Excursions Policy Induction Guide (Group Leader)

Aim: to support Group Leader 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. | Early | Adopt |  |  |
| 3 | Organise an **induction meeting** with your establishment’s Excursions Coordinator. | Early | Adopt |  |  |
| 4 | If you intend to be the Group Leader of Categories 3 and/or 4 excursions, book onto the **Group Leader (Theory)Training**. Ensure you have your line manager’s permission and the Excursion Coordinator is aware.  All excursions training is under ‘O’ for Outdoor Learning. This is mandatory training and renewable every 3 years. You must have attended Group Leader (Theory) training within the last 3 years to lead a Category 4 excursion. From 31 January 2019, this will also apply to Category 3 excursions. Book your training via [LINK](http://www.edinburgh.gov.uk/directory/104/a_to_z/O).  If you are due to deliver only Categories 1 and 2 excursions, you are still welcome to attend the Group Leader (Theory) training. This is not mandatory. Discuss this with your Excursions Coordinator.  Group Leader (Practical) training is available. This is optional. You must attend Group Leader (Theory) as a pre-requisite. | Early | Adopt |  |  |
| 5 | Review the **Excursions Policy Summary Guide** to get an overview of the Policy, forms, excursions categories, and key points. | Early | Adopt |  |  |
| 6 | Become familiar with your establishment’s excursions **roles and responsibilities**. If you are unsure of anything, speak to your Excursions Coordinator. | Early | Adopt |  |  |
| 7 | Talk to other Group Leaders within your establishment to **share experiences and good practice**. | Ongoing | Adopt |  |  |
| 8 | Become familiar with your establishment’s **local approval system**. Discuss with your Excursions Coordinator. | Early | Adopt |  |  |
| 9 | Become familiar with your establishment’s **local decisions** e.g. mobile phone use on Secondary excursions, school uniform. Discuss with your Excursions Coordinator. | Early | Adopt |  |  |
| 10 | Use your establishment’s **checklist,** or equivalent**,** to support excursion planning, approval, delivery and evaluation. Add any additional option items specific to your excursion/s. Consult/check with your Excursions Coordinator. | Early | Adopt/Adapt |  |  |
| 11 | Become familiar with your establishment’s **emergency procedures** for excursions. Discuss with your Excursions Coordinator. | Early | Adopt |  |  |
| 12 | Inform your Excursions Coordinator of any specific **training needs**.  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). | Ongoing | Adopt/Adapt/Create |  |  |
| 13 | Consult periodically with your Excursions Coordinator, other Group Leaders, other supervisory adults, Head of Establishment and participants (commonly young people) to **review your 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. | Early | Adopt |  |  |
| 15 | If you are unsure about anything, please contact us via your Excursions Coordinator. Always keep them in the loop. | 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 |