

**Communities and Families Excursions**

**Overseas Notice**

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| **Overseas Notice** | **OverseasNotice (formerly EE3)**  |
| Version: | 01 May 2018  |
| This form is intended to facilitate early support to staff planning an overseas visit.You may not be required to complete this form: |
| OverseasNotice form **required**:  | OverseasNotice form **not required**: |
| * new destination country/countries for the establishment or supervisory staff;
* any overseas excursions involving adventurous activities;
* there is a significant departure of programme from previous years; and/or
* a request by the Head of Establishment/other relevant person for early notification.
 | * excursions to established destinations with experienced staff, not involving adventurous activities.
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| If you are unsure, check the Excursions Policy and/or contact us.  |
| CEC Excursions Policy: | [CLICK HERE](https://orb.edinburgh.gov.uk/excursions) | Additional support: | internationalexcursions@edinburgh.gov.uk 0131 551 4368 |

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| **Section 1 Preliminary Details** |
| 1.1 Establishment name:  |  |
| 1.2 Contact telephone: |  |
| 1.3 Group Leader(s) name(s): |  |
| 1.4 Key contact email(s): |  |
| 1.5 Country/countries and place(s) to be visited: |  |
| 1.6 Dates proposed: |  |
| 1.7 Has the Head of Establishment given approval for you to proceed with the planning stage? | Yes/No  |
| 1.8 Purpose of excursion: |  |
| 1.9 Numbers and ages of participants envisaged (excluding supervisory adults): |  |
| 1.10 Numbers and type of supervisory adults e.g. teachers, youth workers, volunteers, classroom assistants: |  |
| 1.11 Brief overview of excursion including activities, accommodation type and modes of transport: |  |
| 1.12 Give details of your previous experience of this or similar excursions (leader, staff member etc.): |  |
| 1.13 Outline the relevant experience of the supervisory adults participating in the proposed excursion: |  |
| 1.14 Is a tour operator involved in planning all or part of this proposed excursion?  | Yes/No If yes, which one? |
| 1.15 Have you used the same tour operator before for the same or similar excursion or activity? If so, when?  |  |
| 1.16 Brief outline of any steps already taken (NB: this form should be submitted at a very early stage before bookings are made or money collected from participants) |  |
| 1.17 Do you require any specific support and advice? If so, provide a brief request: |  |
| Send to excursions@edinburgh.gov.uk |

| **SECTION 2 Approval and Registration by the Sport and Outdoor Learning Team** | To be completed by the S and OL Unit.  |
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| 2.1 Date received: | Click or tap to enter a date. |

| 2.2 Checked by Technical Adviser: | Choose an item. If other, specify:  | Date: | Click or tap to enter a date. |
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| 2.3 Comments: |  |