



**WARREN
WOOD**
PRIMARY SCHOOL

Educational Visits and School Trips Policy

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A **Beyond** ACADEMY
SCHOOLS TRUST

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Statement of Equality

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Purpose

Warren Wood Primary School understands that visits and trips can be effective ways of motivating pupils, and they can often offer unique educational experiences. The school aims to ensure that pupils are engaged in their learning and are given opportunities to explore this in a more practical setting.

The school takes the health and wellbeing of our staff and pupils very seriously. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for pupils and staff members while out on educational visits and school trips.

We believe that educational visits are an integral part of the entitlement of every pupil 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 Warren Wood Primary School a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. ie. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.



Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'
- DfE (2013) 'Driving school minibuses'

This policy operates in conjunction with the following school policies:

- Complaints Policy and Procedure
- Behaviour Policy
- Business Continuity Plan
- Health and Safety Policy
- Charging and Remissions Policy
- Minibus Policy

Definitions

'In loco parentis' means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent.

'School trip' means any educational visit, foreign exchange trip, away-day or residential holiday organised by the school which takes pupils and staff members off-site.

'Residential' means any school trip which includes an overnight stay.

Activities of an **'adventurous nature'** include, but are not limited to, the following:

- Trekking
- Caving
- Skiing
- Water sports
- Climbing



Roles and Responsibilities

The governing board is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy complies with the Equality Act 2010.
- Ensuring educational trips and visits positively impact on pupils' lives, teaching them life skills and providing new experiences.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an educational visits coordinator.
- Liaising with the educational visits coordinator and communicating information regarding any planned trips to parents.
- Liaising with the governing board regarding the organisation of extra-curricular trips and activities, including settling any disputes.
- Being part of the approval process for extra-curricular trips and activities.
- Ensuring the educational visits coordinator is competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary.
- Completing relevant paperwork, including risk assessments, for extra-curricular trips and activities.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Overseeing the work of the educational visit's coordinator, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the trip or activity.

The educational visits coordinator is responsible for:

- Overseeing all issues and controls regarding extra-curricular activities and trips.
- Liaising between all appropriate parties, including the local outdoor education adviser, during the planning and organising of extra-curricular activities and trips.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy, including completion of EVOLVE.
- Partaking in relevant additional training to ensure they remain up-to-date with relevant educational trip information and health and safety guidance.



- Overseeing the planning of the educational trips, by ensuring all essential documentation, including risk assessments, is up to date and appropriate for completion by the designated trip leader.
- Appointing an appropriate and competent member of staff to be the designated trip leader for each trip.
- Ensuring the competency of the designated trip leader, in consultation with the headteacher, by organising training for staff and volunteers.
- Ensuring that the requirements of this policy are carried out across all schools.

The designated trip leader selected to be in charge on an individual trip is 'in loco parentis' and has a duty of care to all pupils on the trip. They are also responsible for:

- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the headteacher.
- Complete the EVOLVE online system
- Undertaking any relevant training or courses which are arranged by the educational visit's coordinator.
- Completing all essential documentation for the trip and ensuring it has been approved by the educational visit's coordinator.
- Conducting a risk assessment prior to school trips and educational visits to ensure pupil and staff safety.
- Creating an itinerary prior to an educational visit or school trip and distributing it to pupils, parents and staff to ensure the day is well organised and safe.
- Informing parents of the proposed extra-curricular trip or activity six weeks in advance and distributing permission slips to parents.
- Implementing safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the DBS Policy.

The designated deputy leader supports the designated trip leader and will assume the designated trip leader's responsibilities if the designated trip leader is no longer fit to lead the trip, e.g., is unwell at short notice. They are also responsible for supporting the designated trip leader in completing all their relevant responsibilities by assuming any delegated tasks.



Staff are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Ensuring they are competent and comfortable with their delegated responsibilities, undertaking training where necessary.
- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.

Volunteers on the trip are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Supervising and ensuring the safety of pupils by following the procedures outlined by the designated trip leader.

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Head Teacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

Planning School Trips

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

Prior to planning a school trip, the following guidance will be read/used by the organisers:

- DfE (2018) 'Health and safety on educational visits'



- HSE (2011) 'School trips and outdoor learning activities'
- National Guidance available on www.oeapng.info
- EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

When staff are planning a visit, the visit leader should use the educational visits and trips checklist, appendix 1, to support this process.

There are three 'types' of visit:

1. Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day.

These visits are to places within walking distance of school, for example, a local church, Friston House, the local park. Parental permission for these visits is covered by local visit consent on Arbor. These visits are covered by the local learning area policy. Appendix 2.

2. Other non-residential visits within the UK that do not involve an adventurous activity. Eg. visits to museums, farms, theme parks, theatres, etc.

These are entered on EVOLVE by the visit leader and submitted to the EVC for checking. The EVC then submits to the Head for approval.

3. Visits that are overseas, residential, or involve an adventurous activity.

These follow 2. above, but the Head then submits the visit to the LA for approval.

For visits that fall under type 2 or 3, a thorough risk assessment will be conducted by the designated trip leader during the planning of the trip, to ensure pupil and staff safety.

When partaking in adventurous trips, activities will always be identified at the planning stage and never added during the trip. When planning water sport activities, the need for instructors and lifeguards will be taken into account, particularly when using facilities which may not have a trained lifeguard present.

The school will do everything in its power to ensure that all pupils are given an opportunity to participate in school trips, for example, organising two trips with a smaller group size or finding a venue which can cater for all pupils. Where there is a maximum capacity of pupils for a trip, places will be allocated on a first come, first served basis. This will be clearly communicated to parents.



When planning an educational trip or activity, the governing board will ensure the trip does not discriminate against a particular individual or group of pupils.

Risk Assessment Process

Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent. The individual carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.

The process is as follows:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record findings and implement them
- Review assessment and update if necessary

A risk assessment will be conducted for each school trip before it is undertaken to identify hazards and control measures specific to the trip.

The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff should make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory unless it is for a new provider.

Trip leads will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third-party vendors.

Every risk assessment will be uploaded to Evolve, approved by the headteacher, and a copy taken on the visit.

Use of External Organisations

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on health and safety on educational visits to make sure it's an appropriate organisation to use.



We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

Equal Opportunities

The school promotes values of equality and does not discriminate against any individual or group of pupils when organising a trip. The extra-curricular trips and activities offered to pupils will provide new experiences and develop life skills.

Due to the popularity of some extra-curricular trips and activities, the school offers places on a first come, first served basis. Any individual, staff or otherwise, shown to be taking preference over one pupil or a group of pupils will be subject to formal disciplinary action.

Where possible, pupils will be given the opportunity to contribute to the planning and organisation of extra-curricular trips and activities.

For school trips that require additional payment, the fee will be reasonable and help will be provided where possible for pupils who cannot afford the initial fee.

SEND

If a pupil with a disability or an education, health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

Transport

The Trust Facilities Manager is responsible for arranging the annual maintenance of the minibuses, including MOTs and road tax. The use of minibuses will be organised in accordance with the Trust Minibus Policy.

All coach/bus operators who the school wish to use for trips and visits need to share appropriate paperwork / insurance documentation when booked.

Parental Consent

Parental consent for local off-site activities that take place during school hours is given via Arbor when children join the school.



Written consent is required for:

- Trips that are considered type 2 or type 3.
- Activities of an adventurous nature.
- Residential trips.
- Foreign trips.
- Trips which involve transport or hours outside of normal school hours

Separate consent will be sought for trips which require payment. Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

Staffing Ratios and First Aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least 1 supervising adult who is a qualified paediatric first aider is present on all trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- All adults will have a current DBS check
- The trip lead will take regular headcounts and/or rollcalls

Insurance and Licensing

When planning activities of an adventurous nature in the UK, the educational visits coordinator will check that the provider of the activity holds a current licence. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover is in place. Parents will be informed of the limits of any insurance cover.

Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.



Emergency Procedures and Incident Reporting

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The trip leader will be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the school office. The school office will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

1 member of staff will always accompany a pupil seeking medical treatment.

In a case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 30 minutes, the trip leader will contact the school office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.



Finance

We will follow our school's charging and remissions policy at all times.

We will ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect pupils' ability to take part fully in the trip.

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

The financial procedures outlined in the school's Charging and Remissions Policy will always be followed when arranging trips.

The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2018) and, therefore, will only charge for trips which are classed as an 'optional extra'. This is education provided outside of school time which is not:

- Part of the national curriculum.
- Part of a syllabus for an examination that the pupil is being prepared for at the school.
- Part of religious education.

Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts.

All letters to parents regarding school trips will include a clause explaining what will happen in the event that the trip is cancelled or a pupil cancels their place on the trip.

In the event that the trip is cancelled due to unforeseeable circumstances, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, considering the cost to the school, including alternative provision costs.

In the event that a pupil cancels their place on a trip, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, considering the pupil's reasons for cancelling their place, whether the school will be reimbursed for the pupil's place on the trip, and whether the space on the trip can be offered to someone else. Where a pupil has previously cancelled a space on a school trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.



The school will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally. Any charge made in respect of pupils will not exceed the actual cost of providing the trip divided equally by the number of pupils participating.

Once trip arrangements are booked and confirmed, if contributions to a trip exceed the total cost of the trip, a refund will be given where the excess is greater than £5 per pupil. Any excess of expenditure will be subsidised by the school.

Residential Visits

The headteacher, together with the governing board, will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults will be school staff, and therefore have had adequate safeguarding checks.
- Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:
 - The dates and time of departure and return to school
 - The full address and contact details of the destination
 - Planned activities and options
 - Meal provision
 - Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
 - Clothing and equipment provided, and what pupils must bring themselves
 - Public health requirements, including any required vaccinations
 - Accommodation options and arrangements
 - The names of staff attending

For visits abroad, we will make sure that any organisation providing activities holds the LOtC Quality badge or similar local accreditation. We will follow the Foreign and Commonwealth Office's overseas travel guidance and foreign travel advice when organising these visits.



Evaluating Trips and Visits

Following an educational trip and/or visit, the educational visit coordinator will meet with any staff members present on the trip to assess the success of the trip in respect of both educational value and safeguarding effectiveness.

Based on this assessment, recommendations will be made to improve future trips and visits.

Monitoring and Review

The effectiveness of this policy will be monitored by the headteacher. The governing board will review this policy annually. The scheduled review date for this policy is January 2027.



APPENDIX 1 – Educational Visits and Trips Checklist

Timescale	Procedures to be actioned	Date when completed
Previous term	Discuss curriculum links with Curriculum lead where necessary	
Previous term	Check school diary and confirm provisional date with DHT	
At least 7-8 weeks prior to trip	Liaise with Office regarding transport and venue booking	
	Draft risk assessment. Confirm staffing inc first aiders with DHT	
At least 7-8 weeks prior to trip	Draft parent letter and send to HT for approval CC in office	
At least 7-8 weeks prior to trip	Only once authorised by HT proceed to confirm booking with venue and transport (Office)	
At least 7-8 weeks prior to trip	Complete Evolve. See office for login details if needed. Attach letters and risk assessment. Liaise with EVC regarding venue paperwork	
At least 7-8 weeks prior to trip	Add details to the main diary and staff absence diary (office)	
At least 7-8 weeks prior to trip	Liaise with Office to finalise ParentPay information. They will contact finance to get this set up for you. Once active, the letter can be sent to parents.	
1 week before	Staff attending to be emailed their groups and key trip information (lead teacher to complete)	
Ongoing.	Liaise with Office to keep track of who has and hasn't given consent / paid for the trip in your class. Remind children and parents. Keep up to date with Office if parents contact you regarding payment plans etc	
Day of trip	Any medicines to be collected from office and taken. The office will let you know if there are any. Remember Asthma Pumps	
Day of trip	First Aid bag replenished and taken.	
Day of trip	Permission information to be collected from office if not already received. Copy of risk assessment to be given to each adult.	
Day of trip 8.15am	Lead teacher to meet with trip staff to run through day and key information	



Appendix 2 – Local Learning Area Policy

<p>General</p>	<p>These involve no more than an everyday level of risk, such as slips and trips and are covered by a school’s current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip. They can be considered as lessons in a different classroom.</p> <p>Visits/activities within the ‘Local Learning Area’ that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.</p> <p>These visits/activities: must be recorded on Microsoft forms - Local Area Visit Staff Completion Form – Fill out form do not require parental consent, however parents should be notified. do not normally need additional risk assessments / notes (other than following the Operating Procedure below).</p>
<p>Boundaries</p>	<p>The boundaries of the Local Learning Area are shown by the map below. This area includes, but is not limited to, the following frequently used venues: e.g.</p> <p><i>Friston Park</i> <i>Friston House Care Home</i> <i>The Thomas Aveling School</i></p>
<p>‘No-go’ areas within the Boundaries</p>	<p><i>There aren’t any no-go areas, but extra care should be taken if using The Long Walk.</i></p>
<p>Operating Procedure for Local Learning Area</p>	<p><i>The below is simply a generic risk assessment for these routine activities</i></p>

The following are potentially significant issues/hazards within our Local Learning Area:

Road traffic



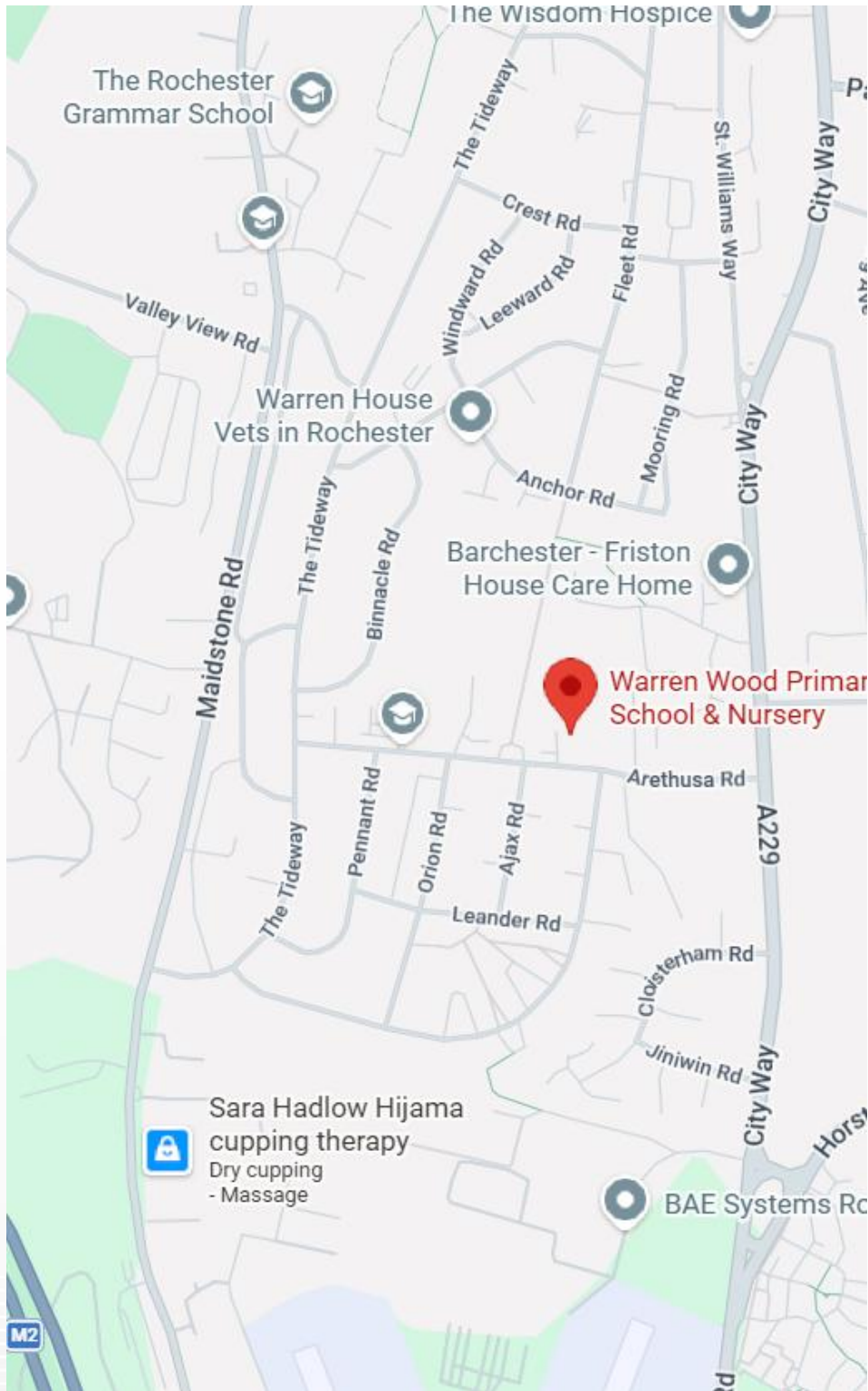
**Other people
members of the public
animals
Losing a pupil.
Uneven surfaces and slips, trips, and falls.
Weather conditions.
Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).**

These are managed by a combination of the following:

**The Head or Deputy must give verbal approval before a group leaves.
Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school, and a synopsis is in the School Prospectus.
Students are briefed on keeping their distance from members of the public
The selected route takes the least busy option
There will normally be a minimum of two adults.
Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
Pupils have been trained and have practiced standard techniques for road crossings in a group.
Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
All remotely supervised work in the Local Learning Area is suspended.
Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
Staff will record the activity on the Microsoft form - [Local Area Visit Staff Completion Form – Fill out form](#)
A mobile is taken with each group and the office have a note of the number.**

Notes





Local Learning Area



Equality Impact Assessment

Who is the policy or process intended for?	Pupils	Employees	Govs/ Trustees	Volunteers	Visitors
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Status of the policy or process:	New policy or process			Existing policy or process	
	<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Analysis					
Protected Characteristic	Impact analysis			Explanation of impact analysis	
	Positive	Neutral	Negative		
Age:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Disability:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Sex:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Gender reassignment:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Race:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Religion or belief:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Sexual orientation:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Marriage or civil partnership:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Pregnancy and maternity:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Pupil groups (PP/SEN/CLA):	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Evaluation and decision making					
Summary of action taken:					
Final decision:					

