

CEC UK residential visits planning checklist (LwC3a)

Version control:	2	02 July 2022	(check for latest version – L&T SharePoint , DofE Teams , or expereinceoutdoors.org.uk)			
Key changes from previous version:	Overnight risk assessment updated.	Aims:	<ul style="list-style-type: none"> - Maximise safe, high-quality, equitable and environmentally sustainable provision. - Minimise respiratory infection and financial risks. - Support CEC groups via high-quality guidance and resources. 			Other resources: CEC Overseas Checklist (from late September 22).
✓	Required.	Contacts	Accessing resources	The same resources are available in 3 different ways to reflect our different workforce and their access to CEC systems. The Orb contains some resources.		
✗	Not usually required.	General	L&T SharePoint	Learning and Teaching SharePoint – only accessible to staff with L & T access.		
		excursions@edinburgh.gov.uk	DofE Teams	The Duke of Edinburgh's Award Scheme – accessible to CEC staff and approved volunteers. Membership via Fraser.Robertson@edinburgh.gov.uk		
!	Maybe required; depends on actual visit. May require liaison with SOLU.	Adventurous activity: Cliff.Smith@edinburgh.gov.uk Other: Andrew.Bradshaw@edinburgh.gov.uk	experienceoutdoors.org.uk	External access via our web pages. Coming SOON – from wb 09 May 2022.		
			The Orb	CEC's internal intranet.		

	Task	Links	SOLU Benmore and Lagganlia Outdoor Centres	SOLU Epic Adventures Programme	Other UK outdoor centres	DofE expeditions (or similar)	Onsite (CEC property) sleepovers – inside & outdoors	UK package tours – third party provider	UK self-led 'packages' or stays	Notes
A	SOLU Submission and approval, including risk assessments									
A1	Check the latest Excursions Toolbox (LwC1). See 'notes' column. NB: a tick in this PDF does not mean this type can happen yet.	L&T SharePoint DofE Teams experience outdoors.org.uk	✓	✓	✓	✓	✓	✓	✓	NOT all types of UK residentials maybe permitted or may have conditions. CHECK FIRST.
A2	Checked the provider is on our approved UK residential provider list (LwC3a).	L&T SharePoint experience outdoors.org.uk	N/A on the list	N/A on the list	✓	!	✗	Separate guidance being developed	Separate guidance being developed	ESSENTIAL – see the guidance accompanying the list. If the provider is not on the list, likely visit will not be approved.
A3	EX4 form submitted to excursions@edinburgh.gov.uk .	L&T SharePoint DofE Teams experience outdoors.org.uk The Orb	✓ EX4single (2a)	Use A10 below	✓ EX4single (2a)	✓ EX4single (2a)	✓ EX4sleepover (2c)	✓ EX4single (2a)	✓ EX4single (2a)	Minimum 3 weeks in advance please.
A4	Group Leader/s – attended CF2483 training within the last 3 years .	Bookings: use myHR or email LearningAndDevelopment@edinburgh.gov.uk	✓	✓	✓	✓	✓	✓	✓	Important training is in date. Whole-school / cluster option also available.
A5	Excursions Coordinator/s – registered EC and attended CF2488 training within the last 3 years.	Bookings: use myHR or email LearningAndDevelopment@edinburgh.gov.uk	✓	✓	✓	✓	✓	✓	✓	Important training is in date. Whole-school / cluster option also available. New registration link ready from 09/05/22.
A6	Transport RA submitted with EX4 form.	L&T SharePoint DofE Teams experience outdoors.org.uk	✓	✓	✓	✓	✗	✓	✓	Amend to meet your needs.

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A7	Overnight RA submitted with EX4 form.	L&T SharePoint DofE Teams experience.outdoors.org.uk	✓	✓	✓	✗	✓	✓	✓	Amend to meet your needs.
A8	DofE RA submitted with EX4 form.	L&T SharePoint DofE Teams experience.outdoors.org.uk	✗	✗	✗	✓	✗	✗	✗	Amend to meet your needs.
A9	DofE water purification RA (Appendix 9a). Submitted with EX4 form.	L&T SharePoint DofE Teams experience.outdoors.org.uk	✗	✗	✗	!	✗	✗	✗	Amend to meet your needs. Ensure you read Appendix 9b – guidance notes.
A10	Expedition walking routes. Submitted with EX4 form.	N/A	✗	✗	!	✓	✗	!	!	Ideally as maps.
A11	Epic Adventures Planning Manual.	L&T SharePoint	✗	✓	✗	✗	✗	✗	✗	Use the manual to access Epic Adventures resources.
B Key information and consent										
B1	KIC forms – young people.	L&T SharePoint DofE Teams experience.outdoors.org.uk The Orb	KICcentres (3c) Use the copy sent from the centre.	Use A10 above	KICsingle (3b)	KICsingle (3b)	KICsingle (3b)	KICsingle (3b)	KICsingle (3b)	KICmed (3e) and KICbld (3f) also available.
B2	KIC forms – adults – supervisory adult (3di).	L&T SharePoint DofE Teams experience.outdoors.org.uk The Orb	KICadult (3di)	Use A10 above	KICadult (3di)	KICadult (3di)	KICadult (3di)	KICadult (3di)	KICadult (3di)	If the adult is supervising, including 1:1 (nearly all visits).
B3	KIC forms – adults – participant (3dii).	L&T SharePoint DofE Teams experience.outdoors.org.uk The Orb	!	!	!	!	!	!	!	If the adult is a participant i.e. not supervising (not the norm).
C Respiratory infection control and assurances such as COVID-19										
C1	Managing respiratory infections such as COVID-19 – essential guidance and triggers for reporting concerns (LwC2).	L&T SharePoint DofE Teams experience.outdoors.org.uk	✓	✓	✓	✓	✓	✓	✓	Essential reading. Please follow guidance, including triggers.
C2	COVID-19 text templates and financial guarantees.	L&T SharePoint	✓	Use A10 above	✗	✗	✗	✗	✗	Being updated. Available from 09/05/22.
D Insurance										
D1	Key insurance information – please check.	L&T SharePoint DofE Teams experience.outdoors.org.uk	✓	✓	✓	✓	✓	✓	✓	Contact Andrew Bradshaw if you have any questions. AB may refer you to the Insurance Team.
D2	Schools' CEC Travel and Personal Accident Insurance spreadsheet (return to Finance).	L&T SharePoint experience.outdoors.org.uk	✓	✓	✓	!	✗	✓	✓	Spreadsheet. Key contact re: spreadsheet: Lisa Wallace3 .

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E	Post visit									
E1	Maximising attendance tracker (complete during or just after).	L&T SharePoint	✓	Use A10 above	✓	✗	✗	✗	✗	Updated version available from 09/05/22.
E2	Post-visit questionnaires.	MS Forms links.	✓ B&L link	Use A10 above	✓ General	✓ General	✓ General	✓ General	✓ General	General - ready from 09/05/22
F	Other									
F1	Support from SOLU with parent/carers info evenings.	Contact the Centre.	✓	✓	✗	✗	✗	✗	✗	Benmore Lagganlia
F2	Access to the Excursions Policy where necessary.	L&T SharePoint DofE Teams experience outdoors.org.uk The Orb	✓	✓	✓	✓	✓	✓	✓	