Excursions Policy Induction Guide (Excursions Coordinators)

Aim: to support Excursions Coordinator Induction

The City of Edinburgh Council (CEC) schools, establishments or services should adapt this document to support local contexts.

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| **Document version** | Version 1 July 2018. Check <https://orb.edinburgh.gov.uk/excursions> for any updates. |
| **Name of school/establishment/service:** |  |
| **Name of new Excursions Coordinator:** |  |
| **Additional establishment information:** |  |

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|  | **Induction Task** | **Suggested**  **Timescales** | **Adapt, adopt, create options** | **Your Notes** | **Next steps** |
| 1 | We refer to off-site visits as excursions. | N/A | Adopt |  |  |
| 2 | Access the **Communities and Families Excursions Policy**, **forms** and **resources** via  <https://orb.edinburgh.gov.uk/excursions>  This is CEC’s employer framework for safe and effective off-site visits. | Week 1 | Adopt |  |  |
| 3 | Register as a CEC Excursions Coordinator via [LINK](https://www.surveymonkey.co.uk/r/SR8XMW8).  Excursions Coordinators must be **registered** for each school, establishment and service. From the 01 September 2018, Category 3 and 4 excursions will only be approved by the Sport and Outdoor Unit if there is a registered Excursions Coordinator.  All registered excursions coordinators receive regular eUpdates. These include information on Policy updates, form updates, safety alerts, training, funding opportunities and news items. | Week 1 | Adopt |  |  |
| 4 | Book onto the **Excursions Coordinator Training**. All excursions training is under ‘O’ for Outdoor Learning. This is mandatory training and renewable every 3 years. From 31 January 2019, Category 3 and 4 excursions will only be approved by the Sport and Outdoor Unit if the Excursion Coordinator has attended the training and it is valid i.e. within the last 3 years. Book your training via [LINK](http://www.edinburgh.gov.uk/directory/104/a_to_z/O). | Week 1 | Adopt |  |  |
| 5 | Review the **Excursions Policy Summary Guide** to get an overview of the Policy, forms, excursions categories, and key points. | Weeks 1 - 2 | Adopt |  |  |
| 6 | Become familiar with your establishment’s excursions **roles and responsibilities**. Update if necessary. Record and share locally. | Weeks 1 - 4 | Adapt/Create |  |  |
| 7 | Become familiar with the **range of excursions** in your establishment. Consult Group Leaders. | Weeks 1 - 4 | Adopt |  |  |
| 8 | Become familiar with your establishment’s **local approval system**. Discuss this with your Head of Establishment. Consult with Group Leaders. Can it be developed? | Weeks 1 - 4 | Adapt/Create |  |  |
| 9 | Become familiar with your establishment’s **local decisions** e.g. mobile phone use on Secondary excursions, school uniform. Consult your Head of Establishment, Group Leaders, supervisory adults and participants. | Weeks 1 - 4 | Adopt/Adapt/Create |  |  |
| 10 | Develop a **checklist** to support excursion planning, approval, delivery and evaluation at your establishment. Keep it simple and effective. | Weeks 1 - 8 | Adapt/Create |  |  |
| 11 | Become familiar with your establishment’s **emergency procedures** for excursions. Discuss with the Head of Establishment and Group Leaders. | Weeks 1 - 4 | Adopt/Adapt/Create |  |  |
| 12 | Consult periodically with Group Leaders and the Head of establishment to **identify training needs** via the Sport and Outdoor Learning Unit e.g. Group Leader (theory and/or practical) and other sources e.g. first aid. Sport and Outdoor Learning training is available via [LINK](http://www.edinburgh.gov.uk/directory/104/a_to_z/O).  We also deliver school/cluster-based training for Group Leaders, Excursions Coordinators and volunteers. | Ongoing | Adopt/Adapt/Create |  |  |
| 13 | Consult periodically with Group Leaders, other supervisory adults, Head of Establishment and participants (commonly young people) to **review excursions**. How can they be developed? | Ongoing | Adopt/Adapt/Create |  |  |
| 14 | Check you understand the latest **CEC insurance arrangements** for excursions. Ask us if you are unsure. | Weeks 1 - 2 | Adopt |  |  |
| 15 | Book an optional **30-minute Excursions Coordinator induction telephone** call with the Sport and Outdoor Learning Team. | N/A | Create (OPTIONAL) |  |  |
| 16 | If you are unsure about anything, please contact us. | Anytime. | Create (OPTIONAL) |  |  |
|  | **<Notice to establishment – insert any additional ‘local’ induction tasks here>** |  |  |  |  |
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| **Key Contacts** | **Email/Tel** |
| **General excursions admin and submission of forms**. | [excursions@edinburgh.gov.uk](mailto:excursions@edinburgh.gov.uk) |
| **Excursions advice** (general, adventurous activities/technical advice, UK based excursions) – Cliff Smith. | [Cliff.Smith@edinburgh.gov.uk](mailto:Cliff.Smith@edinburgh.gov.uk)  0131 551 4368 |
| **International excursions advice** – Andrew Bagnall. | [Andrew.Bagnall@edinburgh.gov.uk](mailto:Andrew.Bagnall@edinburgh.gov.uk)  0131 551 4368 |
| **The Duke of Edinburgh’s Award advice** – Fraser Robertson/Pam Waugh. | [Fraser.Robertson@edinburgh.gov.uk](mailto:Fraser.Robertson@edinburgh.gov.ukPam.Waugh@edinburgh.gov.uk)  [Pam.Waugh@edinburgh.gov.uk](mailto:Fraser.Robertson@edinburgh.gov.ukPam.Waugh@edinburgh.gov.uk)  0131 551 4370 |
| **Bangholm Outdoor Learning Centre**. Craighall Gardens. Edinburgh. EH6 4RJ. | 0131 551 4368  [Website](http://www.edinburgh.gov.uk/info/20160/outdoor_learning/771/bangholm_outdoor_centre) |
| **Benmore Outdoor Learning Centre**. By Dunoon. Argyll. PA23 8QX. | 0136 970 6337  [Website](https://www.benmorecentre.co.uk/) |
| **Lagganlia Outdoor Learning Centre**. Kincraig. Kingussie. Inverness-shire. PH21 1NG. | 01540 651 265  [Website](http://www.lagganlia.com/) |
| **Principal Officer for Outdoor Learning.** Andrew Bradshaw. | [Andrew.Bradshaw@edinburgh.gov.uk](mailto:Andrew.Bradshaw@edinburgh.gov.uk)  07718 660 549 |