



## FORMS SUMMARY

| NEW<br>Form Name                                       | When do we use this form?   | Form <u>previously used</u> for this purpose (pre-June 2018) |
|--|---|--|
| Different forms link to different types of excursions. | If you are unsure about what form to use, please email <a href="mailto:excursions@edinburgh.gov.uk">excursions@edinburgh.gov.uk</a> <a href="#">CLICK HERE FOR THE LATEST FORMS</a> , via <a href="#">our website</a> , or <a href="#">view via Section 14 – appendices</a> .   |  |
| <b>EX3single</b>                                       | For <b>single</b> non-residential excursions in Category 3 (i.e. with an Approved Adventurous Activities Provider).   | EE1AP  |
| <b>EX3multi</b>  | For a <b>continuous/regular programme</b> of <b>multiple</b> non-residential excursions in Category 3; normally with the same Approved Adventurous Activities Provider(s), involving a defined set of activities.   | EE1AP  |
| <b>EX4single</b>                                       | For <b>single</b> Category 4 excursions.  | EE1  |
| <b>EX4multi</b>  | For a <b>continuous/regular programme</b> of <b>multiple</b> excursions in Category 4. Normally with the same provider(s) involving a defined set of activities.  | EE1  |
| <b>KICannual</b>                                       | <b>Annually</b> or periodically issued to collect information and consent used to support excursions in Categories 1 and 2 <a href="#">See policy guidance and suggested model</a> . This removes the need to gain consent for individual Categories 1 and 2 excursions.  | EE2  |
| <b>KICsingle</b>                                       | Used to collect information and consent for single excursions or a single programme of excursions, normally in Categories 3 and 4.  | EE2  |
| <b>KICcentres</b>                                      | Used to collect key information and consent for excursions to our Centres at <b>Benmore</b> or <b>Lagganlia</b> ; and excursions involving <b>Bangholm</b> staff.<br><br>NEW: Removes the need for separate forms for establishment and CEC Centre forms.   | EE2 + Centre's own consent & information form                |
| <b>KICadult_ SUPERVISORY _ADULT</b>                    |  The former KICadult has been split into two versions. This version is used to collect key information for <b>supervisory adults taking part on categories 3 and 4 excursions</b> . This includes 1:1s for young pupils and protected adults. <b><u>Not compulsory for Categories 1 and 2.</u></b> | No standard form previously available                        |
| <b>KICadult_ PARTICIPANT _ADULT</b>                    |  The former KICadult has been split into two versions. This version is used to collect key information for <b>adult participants</b> (not supervisory adults). <b><u>Reserved mainly for the Adult Learning Team and the Discover! Holiday Programme.</u></b>                                      | No standard form previously available                        |
| <b>KICbld</b>  | Medical consent with the exception of administration of blood or blood products. Used to collect information and consent where parents have <b>not</b> given consent for blood transfusions.  | EE2A   |
| <b>KICmed</b>  | Medication and medical treatment recording form.<br>If the participant is taking any medication, this form should be completed.   | EE2B   |
| <b>OverseasNotice</b>                                  | Advance notice to ' <b>International Excursions</b> ' for excursions going overseas. See <a href="#">LINK</a> for when to use this form.  | EE3  |
| <b>Evaluation</b>                                      | <b>Feedback evaluation forms</b> are now <b>online</b> . There is a separate version for excursions to Benmore and Lagganlia. <a href="#">CLICK HERE</a> .  | Not Applicable   |