#### 3.1. Preliminary Preparations

Before arranging an off-site visit, the Group leader must:

- Have experience in the supervision of a comparable educational visit.
- seek advice as necessary from experienced colleagues such as the EVC and other experienced group leaders.
- Consult filed risk assessments and evaluations from the EVC.
- Complete a full risk assessment as in 3.2 below.
- wherever possible make a preliminary visit to the site in order to familiarise themselves and make a proper assessment of its suitability, bearing in mind the age of the pupils, the size of the group, the time of year and probable weather conditions, and the suitability of the facilities. (The costs of such a visit should be included in overall cost of visit.)
- If a visit includes activities at a water site such as swimming pool or beach, at a farm or involve travel abroad the group leader should consult the EVC and DfE guidelines for more specific advice. More information is available from <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

#### 3.2 Risk Assessments

A full risk assessment should be completed by the group leader for every visit following procedures explained in the guidelines for completing risk assessments.

The group leader should consult risk assessment documents of external providers and if applicable quote their Adventurous Activity Licence number.

The risk assessment should remain on file for every visit. Group leaders must be able to prove that they have considered all the risks before undertaking the visit. All risks identified must be reduced to an acceptable level if the visit is to take place. Risk assessments should be completed in consultation with other staff involved in the trip and signed by all staff accompanying the pupils.

For programmes including adventurous/potentially hazardous activities it is the responsibility of the group leader to ascertain whether the provider has completed the appropriate risk assessments and that these are



Head Teacher: Ms K Barry

available to the group leader, the appropriate licenses required, that instructors are fully qualified and that equipment is correctly provided and maintained.

A school retains responsibility for their pupils even if a qualified coach is responsible for the conducting of the activity. Thus a teacher should always be present at the activity or in the vicinity.

### 3.3 First Aid and Medical Issues

First aid should form part of the risk assessment. Before the visit the group leader should assess what level of first aid might be needed and what medicines and hospital packs are required for individual pupils taking part in the visit. Request for a first aid check and first aid kits should be made to the secretary at least two weeks before the visit commences.

An appropriate number of adults should be designated as paediatric first aiders for the duration of the trip and have access to a first aid kit. They should have a basic knowledge of first aid procedures. If any first aid or medicines are administered the party leader should ensure that parents are informed on return to school. In the event of a more serious injury requiring ambulance or doctor the school should be informed who will then inform parents. After school hours the school emergency contact must be informed. The party leader must ensure that a teacher accompanies casualties to hospital with any relevant medical information, and that the rest of the group are adequately supervised at all times and kept together. Details of the incident to pass on to the school should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries. On return to school the party leader should complete an accident report and submit this to the EVC.

### 3.4 Supervision

All staff accompanying the visit should be made aware of their role and responsibilities and arrangements for the trip in advance, either in writing or at a meeting. A deputy leader should be appointed and fully briefed on the arrangements for the visit. It may be appropriate for all adults to be given a copy of the risk assessment. Each adult should be given a register of all pupils participating and those in their immediate care. Details of medical conditions should be given to teaching staff and to a parent helper supervising that child if appropriate.

Parents should not be directly supervising their own child as a member of their group.

### 3.5 Supervision – CRB/DBS checks

It is desirable that non-school staff, parents should have DBS clearance. However, if this is not available these parents may accompany the pupils at the Head Teacher's discretion. Legally any other adult, not including school staff, does not need DBS clearance providing they will not have sole responsibility for any pupils or be alone with them. Parents accompanying a trip should be listed on trip Risk Assessments with DBS or Head Teacher's discretion recorded.

A list of parents who have the necessary clearance is held by the SBM.

### 3.6 Supervision – Staff/Pupil ratios

Head Teacher: Ms K Barry

The staff/pupil ratio must be appropriate to the age and nature of the pupils, pupils with special educational or medical needs, site visited and activities undertaken.

In addition to the teacher in charge there should be enough supervisors to cope with an emergency.

#### Pre-school and Reception children

Children under five participating in a school trip require very close supervision. There should be one adult for every two children so that each child can have their hand held.

#### Years 1 to 3

There should be one adult for every 6 children with a minimum of two adults.

#### Years 4 to 6

There should be one adult for every 10 to 15 children with a minimum of 2 adults. On residential and trips abroad this ratio should be 1 to 10 pupils. A female member of staff must always be present.

If potentially hazardous activities are involved there must be sufficient supervision to ensure the safety of all participants and include qualified instructors as appropriate. See <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits> for further information. These are minimum recommended ratios and ratios should be determined by a sound risk assessment. The quality and nature of the supervision must be planned and active, this is more important than merely having the correct supervisory ratio. Group leaders should assess the risks and consider an appropriate supervision level for their particular group.

Minibus drivers who are not participating and coach drivers should not be included in the ratio.

### 3.7 Insurance

For all day trips both pupils and staff are covered by the school's liability insurance. If a visit involves potentially hazardous activities or travelling abroad the group leader should arrange for suitable insurance cover to be taken out as necessary, either through the SBM or the Visit Provider. A copy of this should be available to parents.

For residential visits and visits abroad the group leader should carry the school's insurance card. This can be obtained from the SBM.

### 3.8 Transport

Parents must be informed and give consent to all modes of transport by which their children will be journeying.

Coaches should only be booked from reputable coach companies. Coaches can be booked through the school Secretary/SBM.

Head Teacher: Ms K Barry

Only coaches with seat/lap belts can be used. Each child must have their own seat and seat belt. It is the responsibility of staff to check that pupils are wearing a good fitting properly fastened seat belt before the journey commences. Pupils should be made aware of the importance of keeping the seat belt fastened during the journey.

#### Use of minibus

The school minibus can be booked through the school office.

Staff eligible to drive the minibus must

- Be over the age of 25 years
- in possession of a full, valid driving licence for a minimum of 2 years
- have passed their driving test before 1997
- be acquainted with the guidelines on the use of minibuses
- staff who have taken their driving test after 1997 are required by law to take an appropriate test for this size of vehicle carrying passengers.
- an extra test is required for driving a minibus with 17 or more seats
- there should be 2 drivers on any minibus involving a journey of more than 3 hours.
- it is the responsibility of the party leader to ensure that one of the School's authorised drivers is driving the minibus on school visits.

#### Use of staff cars

Staff are authorised to use their cars on official school business. They must be in possession of a full, valid driving licence and a photocopy of this should be given to the SBM. The carrying of pupils on school visits should be avoided and only undertaken in an emergency. A booster seat must be provided for pupils under 1.3metres in height.

#### Use of parents' cars

Parents must

- Hold a full, valid driver's licence
- Have sufficient seat belts, one for each child
- Have a booster seat for pupils under 1.3metres in height.

- Not be alone with a child, other than their own.

### 3.9 Funding

The cost of all visits should be met by parental contribution and or budget allocation. Any costs met by the school budget must be agreed with relevant budget holder in advance of the trip being booked. This income must meet the complete cost of the visit.

Accurate records should be kept of all income and expenditure associated with a visit. These should be submitted to the EVC for approval.

3.10 Seeking Permission – the permission of the Head Teacher is sufficient to begin research and risk assessments.

### 3.11 Making Bookings

Once permission has been granted, bookings can be made with outside venues or providers and for transport. It may be necessary (mainly for residential visits) to make provisional bookings initially until numbers have been confirmed by parental consent.

### 3.12 Internal Communications/internal approval

Once the agreement of the Head Teacher has been obtained the visit must be entered on the School Calendar. The group leader should ensure that details of the visit are entered correctly in the school diary and school calendar on the intranet.

Details must also be passed to the EVC, the School Secretary and the lunch supervisor needs to be informed.

It is also courteous at this stage to inform all staff who may be affected. Peripatetic teachers can be informed through the directors of music and drama. The group leader must ensure that the implications of the visit are understood by teachers whose lessons will be affected, those who have practices or events with which the visit might clash, including the SENCO.

### 3.13 Communication with Parents

Parents must be provided with sufficient information to enable them to make informed decisions regarding their daughter's participation. This should include:

Head Teacher: Ms K Barry

- Brief details of the activities to be undertaken and their educational/social value
- Any outside agency involved (e.g. museum, PGL etc)
- Transport arrangements
- Accommodation arrangements if applicable
- Catering arrangements
- Dates and timings, including any arrangements parents may have to make to deliver/collect their daughter to or from specified locations.
- Supervision arrangements including details of any personnel other than school staff who will be instructing or leading activities
- Contact name for further enquiries
- Cost and method of payment
- Dress and equipment required
- Emergency contacts if different from normal
- Expectations regarding behaviour on the visit

All letters should be checked by the EVC and submitted to the Head Teacher for approval.

### 3.14 Obtaining Parental Consent

Signed permission forms must be obtained from parents/guardians for all off-site visits. The standard formats should always be used, one for day visits and one for residential visits. Forms must include date and destination of visit, name of child, and mode of transport and be signed and dated by the parent or guardian. It should indicate parental approval for medical help to be sought if necessary and require parents to pass on to the group leaders medical information about their children. This form should be approved by EVC/Head Teacher before being sent out.

### 3.15 Information Meetings for Parents

If appropriate a briefing meeting for parents should be organised.

For residential visits a meeting should be held for all new trips in the preliminary stages.

For established trips parents should be given the opportunity to meet with the group leader before information is sent out.

Head Teacher: Ms K Barry

In the final few weeks before the trip takes place an information meeting should be held to acquaint parents with final arrangements.

### 3.16 Communication with pupils

As the time for the visit approaches students will need information regarding their involvement and responsibilities.

Two to three days before the visit the students will need reminders of times, transport arrangements, clothing, equipment and food required. If appropriate they will need advice on how much pocket money to bring and how to look after it. For juniors this should be written in their homework diary. For infants this can be displayed prominently on the classroom door or windows. Reminders about standards of behaviour and safety considerations should be made clear.

On the day of the visit the students should be given clear instructions about behaviour, times and rendezvous points. Each pupil should carry a card with the school name and telephone number, the Group Leader's name and a mobile phone number. They should be given clear instructions of what to do if they become isolated.

### 3.17 Emergency procedures

All adults accompanying a party are made aware, by the party leader, of the emergency procedures which will apply. Each adult is provided with an emergency telephone number. This will usually be the school number, but where an activity extends beyond the normal school day (include times with aftercare) the mobile/ home number of a designated emergency contact should be provided. In the event of an accident or other emergency the school's emergency procedures should be followed. These can be found in the staff handbook.

### 3.18 Information required on the visit

The following information must be carried by the group leader throughout the visit.

Day Visits (i.e. taking place during normal school hours)

- Emergency contact numbers for school
- Contact numbers for staff on trip
- Details of medical conditions affecting all participants and details of any medication to be brought on the visit and its administration
- First aid kits
- Mobile phone- arrangements for the use of this should be made with the school secretary. All adults should carry a mobile phone and all have the phone numbers of the other adults.

Residential Visits U.K.

- Emergency contacts for all participants, including staff

Laleham Lea Primary School, 29 Peaks Hill, Purley, Surrey, CR8 3JJ

Head Teacher: Ms K Barry

- Details of medical conditions affecting all participants (including staff) and details of any medication to be brought on the visit and its administration.
- Copy of emergency procedures including 24 hour contact numbers of member of SMT who is emergency contact
- School insurance details and contact numbers

### Residential Visits Abroad

Including the above

- photocopies of each child's passport
- European Health Insurance Card (EHIC) for visits to countries within the EU for every participant (For pupils with a passport outside of the EU parents may wish to provide a copy of their family travel insurance.)
- A qualified first aider should be included on all residential visits.

### 3.19 Contact with school

All relevant information should be lodged with the Head Teacher. This must include:

- Visits within school hours
- Full details of the itinerary
- Address and telephone number of destination
- Transport arrangements
- Contact number for party leader (mobile phone number)
- List of all participants including adult helpers
- Emergency contact numbers for all participants
- Visits outside school hours
- All of the above

A senior member of staff must act as the school contact and be given the above information and the name of provider, accommodation details and travel company.

### 3.20 ICT Equipment

Check the availability and condition of equipment to be used.

### 3.21 Dress code

Correct school uniform is always the preferred dress code. This includes a school blazer. Visits which involve outdoor, practical activities or physical activities may be the exception. Approval for this should be sought from the Head Teacher.



### 3.22 Early Years Foundation Stage

Pupils younger than reception classes do not take part in external/off-site visits. Activities to enhance the wider educational experience of these younger pupils take place within the school grounds. A full risk assessment is completed for each activity. If Reception class go out on a visit then one of the paediatric first aider trained staff will also go on the trip, leaving behind the other trained persons to remain with the rest of the EYFS pupils.

### 3.23 Evaluation report

On return the group leader must report to the EVC and complete an evaluation report. This will inform future visits and may be a useful check on the value of the risk assessments undertaken. Any accidents that occur and any medical treatment that is necessary during a residential visit should be accurately recorded on evaluation form and communicated by an accident report being completed. This information should be communicated to the EVC and filed in EVC file kept in School Secretary's office. This is the responsibility of the group leader.

Revised June 2021

Review date: June 2023

## Appendix 1

Laleham Lea School

Form for the Head Teacher's Approval of an Off-site School Activity

Proposed visit to: .....

Date: .....

It is a hazardous pursuit? YES/NO

If Yes, has a Parental Consent Form been completed? YES/NO





**L A L E H A M L E A**

A Catholic Independent Primary School for boys and girls aged 3 to 11

Head Teacher: Ms K Barry

Purpose of Visit: .....

Number of Pupils: Males: ..... Females: ..... Total: ..... (attach list of names)

Classes involved: .....

If in school time, will any pupils be left behind? YES/NO  
(Append to list above with reasons)

Names of staff accompanying pupils: .....

.....

Names of parent helpers: .....

Has the School Policy on child/adult ratio been met? YES/NO

Mode of Transport: .....

Time and place of departure: .....

Recommended dress: .....Reason if not normal dress: .....

Has a letter been sent to parents about this trip? YES/NO (attach copy)



**L A L E H A M L E A**

A Catholic Independent Primary School for boys and girls aged 3 to 11

Head Teacher: Ms K Barry

Has a note been sent to any Peri or SEN personnel? YES/NO

Has an information sheet or work sheet been issued? YES/NO (attach copy)

Is the First Aid Box being taken? YES/NO

Has a medical sheet been attached to the Risk Assessment YES/NO  
detailing all pupils with existing medical conditions/allergies etc

Anticipated costs: Anticipated receipts:

Coach: .....

Entry charge: ..... (..... Pupils at .....per pupil)

Minibus: .....

.....

Total costs: ..... Total receipts: .....

I confirm that I have read the Policy for School Trips and Educational Visits document available from the Head Teacher.



**L A L E H A M   L E A**

A Catholic Independent Primary School for boys and girls aged 3 to 11

Head Teacher: Ms K Barry

Signed by Party Leader: .....Dated: .....

Approved by Head Teacher: .....Date: .....

#### Data Protection Statement

All personal information provided to the school is held in accordance with the Data Protection Act 2018. For more information about Laleham Lea's privacy policy please refer to <http://www.lalehamlea.co.uk/sites/default/files/policies/Data-Protection-Policy.pdf>

#### LALEHAM LEA SCHOOL

#### Off-site Activity Form

To be completed by staff for all off-site activities.

Proposed visit to: .....

Day: ..... Date: .....

Pupils Involved:

Either fill in the list below or append class list with absentees highlighted.

Laleham Lea Primary School, 29 Peaks Hill, Purley, Surrey, CR8 3JJ



**L A L E H A M L E A**

A Catholic Independent Primary School for boys and girls aged 3 to 11

Head Teacher: Ms K Barry

Signed (Teacher in Charge) .....

Please give a copy to Head Teacher

Offsite Activities are those sporting and education activities conducted in locations other than at John Fisher, Thomas More and Laleham Lea facilities.

See Risk assessment form on main server.

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Educational Visits Policy June 2021

Date of next review: June 2022