

Excursions Policy

The City of Edinburgh Council: Communities and Families

Excursions Policy Guidance and Procedures for all Non-Residential Communities and Families Establishments and Staff

Implementation Date: 01 June 2018

Control Schedule

Senior Responsible Officer	Andrew Bradshaw
Authors	Cliff Smith and Andrew Bradshaw Sports and Outdoor Learning Unit
Scheduled for Review	August 2019

Version Control

Version	Date	Authors	Comment
0.1	01 June 2018	Cliff Smith and Andrew Bradshaw	The existing Excursions Policy superseded.



KEY INFORMATION



This Policy is for use by **City of Edinburgh Council (CEC) staff and establishments/services as policy guidance for CEC Communities and Families excursions.** [See Scope of this Policy.](#)

Third parties who are **delivering excursion related services on behalf of or in partnership with CEC** must follow this Policy as well as their own safety systems. [See Scope of this Policy.](#) This Policy sets out the minimum requirements. CEC establishments are expected to follow any additional third party safe practice requirements linked specifically to their activity. **CEC establishments MUST NOT accept standards/requirements from third parties which are below the minimum requirements set out in this Policy.** Third parties are responsible for ensuring they have adequate insurance; in-line with CEC's latest requirements, to deliver excursion-related provision.

Heads of Establishments must ensure adequate insurance has been organised for excursions. See [Insurance](#) section.

The latest digital PDF version of this document is always available from (CEC Orb link):

[CLICK HERE](#)

If unable to access the Orb, contact excursions@edinburgh.gov.uk


KEY CONTACTS

General excursion enquiries/submission of forms/Business Support	EMAIL or 0131 469 3953
UK Excursions and UK/Overseas Adventurous Activities (Cliff Smith)	EMAIL or 0131 551 4368 or 07748 703 515
International/Overseas Excursions (Andrew Bagnall)	EMAIL or 0131 551 4368 or 07718 668 558
International/Overseas Excursions – submission of forms.	EMAIL
Duke of Edinburgh's Award (Fraser Robertson or Pam Waugh)	Fraser - EMAIL or 07824 526 492. Pam - EMAIL . General phone number: 0131 551 4370
Excursions Coordinators' eUpdate Registration webpage	LINK
Bangholm Outdoor Centre (EH6 4RJ)	0131 551 4368
Benmore Outdoor Centre (PA23 8QX)	01369 706 337
Lagganlia Outdoor Centre (PH21 1NG)	01540 651 265
Principal Officer for Outdoor Learning (Andrew Bradshaw)	EMAIL or 07718 660 549
Strategic Development Manager (Robin Yellowlees)	EMAIL or 07796 313 169



Key Amendments and New Information

Must not be read and used in isolation. Use the links to locate each section.

Key Amendments or New Information	Links
Updated: Introduction.	LINK
NEW: Scope of policy.	LINK
Updated: Glossary.	LINK
Updated: Excursions training programme expanded. NEW requirements.	LINK
Additional early years guidance throughout the document.	N/A
Updated: Child protection, PVG and regulated Activity.	LINK
NEW: Unaccompanied excursions (exceptional circumstances only).	LINK
Updated: Remote supervision – more detailed guidance.	LINK
Updated: Category descriptions.	LINK
Updated: Forms have been revised – EX, OverseasNotice and KIC forms.	LINK
Updated: Risk assessment, including a new CEC template.	LINK
Updated: Parental consent, including a new recommended model for managing consent.	LINK
NEW: Data protection and records retention.	LINK
 IMPORTANT UPDATED INFORMATION: Insurance.	LINK
Updated: Monitoring and evaluation.	LINK
Updated: Overseas excursions – more detailed guidance, including exchange visits.	LINK
NEW: Use of mobile phones.	LINK
Updated: Incident reporting via the SHE online resource. Please insert 'excursions' into SHE reports.	LINK

REDUCED BUREACRACY

Highlighted Process or Resource
<p>COMMUNICATION: Excursions Coordinators receive regular and short eUpdates via email to provide alerts, updates and training opportunities.</p> <p>Subscribe or amend details via this LINK</p>
<p>SIGNPOSTING: Key contacts have been included throughout this Policy so users can obtain support quickly.</p>
<p>UPDATED POLICY PDF FORMAT: Interactive contents page, key summary information tables e.g. 'At a Glance Matrix', active hyperlinks to locate other information – external websites and The Orb resources.</p>
<p>CONSENT: A recommended consent model. LINK (exact model will vary with 'local' contexts). This includes annual consent for Categories 1 and 2. To be agreed 'locally'.</p>
<p>CEC ADVENTUROUS ACTIVITY PROVIDERS LIST (Category 3): Maintained by the Sports and Outdoor Learning Unit to assist establishments in choosing and using different providers. Checks are performed by the Sports and Outdoor Learning Unit to remove duplication.</p>
<p>UPDATED FORMS 1: NEW versions of EE1 and EE2 forms to allow for a continuous programme of excursions. LINK. Clearer codes and form 'names' to support Group Leaders – EX and KIC forms.</p>
<p>UPDATED FORMS 2: A new Key Information and Consent (KIC) form for Bangholm, Benmore and Lagganlia Outdoor Centres. No need to complete two sets of key information and consent forms. Duplication removed.</p>
<p>EVALUATION: Evaluation forms for Categories 3 and 4 excursions can be completed online. Visitors to Benmore and Lagganlia will be asked to complete a Centre-specific questionnaire. Benmore and Lagganlia CEC users do not need to complete the general excursions and centre specific feedback questionnaires. This removes duplication. No need to email or post – complete online - LINK.</p>
<p>TRAINING: A new and expanded training model to ensure training is focused on specific roles: separate Excursions Coordinator, Group Leader and 'bolt-on' training. LINK.</p>

'AT A GLANCE' MATRIX



IMPORTANT: This is an overview and **MUST** not be used 'in isolation'. Users must consult the relevant part of the Policy.

	Category 1 Excursion	Category 2 Excursion	Category 3 Excursion	Category 4 Excursion	Links to parts of this Policy*
Description	CLICK HERE FOR FULL DESCRIPTIONS OF CATEGORIES*				N/A
Approval and Registration Process	Internal/local level: Excursions Coordinator and Head of Establishment.		Internal/local level: Excursions Coordinator and Head of Establishment. Then: Sports and Outdoor Learning Unit.		CLICK HERE*
Risk Assessment	✓ Use the new CEC template.	✓ Use the new CEC template.	✓ (Approved Provider will complete for their activity). Complete for other parts of the excursion where necessary.	✓ Use the new CEC template.	CLICK HERE*
Consent Required	✓ <i>Recommended model:</i> Annual consent via KICannual form.	✓ <i>Recommended model:</i> Annual consent via KICannual form.	✓ Excursion specific consent via KICsingle or KICcentres forms.	✓ Excursion specific consent via KICsingle or KICcentres forms.	CLICK HERE*
Medical Information	✓ <i>Recommended model:</i> annual update via KICannual and KICmed and/or KICbld .	✓ <i>Recommended model:</i> annual update via KICannual and KICmed and/or KICbld .	✓ Excursion specific via KICsingle or KICcentres and KICmed and/or KICbld .	✓ Excursion specific via KICsingle or KICcentres and KICmed and/or KICbld .	CLICK HERE*
Group Leader Training - Theory	<i>Not mandatory</i>	<i>Not mandatory</i>	✓ Required** (from 31 Jan 2019)	✓ Required**	CLICK HERE*
Forms and documents to be sent to the Sports and Outdoor Unit/ deadlines. SEE NEXT PAGE.	<i>Approval managed internally/at the local level.</i> <i>Forms are not sent to the Sport and Outdoor Learning Unit.</i>		EX3single or EX3multi + risk assessments for transport and activities not provided by the Approved Provider. Sent at least 1 week before departure.	UK based: EX4single or EX4multi + all risk assessments (unless an Approved Provider). Send at least 3 weeks before departure Overseas Travel: OverseasNotice form for advance notice (where required) - normally 12 months before departure. EX4single or EX3multi + all risk assessments + any other relevant documentation. Send at least 3 months before departure.	

*Only works with interactive PDF version. **At least one of the leaders accompanying the excursion (within the last 3 years).

IMPORTANT: there are new forms to facilitate different types of excursions (single and multiple) and different types of consent (annual and excursion specific). [CLICK HERE FOR THE LATEST FORMS.](#)

FORMS SUMMARY

NEW Form Name Different forms link to different types of excursions.	When do we use this form? If you are unsure about what form to use, please email excursions@edinburgh.gov.uk CLICK HERE FOR THE LATEST FORMS or view via Section 14 – appendices .	Form <u>previously used</u> for this purpose
EX3single	For single non-residential excursions in Category 3 (i.e. with an Approved Adventurous Activities Provider).	EE1AP
EX3multi	For a continuous/regular programme of multiple non-residential excursions in Category 3; normally with the same Approved Adventurous Activities Provider(s), involving a defined set of activities.	EE1AP
EX4single	For single Category 4 excursions.	EE1
EX4multi	For a continuous/regular programme of multiple excursions in Category 4. Normally with the same provider(s) involving a defined set of activities.	EE1
KICannual	Annually or periodically issued to collect information and conse used to support excursions in Categories 1 and 2 See policy guidance and suggested model . This removes the need to gain consent for individual Categories 1 and 2 excursions.	EE2
KICsingle	Used to collect information and consent for single excursions or a single programme of excursions, normally in Categories 3 and 4.	EE2
KICcentres	Used to collect key information and consent for excursions to our Centres at Benmore or Lagganlia ; and excursions involving Bangholm staff. NEW: Removes the need for separate forms for establishment and CEC Centre forms.	EE2 + Centre’s own consent & information form
KICadult	Used to collect key information for supervising adults taking part on categories 3 and 4 excursions.	No standard form previously available
KICbid	Medical consent with the exception of administration of blood or blood products. Used to collect information and consent where parents have not given consent for blood transfusions.	EE2A
KICmed	Medication and medical treatment recording form. If the participant is taking any medication, this form should be completed.	EE2B
OverseasNotice	Advance notice to ‘ International Excursions ’ for excursions going overseas. See LINK for when to use this form.	EE3
Evaluation	Feedback evaluation forms are now online . There is a separate version for excursions to Benmore and Lagganlia. CLICK HERE .	Not Applicable

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Section 1 GENERAL INTRODUCTION

1.1 INTRODUCTION

Access to outdoor learning and play opportunities provides invaluable life experiences which could not be achieved without 'going out there' regularly and frequently.

Scotland's outdoor environment offers motivating, exciting, varied, relevant and easily accessible activities from pre-school years through to college and beyond. Through Curriculum for Excellence, the Scottish Government endorses the value of positive learning and play experiences in a wide variety of settings from galleries and museums to woodlands, parks and wild, natural spaces, as well as planned adventure and residential experiences.

An enjoyable, creative, challenging learning journey helps participants learn by experience and grow as confident and responsible citizens who value and appreciate their local area and the wider environment of Scotland, which includes spectacular landscapes, rich natural heritage and a diverse built environment including landmarks of international significance.

Adapted from *Going Out There (Scottish Framework for Safe Practice in Off-site Visits)*.

The City of Edinburgh Council (CEC) is committed to ensuring **safe, purposeful** and **high-quality** excursions. It is important that children, young people and others participate within a progressive and planned programme of excursions to broaden horizons and maximise high quality outcomes. These include enjoyment, academic achievement, social and emotional wellbeing, environmental awareness, health and increased motivation and an appetite for learning.

This latest version has been designed to make the process of organising excursions even more straightforward. The Council is determined to see excursions thrive within a framework that ensures **high safety standards, quality outcomes, full legal compliance** and is **user-friendly**.

Throughout the planning, approval and delivery process, it is **essential** for every establishment to consider:

- intended benefits and outcomes;
- safety;
- inclusion;
- best use of establishment/Council resources including staff; and
- costs.

This will maximise outcomes, develop participants' risk management skills and secure best use of CEC resources. Significant outcomes can be achieved through thoughtful and skilful planning, delivery and evaluation of purposeful and high-quality excursions.



Significant resources are used to plan and deliver excursions. It is important therefore that **ALL** excursions are **purposeful** and the use of an excursion and specific locations **add significant value and benefits** for **children, young people and other participants** when balanced with **risk, use of resources** and **costs**. This will be monitored via Communities and Families personnel.

Some indicators of high quality excursions:

<ul style="list-style-type: none"> • Delivery is planned and adjusted to maximise achievement. 	<ul style="list-style-type: none"> • Participants play an active part and engaged in the planning, delivery and evaluation phases.
<ul style="list-style-type: none"> • Inclusive and differentiated to meet the needs of all learners. 	<ul style="list-style-type: none"> • Positive, professional and consistent relationships between all participants.
<ul style="list-style-type: none"> • Safe and positive learning environment/s using an appropriate level of risk. 	<ul style="list-style-type: none"> • Learning is well paced, shows progression and development of skills, behaviour and knowledge.
<ul style="list-style-type: none"> • Participants actively involved in safe practice and risk management. 	<ul style="list-style-type: none"> • Participants can be creative and apply their learning.
<ul style="list-style-type: none"> • Clear learning outcomes discussed from the beginning and regularly revisited. 	<ul style="list-style-type: none"> • Participants describe what they are learning as opposed to what they are doing and can understand how they can apply it in the future.
<ul style="list-style-type: none"> • Integral part of the curriculum or programme; supporting pre and post learning. 	<ul style="list-style-type: none"> • Reflection and review time is built into the excursion where application of learning is explored and achievements recognised.
<ul style="list-style-type: none"> • Linked to wider curriculum outcomes through a clear transfer of learning. 	Adapted from 'A Guide to High Quality Outdoor Learning and Residential Experiences – OEAP'. See Section 3.1 for additional guidance.

The Council has three outdoor centres of its own; **Bangholm**, **Benmore** and **Lagganlia**. Using these centres can be advantageous to CEC groups in terms of quality assurance and reducing excursion planning workload. **The Council expects establishments to use these Centres whenever possible.**

Benmore and Lagganlia are residential outdoor centres. Bangholm is a non-residential outdoor centre based in Trinity, North Edinburgh. The Centre is home to the three Outdoor Learning Development Officers responsible for i) Technical and Training; ii) Schools and Communities; and iii) Wider Achievement Awards, including DofE, JASS, John Muir. They promote and support excursions with advice, training and resources.

[More information about the three CEC Outdoor Centres.](#)

For adventurous activities out with CEC's own outdoor centres, the Sport and Outdoor Learning Unit maintains a list of approved providers whose safety procedures have been checked on behalf of establishments.

Key CEC website link (CEC Approved Adventurous Activities Providers):

[CLICK HERE](#)

1.2 THE CITY OF EDINBURGH HEALTH AND SAFETY POLICY STATEMENT

Key CEC contact:
healthandsafety@edinburgh.gov.uk

Key CEC Orb website link:
CLICK HERE

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point to delivering a thriving, sustainable capital city.

Accordingly, we will manage health and safety and welfare in a way that:

- takes all reasonable steps to protect the health and safety and welfare of our employees and third parties;
- demonstrates our commitment to continually improve health and safety performance; and
- complies with health and safety statutory and regulatory requirements, and all relevant approved codes of practice and guidance.

1.3 GLOSSARY OF TERMS

Adventurous Activities	See Appendix 7.
Approved Adventurous Activity Provider	For adventurous activities out with CEC's own outdoor centres, the Sport and Outdoor Learning Team maintain a list of approved providers whose safety procedures have been checked on behalf of establishments. CEC Approved Adventurous Activities Providers list: CLICK HERE
Employer	The Employer is the City of Edinburgh Council (CEC). The Sport and Outdoor Team is part of the Council and responsible for supporting, approving, monitoring and evaluating excursions.
Establishment	The Communities and Families organising group. This can be a school, other establishment or service.
Excursion	Offsite trip, visit, activity taking place away from the establishment. Onsite adventurous activity (see Appendix 7). This Policy does not provide guidance and procedures for work experience. For Schools and Lifelong Learning staff travelling and working abroad but not as part of an excursion, a separate policy exists. CLICK HERE See Scope of this Policy.
Excursions Co-ordinator	A named person who oversees the overall management, co-ordination and approval mechanism within the establishment for all excursions. Appointed by the Head of Establishment.

Group Leader	<p>A named person who plans, leads and reviews an excursion. The Group Leader is responsible to the Head of Establishment and has the main supervisory responsibility throughout an excursion.</p> <p>The Group Leader is responsible for the detailed organisation of the excursion according to this Policy and other relevant CEC policies and procedures.</p>
Head of Establishment	<p>A named person with management responsibility for groups or individuals who are participating in excursion activities. This is the Head Teacher in a school.</p> <p><i>In certain C&F service areas there may not be a designated Head of Establishment. If this is the case, services must identify and record a named person who will undertake the role and responsibilities in relation to excursions – see ‘Roles and Responsibilities’ section.</i></p>
Home Base Contact	<p>Staff member(s) not attending the excursion who can be contacted throughout the excursion. For longer excursions, there may be several Home Base contacts to ensure continuous coverage.</p>
Parent(s)	<p>The parent / legal carer of the child, young person or vulnerable adult attending the excursion. The term ‘parent’ will be used in this Policy to represent the legal carer.</p>
Participant	<p>All children, young people, vulnerable adults and other clients for whom excursions are provided and for whom The City of Edinburgh Council has a duty of care.</p>
Provider	<p>A person, organisation or business responsible for the delivery of a service or activity.</p>
Supervisory Adults	<p>CEC staff, approved volunteers and other approved persons who carry out supervisory duties as instructed by the Group Leader.</p> <p>The Head of Establishment, Excursions Coordinators and Group Leader are responsible for ensuring supervisory adults are competent (relevant skills, qualifications and/or experience linked to the excursion) and have undergone the required checks.</p>
Technical Adviser	<p>Suitably qualified and experienced member of staff within the Communities and Families Department who will advise on health and safety issues, good practice and compliance with this Policy. In the context of licensable adventure activities, this person is a highly qualified and experienced specialist who is responsible for providing specialist advice to providers on their safety management and staff competencies.</p>

1.4 SCOPE OF THIS POLICY

Key CEC contact:

excursions@edinburgh.gov.uk

This Policy applies to all excursions which include **any one** of the following:

- the C&F establishment's resources, including funding, buildings, equipment and /or staff/volunteers, will be used to **plan part or all the excursion** (offsite visit);
- the C&F establishment's resources, including funding, buildings, equipment and /or staff/volunteers, will be used at some point **during the excursion** (offsite visit);
- adventurous activities, as defined in Appendix 7, are delivered **onsite** (CEC designated site) excluding independent lettings by third parties; **and/or**
- where any C&F establishment has commissioned an external provider to plan and/or deliver an excursion (offsite visit).

This Policy applies regardless of whether an excursion takes place within or outside of normal operating hours, including weekends and holiday periods.

Some examples are included below to **guide** establishments in deciding if this Policy applies to a specific activity.



It is impossible to list every possible type of excursion. If a C&F establishment is unsure as to whether an event falls within the scope of this Policy, the Head of Establishment or Excursions Coordinator **must** contact the Sports and Outdoor Learning Team **as early as reasonably practicable** for advice. This will ensure appropriate support and correct compliance with this Policy. Contact should be made via excursions@edinburgh.gov.uk.

For Schools and Lifelong Learning staff travelling and working abroad but not as part of an excursion, a separate policy exists.

Key CEC contact and guidance for **Schools and Lifelong Learning** employees working abroad:
[CLICK HERE](#)

Pupil work experience placements are **not** within the scope of this Policy.

Key CEC contact (work experience):
Tommy.Hughes@edinburgh.gov.uk
Developing the Young Workforce Manager

Travelling between an establishment's split sites is **not** within the scope of this Policy. The establishment must still make sure a risk assessment has been carried out and effective controls implemented. This is managed via their own internal Health and Safety procedures.

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At a Glance

Forms

	<u>Examples</u>	<u>Offsite</u> activity (away from the establishment – can include another CEC property).	Establishment resources, including funding, buildings, equipment and /or staff, will be used to plan part or all the activity.	Establishment resources, including funding, buildings, equipment and /or staff, will be used during the activity.	Establishment has commissioned /requested an external provider to deliver all or part of an activity.	<u>Does this event fall within the scope of this Policy?</u>	Additional Notes or Actions.
A	C&F establishment books a residential camp with a provider . The establishment staff attend.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	THIS IS AN EXCURSION. For excursions involving a cluster of establishments with a lead/organising establishment, all establishments must still be satisfied that all relevant safety checks have been completed and all safety controls are in place.
B	C&F establishment plans and delivers a camp or day visit for participants from their own establishment (no external provider).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	THIS IS AN EXCURSION.
C	In exceptional circumstances , an upper secondary young person attends an organised event without establishment staff present during some or all an event.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> No staff	<input checked="" type="checkbox"/>	Yes	THIS IS AN EXCURSION. Exceptional circumstances only and approved by the Sports and Outdoor Learning Unit. See section. THIS IS CLASSED AS A CATEGORY 4 EXCURSION.
D	A third party approaches a C&F establishment with funding support to deliver a residential abroad. The establishment's buildings will be used to support the excursion training. It is proposed in the early planning stages that establishment staff will attend the training events including a UK residential and the final event abroad. The establishment does not provide any direct funding.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	THIS IS AN EXCURSION. The establishment will take part in supporting the planning and delivery stage. The establishment and provider must ensure compliance with this Policy.



	<p>Examples</p> <p>This is not a full list and if unsure, establishments must check with the Sports and Outdoor Learning Unit very early in the planning phase.</p>	<p>Offsite activity (away from the establishment – can include another CEC property).</p>	<p>Establishment resources, including funding, buildings, equipment and /or staff, will be used to plan part or all of the activity.</p>	<p>Establishment resources, including funding, buildings, equipment and /or staff, will be used during the activity.</p>	<p>Establishment has commissioned /requested an external provider to deliver all or part of an activity.</p>	<p><u>Does this event fall within the scope of this Policy?</u></p>	<p>Additional Notes or Actions.</p>	
E	<p>An provider is commissioned by a C&F establishment or department to deliver all or part of an activity. Young people will be trained at a CEC school and CEC staff will attend the excursion.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Yes</p>	<p>THIS IS AN EXCURSION. If the excursion has been organised centrally by C&F, the establishment and organising department must ensure this Policy has been adhered to.</p>	
F	<p>Adventurous activity delivered onsite by a third party e.g. mobile climbing wall (as defined in Appendix 7).</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Yes</p>	<p>Establishments must ensure that any adventurous activity, as defined in Appendix 7, delivered onsite at a C&F establishment is approved by the Sports and Outdoor Learning Unit.</p>	
G	<p>Non-adventurous activity delivered onsite (C&F property) by an approved third party.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>No</p>	<p>Establishment and CEC Health and Safety policy and procedures should be followed. Good practice from this document may still be applied.</p>	
G	<p>C&F establishment is contacted by a provider to distribute marketing materials to legal carers. The establishment agrees to distribute these materials to all pupils (not targeted by the establishment).</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>No</p>	<p>Establishment must be satisfied that parents understand that the C&F establishment will not be involved in the planning nor delivery of this activity. It is good practice to send out an accompanying letter to parents to make this clear and that it is the parents' responsibility to be satisfied with the safety of each activity. It must be made clear that the establishment/CEC is not endorsing the activity. The establishment could request that the provider pays for the cost of printing any accompanying establishment letter. Alternatively, the establishment could send out a note at the start of the year informing parents about potential marketing materials.</p>	
I	<p>Work experience placement.</p>	<p>No</p>	<p>See separate C&F guidance.</p>					

1.5 TRAINING AVAILABLE

Key CEC contacts:
General: learninganddevelopment@edinburgh.gov.uk or 0131 469 3227
Excursion training: excursions@edinburgh.gov.uk

Key CEC website links:
General: CLICK HERE
Excursion training (all courses are prefaced with Outdoor Learning): CLICK HERE

In response to feedback from CEC staff, excursion training has been revised to best support the different roles involved in excursions.

Title	Code	Audience	Description	Mandatory/Optional
Excursions Co-ordinator Training	ECT	Excursion Coordinators	To focus on the whole-school management of excursions, including approvals. Two-hour training.  From 1 September 2018, Categories 3 and 4 excursions will not be approved by the Sports and Outdoor Learning Team without a registered Excursions Coordinator at that CEC establishment or group.	Mandatory.  ECs need to attend this training by 31 January 2019. Must be renewed every 3 years to be valid.
Group Leader Training Part 1 (Theory)	GLT 1	Named Group Leaders and other supervising adults as required.	To focus on policy, legal requirements, administrative requirements, roles, responsibilities, planning and reviewing. Two-hour training.	Mandatory for named Group Leaders on Categories 3* and 4. Must be renewed every 3 years to be valid. *From 31 Jan 2019. Optional for leading Categories 1 and 2 excursions and supervising adults attending Categories 3 and 4.
Group Leader Training Part 2 (Practical)	GLT 2	Group leaders and other supervising adults who would benefit from a practical training experience.	An optional practical outdoor session providing a toolkit of practical skills and ideas for leading excursions. Attendance at GLT 1 is a pre-requisite. Open to all adult supervising staff.	Optional.
Excursion 'Bolt-on' Modules	-	Any relevant staff and volunteers.	Short one-hour specialist sessions linked to key topics requested by establishments, including:	Optional Modules have no expiry date, they are

			Overseas Travel, Insurance, Data Protection, Risk Assessment.	simply renewed as and when required.
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Unless stated otherwise, training will be delivered at Bangholm Outdoor Centre.



Transition Arrangements – 2018/19

NEW Excursions Coordinator Training

ECs will need to attend the new training by 31 January 2019. [Link to training.](#)

Former Group Leader Training Model

The previous/older GLT training is still applicable for supervising adults who have attended training within the last 3 years. There is no requirement to complete new training until the previous training expires.

Category 3

From 30 January 2019, Group Leader Training (Theory) will be required for category 3 excursions (at least one supervisory adult).

Section 2 ROLES AND RESPONSIBILITIES - WHO DOES WHAT?

All responsibilities must be allocated, recorded and shared with the relevant persons.

2.1 ROLES AND RESPONSIBILITIES - Employer

Under the Health and Safety at Work Act 1974, employers are responsible for the health, safety and welfare at work of their employees. Employers are also under a duty to ensure, so far as is reasonably practicable, the health and safety of anyone else on the premises or anyone who may be affected by their activities. This includes participants in excursions.

CEC is the employer. CEC has the following main roles:

- to produce a Policy for all excursions;
- provide access to this Policy to Heads of Establishment, Excursions Coordinators, Group Leaders, and any other relevant persons;
- provide access to specialist advice where necessary - see '[Contacts](#)';
- assess proposals for certain categories of excursion (especially excursions or travel outside the UK, adventurous activities and other hazardous activities);
- have emergency procedures in place for dealing with major incidents / emergencies – see [relevant section](#);
- ensure training needs have been addressed – see '[Training](#)' section;
- have basic insurance cover in place and provide access to additional insurance - see '[Insurance](#)' section; and
- have in place procedures to monitor and review excursions. See [relevant section](#).

2.2 ROLES AND RESPONSIBILITIES - Head of Establishment

The Head of Establishment has management responsibility for groups or individuals who are participating in off-site activities. This is the Head Teacher in a school.

In certain C&F service areas there may not be a designated Head of Establishment. If this is the case, services must identify and record a named person who will undertake the role and responsibilities in relation to excursions – see [‘Roles and Responsibilities’](#) section.

The Head of Establishment may delegate some responsibilities to the Excursions Coordinator but always retains management responsibility. This must be recorded and shared with appropriate staff.

Heads of Establishment must ensure that:

- roles and responsibilities are defined with named persons;
- an Excursions Coordinator has been appointed, registered, and has suitable experience and competence for the role;
- the Group Leader is competent to manage and monitor the risks throughout the excursion;
- all supervisory adults on the excursion are appropriate people to accompany and supervise children, young people and vulnerable adults; [Child and vulnerable adults protection link](#).
- staff appointed as home base contacts are competent and confident in the task they are expected to perform and any necessary training has been given;
- the Excursions Coordinator and Group Leaders have sufficient time to fulfil their roles;
- an effective and manageable ‘local’ approval system and procedures are in place;
- Categories 3 and 4 excursions are sent to the Sport and Outdoor Learning Team for approval and any feedback is addressed;
- excursions have a clear purpose, relevant to participants and represent a good use of Council resources – see [Introduction](#) and [Purpose](#);
- appropriate child protection checks and procedures are in place;
- the needs of the staff and participants, including training needs are met;
- reasonable adjustments have been made for the needs of all participants (inclusion);
- there is adequate and relevant insurance cover in place; [Insurance link](#)
- personal information and consent are collected, retained and destroyed in accordance with CEC policy;
- emergency arrangements are in place and have been communicated to those who need to know; and
- they report any health and safety concerns to their line manager.

2.3 ROLES AND RESPONSIBILITIES - Excursions Co-ordinators

Excursions Co-ordinators are responsible for coordinating the management and approval of all excursions. They must attend Excursions Co-ordinator Training (ECT) every three years. [Training link](#).



In response to recent CEC transformational change, it is important that individual parts of Communities and Families identify who will undertake this role. All staff must be informed so they understand the excursion planning and approval process within their area and are supported well within their roles.

Excursions Coordinators are **required** to subscribe to our eUpdates service to receive information and alerts.



From 1 September 2018, Categories 3 and 4 excursions will **not** be approved unless an up to date Excursions Coordinator is registered with the Sport and Outdoor Learning Unit.

Subscribe or amend details at:

Key CEC survey link:

[CLICK HERE](#)

Excursions Co-ordinators will ensure:

- they check suitable procedures in line with this Policy exist in their establishment and that staff are aware of them;
- they check excursions have a clear purpose, relevant to participants and represent good use of Council resources – see relevant sections - [Introduction](#) and [Purpose](#);
- there is adequate and relevant insurance cover;
[Insurance link](#)
- Group Leaders have followed this Policy and ‘local’ approval procedures;
- the ratio of supervising adults to participants is appropriate and in line with Council Policy;
[Supervision link](#)
- an appropriate risk assessment has been completed and proportionate safety measures are in place via the standard CEC Risk Assessment form;
[Risk assessment link](#)
- where necessary, the Sports and Outdoor Learning Unit has registered and approved the visit;
- parents have been appropriately informed and have provided consent via the agreed procedure;
[Consent link](#)
- CEC’s policy on the administration of medicines has been followed;
- adequate first aid provision will be available;
- the mode(s) of travel is appropriate;
- travel times out and back are known;
- the address and telephone number of the venue/provider/s and a contact name;
- they have reasonable access to the names of all the adults and participants in the travelling group, and the next of kin contact details of participants, staff and volunteers; and CHANGE TO HOME BASE CONTACT;
- emergency and ‘late back’ arrangements are in place and have been communicated to those who need to know;
- they report any health and safety concerns to the Head of Establishment;
- appropriate records are kept according to CEC retention and data protection guidance – [see relevant section](#); and
- where appropriate the Group Leader has contingency plans to cover events such as adverse weather, travel delays including a late return home.

2.4 ROLES AND RESPONSIBILITIES - Home Base Contact

The Home Base Contact is responsible for providing support to the Group Leader from the home base. This responsibility may be passed from one person to another on a rota basis, as long as cover is continuous for the duration of the excursion.

The Home Base Contact will ensure that they have reasonable access to the following information:

- details of the location of the excursion and the activities being undertaken;
- a list of all the participants and accompanying adults;
- contact number for the Group Leader;
- copies of all the Key Information and Consent forms; and
- contact information as a minimum: the Head of Establishment or any delegated persons, and the Council's emergency number – 0131 200 2000.

If the Group Leader or any other person contacts the Home Base in the case of an emergency, then the Home Base will:

- establish if any assistance is required from the home base and provide support as appropriate;
- act as a link between the group and the parents, who should be kept as well informed as possible at all stages;
- report the incident to the Head of Establishment or delegated person at the earliest possible time;
- report any health and safety concerns to the Head of Establishment and the Council, who will deal with questions from and/or press releases to the media.

2.5 ROLES AND RESPONSIBILITIES - Group Leader

The Group Leader has the main supervisory responsibility. The Group Leader must:

- always have regard to the health and safety of the group;
- follow this Policy document;
- ensure excursions have a clear purpose, relevant to participants and represent good use of Council resources – see relevant sections - [Introduction](#) and [Purpose](#)
- undertake and complete the planning and preparation of the excursion including the briefing of group members and parents/guardians (special arrangements may be necessary for parents for whom English is not their first language);
- ensure they have approval from the Head of Establishment and where relevant, the Sport and Outdoor Learning Unit, and responded to feedback;
- be able to supervise and lead participants of the relevant age group;
- be suitably qualified if instructing an activity;
- have undertaken child protection training for excursions with children and young people;
- conduct a risk assessment for all significant hazards identified and have control measures/actions in place to minimise risks or delegate this task to a suitable and competent person;
- appoint a deputy, where appropriate;
- recruit, and brief competent supervising adults;
- ensure proportionate and adequate supervision at all times;
- ensure consent from parents is in place;
- obtain sufficient information about participants to support specific needs, including medical information;
- make reasonable adjustments to support specific needs;
- ensure adequate first aid provision will be available;
- ensure any outside provider/third party has relevant information about participants;
- report any health and safety concerns to their line manager;
- ensure incidents and near misses are reported via the SHE system and/or any other relevant CEC reporting system; and
- observe in addition the guidance set out for adult supervisors below.

2.6 ROLES AND RESPONSIBILITIES - Supervisory Adults	2.7 ROLES AND RESPONSIBILITIES - Participants	2.8 ROLES AND RESPONSIBILITIES - Parents/Carers/Legal Guardians
<p>Supervisory adults will:</p> <ul style="list-style-type: none"> • support the Group Leader in defined tasks; • have due regard for the health and safety of everyone in the group; • care for each individual participant, as would any reasonable parent; • follow the instructions of the Group Leader and support with control and discipline where necessary, which should be matched to their competency; and • report concerns to the Group Leader, Excursions Coordinator and/or Head of Establishment. 	<p>Participants, including children and young persons, should be made aware of the purpose of the excursion, the proposed programme, any adjustments to that itinerary, the emergency procedures to be followed in the event of a serious incident and their responsibilities in achieving a beneficial and successful outcome.</p> <p>Participants must:</p> <ul style="list-style-type: none"> • follow all reasonable instructions of the Group Leader and other supervisory adults; • dress and behave appropriately; • look out for anything that might hurt or threaten any group member and inform a supervisory adult or Group Leader about it; • not take unnecessary risks; and • consult with supervisory adults if they consider an activity to be dangerous. 	<p>Parents have an important role in making an informed decision on whether any excursion or off-site activity is suitable for their child. The Group Leader must ensure that parents are given sufficient information about the excursion and are invited to any briefing sessions.</p> <p>Parents must provide the Group Leader with relevant information as detailed in the KIC forms. It is the responsibility of the parents to keep the establishment informed of any significant changes.</p> <p>Just as the Group Leader needs to ensure that parents are given information about the purpose and details of the excursion, parents can help prepare their participant for the excursion by, for example, reinforcing the agreed code of conduct.</p>

2.9 ROLES AND RESPONSIBILITIES - Effective Practice in Managing Excursions Safely

The ability and competence of front line staff to plan and manage a dynamic situation in a safe and appropriate way is the key contributor to safe and successful practice in the different levels of excursions.

This is underpinned by:

- CEC supporting Heads of Establishment;
- Heads of Establishment and Excursions Coordinators supporting, identifying and deploying staff with the right competences and experience for leading different levels of excursions;
- staff being given training and other opportunities to develop their knowledge, skills and confidence in planning, organising and leading excursions; and
- all staff/approved volunteer leaders having access to resources of relevant and competent technical advice.

Identifying and Deploying Staff	Support and Development for Group Leaders
<p>The Head of Establishment and Excursions Coordinators, who approve each excursion, must match the demands of the different levels of off-site excursion to the competencies and experience of individual staff who may be interested in participating in excursions.</p> <p>The Head of Establishment may delegate the appointment of Group Leaders to the Excursions Co-ordinator.</p> <p>For routine off-site excursions in the local area or to local facilities no additional competencies over and above those of a competent professional working on-site should normally be required.</p> <p>For residential excursions, the Head of Establishment or Excursions Coordinator if applicable must decide who is competent to lead. However, staff may need experience of routine excursions and of assisting with residential excursions before acting as leader.</p> <p>For overseas excursions, the Head of Establishment or Excursions Coordinator if applicable must decide who is competent to lead. However, normally, staff will need experience of the above two types of visit and of assisting on an overseas visit before taking the leadership role.</p> <p>For adventurous activities, the Head of Establishment or Excursions Coordinator if applicable must decide who is competent to lead. Staff should have competence in leading routine off-site excursions. However, there may be a need for certain other defined competencies and skills for some adventurous activity excursions. Advice on this must be sought from the Sport and Outdoor Learning Unit.</p>	<p>This document provides Group Leaders with ready access to CEC's employer's policies and guidance. This includes direct access to technical advice on excursions and additional field monitoring assistance by a senior member of the establishment in some cases.</p> <p>Arrangements should enable Groups Leaders to be clear about their role and to feel supported and confident in it. Where development needs are identified, these should be fulfilled.</p> <p>A key area for development of professional skills and competence in delivering excursions is the ability of Group Leaders to make dynamic risk assessments that take account of changing circumstances and events and cause them to respond appropriately. Training in risk management and approaches to risk education, combined with developmental experience of planning, preparing for, and supervising excursions form part of the Sports and Outdoor Learning Unit's training offer to CEC establishments. This includes opportunities to consider the many benefits of excursions and the contribution that high quality excursions make to attainment, achievement and well-being.</p> <p>Access to specialist technical advice and support is via the Sports and Outdoor Learning Unit.</p>

Section 3 PLANNING AND PROCEDURES

3.1 PLANNING AND PROCEDURES - General

All excursions must have a clearly defined purpose, related to the establishment type/context, needs of the curriculum where relevant (formal or informal) and the personal/social development of the individual or group. The Head of Establishment, Excursions Coordinator and Group Leader must do everything reasonably practicable to secure high-quality excursion outcomes that will develop the needs of participants. Excursions lacking purpose, not relevant to the needs of the participants, or not in the most suitable location may not represent the best use of Council resources. See '[Introduction](#)'. **It is the primary responsibility of the Head of Establishment to monitor this.**

The aims, objectives and intended outcomes should always be clearly expressed both to participants and parents to ensure that an appropriate level of discipline is maintained. Care must be taken to ensure that the activities are closely related to the age, needs, experiences and aptitude of the participants.

Thorough planning and preparation are essential for the safety and wellbeing of all participants on any excursion or activity. Whether it is to a local park, museum, swimming pool or includes a residential stay at home or overseas, it is essential that careful planning takes place. This involves considering the dangers and difficulties which may arise and making plans to avoid or manage them.

Heads of Establishments and Excursions Co-ordinators must satisfy themselves that the person(s) planning the activity is suitable and competent to do so and they have the necessary experience.

It is vital that planning and preparation take place as early as possible, to ensure that there is ample time for all the procedures to be completed before the excursion takes place. This is particularly important where approval from the Sports and Outdoor Learning Unit must be sought, parents are to be informed and give their consent, and bookings are to be made.

To encourage positive attitudes to safety, the importance of good order and discipline must be impressed upon participants by establishing a code of conduct for the excursion. This could take the form of a list of rules circulated to each member of the group.

Whenever possible, the Group Leader, or delegated person(s) if appropriate, should make every effort to familiarise themselves with the area/venue which is to be visited. Clearly, it would be unrealistic to expect staff engaged in a day visit to a museum to go to the same lengths to familiarise themselves with a location as staff involved in more hazardous activities. Prior research and an anticipation of hazards - whether natural or manufactured - is essential for any excursion.

Staff instructing adventurous activities should normally be familiar with the location in which they will be working or must have taken reasonable steps to find out about local hazards.

Dangers and hazards may not always be clear to those without local knowledge and advice should be sought from persons who have the necessary understanding of local conditions.

Whenever appropriate, participants should be involved in the planning and preparation of excursions.

Other factors that should be considered at the planning stage include:

- staff competence and experience, and training needs;

- transport arrangements;
- insurance arrangements;
- supervision ratios;
- communication arrangements;
- information to parents;
- preparing participants;
- emergency arrangements and late back procedures;
- equipment and logistics; and
- environmental impacts.

Further policy guidance on these factors is provided in subsequent sections of this document.

3.2 PLANNING AND PROCEDURES – Supervision

3.2.1 General Supervisory Considerations

The Group Leader has overall responsibility for supervision during an excursion. Breaks from this responsibility during the excursion need to be clearly identified, with clear handover arrangements, and co-ordinated by the Group Leader. All adults who are in a supervisory role have a duty of care. There must always be adequate supervision throughout an excursion.

There are numerous methods of supervising groups and general consideration should be given to the following:

- establishing rendezvous points;
- carrying out regular head counts;
- wearing easily identifiable clothing;
- having a buddy system; and
- splitting large groups in to smaller groups with an identified leader.

The risk assessment process should identify suitable levels and methods of supervision. Consideration should be given to keeping parents informed about the supervision arrangements.

There may be times during an excursion where the participants come under the care of a third party (e.g. a coach driver or outdoor instructor). In these circumstances, however, it must be realised that the Group Leader still retains overall responsibility. If any concerns arise, the Group Leader must discuss them directly with the third party in the first instance and then withdraw the group from the care of the third party if the problems are not resolved.

Group Leaders should be aware of the following:

Group size - small groups under the control of an individual and competent supervisory adult **can** provide a much more effective method of supervision than a large party under the collective care of several supervisors.

Head counts - frequent head counts are a vital factor in the supervision of all groups.

Roll lists - a list of names and selected essential information (contacts/medical information) must always be carried by the Group Leader and delegated people. Supporting supervisory adults should only be given the information they need. This information must be stored and disposed of as per CEC data protection requirements. Roll lists can be of crucial importance if a party becomes separated or, or if there is an incident.

The Group Leader is responsible for briefing supervisory adults and other accompanying persons. Briefing must take place before the activity or journey and, if the excursion is an extended one, at least once a day during the excursion. **These persons must understand their role and responsibilities.**

When a group is to be divided, or the Group Leader/s to be absent for some reason, it is the responsibility of the Group Leader to make a clear and unequivocal delegation of responsibility. The Excursions Coordinator and/or Head of Establishment should normally be informed.

The Group Leader must be involved whenever there are any significant changes in the overall plan.

For the protection of all persons, all supervisory adults should ensure that, whenever possible, they are not alone in a one-to-one situation with a child, young person or vulnerable adult.

Supervision is most effective when:

- the aims and objectives of the excursion are clearly understood by all;
- the excursion has been carefully risk assessed and will be managed safely;
- participants have contributed to the overall plan;
- clear behaviour guidelines are agreed and laid down;
- supervisory adults have an appropriate level of knowledge of participants, including any additional needs, and demonstrate suitable confidentiality; and when
- each activity within an excursion has an alternative (plan B).

3.2.2 Child Protection, PVG and Regulated Activity

Child Protection

All supervisory adults must know and follow the Council's latest child protection policy and procedures.

Key contacts and CEC website link:

CLICK HERE

These child protection procedures apply to all excursions.

Accompanying staff, including all Group Leaders, must be trained to Specific Contact Workforce Level (Level 2) as a minimum. This will be delivered through up to date training for staff, which is renewed every three years. Staff should also receive regular updates through establishment training and meetings. **It is good practice to discuss excursion scenarios to support training and how to respond effectively.**

PVG and Regulated Activity

Parents and other volunteers are often an essential part of supervision ratios. When they assist on visits they are included as supervisory adults.

The main decision that must be made is whether an accompanying adult needs to be vetted via the PVG Scheme.

The essential factor in this decision is whether the accompanying adult is doing 'regulated work'. This term is explained in Chapter 26 of the Disclosure Scotland guidance under 'Protection of Vulnerable Groups' (PVG).

Or use this link:

Key website link:

<https://www.mygov.scot/pvg-scheme/types-of-work-covered-by-pvg/>



If a supervising adult is carrying out regulated work then they must be vetted via the PCG Scheme.

All adults attending a residential excursion must be vetted via the PVG Scheme.

There is a five-step assessment process to determine whether someone is doing regulated work. This five-step process must be applied in all cases.

In those cases where an application to join the PVG Scheme is not required, a basic disclosure could be used instead.

3.2.3 Establishing Ratios

It is important to have a suitable ratio of supervisory adults to participants for any visit. The Group Leader, Excursion Coordinator and Head of Establishment must consider a range of excursion variables.

3.2.3.1 Excursion Variables

These include:

- an understanding of participants, including additional needs of participants, existing competency and the level of support and challenge required;
- an understanding of supervisory adults including needs and competency, including previous experience, skills and knowledge relating to the excursion;
- venue;
- type of activity/activities;
- distance from the establishment and emergency services;
- suitability and competency of a specialist provider;
- mode/s of transport;
- weather conditions; and
- the time of year.



An appropriate supervisory adult / participant ratio must be ensured on every occasion. This is just one part of ensuring appropriate supervision. **The quality of persons undertaking supervisory duties is essential.**

Supervision ratios should be appropriate for the nature and aims of the excursions, for the age and stage of the participants, and be agreed in the context of a risk assessment. The establishment of ratios is best determined through discussion between the Head of Establishment, Excursions Coordinator and Group Leader.

The Head of Establishment is ultimately responsible for ensuring an appropriate **ratio** and **quality** of supervisory adults. For Categories 3 and 4, this ratio and the competency of adults will then be approved by the Sport and Outdoor Learning Unit. Specialist advice can be sought via the Sport and Outdoor Learning Unit depending on the circumstances.

One to one support staff for individual participants **should not be included** in overall ratios. Other adults connected to an excursion, such as third party drivers, instructors and tour guides, **should not normally be included in ratios**. This is because they are usually unfamiliar with the needs of participants, individual CEC establishment routines and expectations, and will need to focus on their own role.



3.2.3.2 Maximum Ratios

Maximum ratios are detailed below. Consideration **must** be given to a range of **excursion variables**, some of which are listed above. In a range of circumstances, it may be essential to have a reduced ratio. This may be as low as 1:1.

Without prior approval from the Sport and Outdoor Learning Unit, no group must travel overseas with a ratio of more than 1 competent supervisory adult to 10 participants.

When faced with the continuous responsibility of having control of participants, staff cannot work efficiently and maintain the necessary degree of alertness and concentration if they are over tired. Adequate provision must be made for breaks and relaxation. Appropriate supervision must still be maintained.

	Maximum Ratio (Supervisory adults : young persons/children/vulnerable adults)	Notes
General maximum ratio (primary and secondary ages +):	1:15	This ratio may need to be reduced depending on the excursion variables . There must be an adequate supervision ratio, which involves competent supervising adults. The final ratio must be agreed by the Head of Establishment.
General maximum ratio (Early Years, including primary schools with nurseries)*	There is no regulatory requirement specific to Early Years excursions. However, CEC expects ratios to be reduced on those expected onsite at EYs establishments. The exact ratio must be determined by a risk assessment, which will depend on the excursion variables . There must be an adequate supervision ratio, which involves competent supervising adults. The final ratio must be agreed by the Head of Establishment.	
Curricular Swimming maximum ratio (primary and secondary ages +):	1:20 (plus adequate lifesaving provision – personnel and equipment)	Maximum ratio of swimming teacher to pupils in the swimming pool plus adequate lifesaving provision specific to each pool. This applies to swimming lessons only. This ratio may need to be reduced depending on the excursion variables , particularly linked to swimming ability and age. There must be separate and adequate supervision of pupils not in the pool , including those not undertaking any swimming. Link to 'CURRICULAR SWIMMING' SECTION.
Overseas maximum:	1:10	This ratio may need to be reduced depending on the excursion variables . There must be an adequate supervision ratio, which involves competent supervisory adults.
Adventurous activities maximum:	Various	Guidance on staffing ratios in respect of adventurous activities is detailed in Section 10 of this document, along with other advice for specific activities given as Appendix 7. These maximum ratios may also need to be reduced depending on the excursion variables .
Mixed-aged groups	A detailed risk assessment, understanding of the excursion variables and with reference to the guidance above will enable the Group Leader, Excursions Coordinator and Head of Establishment to decide on a suitable ratio of competent supervisory adults : participants.	

Circumstances during an excursion may require the Group Leader to reassess the supervision ratio e.g. staff illness. **Adequate supervision must always be maintained and matched to the excursion variables.** The Group Leader can consult with the Excursions Coordinator, Head of Establishment and the Sport and Outdoor Learning Unit to agree on any changes to supervision. Key actions may include:

- introduce a new supervisory adult (must be competent and briefed about the excursion);
- change the activity programme or activities;
- change locations; and/or
- reallocate participants to different groups.

3.2.4 Group Leader

The Group Leader should ideally be a teacher, social worker, Lifelong Learning Development Officer, or other suitably qualified and experienced member of staff e.g. outdoor education instructor, or a suitably approved volunteer.

3.2.5 CEC Employees

These persons must be judged to be competent for the excursion by the Head of Establishment and Excursions Coordinator.

3.2.6 Use of Parents and Other Voluntary Supervisors

Parents or other approved volunteers must be carefully selected and well known to the establishment and ideally to the participants on the excursion. They must have received and understood instructions on their roles and responsibilities. The overall supervisory responsibility for the group is retained by the Group Leader.

3.2.7 Gender of Accompanying Adults

With a mixed gender group, it is recommended to have a gender mix of supervisory adults. However, there are many circumstances where this is not possible or essential. **Consideration of this should be part of the risk assessment process and matched to the needs of all participants.** Parents should be informed of and have given consent to the staffing arrangements.

3.2.8 Use of Senior Pupils and Young People as Supervisors

CEC recognises that acting as a supervisor on an excursion can be an excellent capacity building and leadership development opportunity for older pupils (16+). However, these persons are not in a position of legal responsibility. As such they must not be counted in place of adults in the supervisory adult : participant ratio but must **be additional**.

Where establishments submit **EX** forms that show that the required ratios are not met by adults approved by the establishment (e.g. non-pupils), these will be referred to the Head of Establishment for further investigation.

3.2.9 Staff Accompanied by their Own Child or Children

Staff must not be accompanied by their own child or children without the specific agreement of the Head of Establishment or Service Manager (for a Head of Establishment requesting to take their children/young people). This should be detailed in the risk assessment and submitted to the Sport and Outdoor Learning Unit with the appropriate forms, in the case of Category 3 and 4 excursions. Any approved arrangements **must not affect the quality of supervision** for all participants.

3.2.10 Residential Supervision

All residential excursions should be accompanied by at least 2 adult supervisors. **All adults attending a residential excursion must be vetted via the PVG Scheme.**

3.2.11 Supervision on Transport

[CLICK HERE](#)

3.2.12 Unaccompanied Excursions

There may be **exceptional occasions** when a very small number of **Upper Secondary** young people take part in excursions without any accompanying CEC supervising adult for part or all of an excursion. This is in line with guidance from the Scottish Government's 'Going Out There' document. Before such excursions are considered, careful thought must be given to why this is deemed to be appropriate. **These arrangements must not be used as an inappropriate way of removing direct supervision from excursions where it is required.** The type and quality of supervision must match the excursion variables.

NEW: This type of excursion is classed as a **Category 4** excursion and requires approval from the Sport and Outdoor Learning Unit. This must be completed via an **EX** form.

It may be considered that such an excursion is appropriate in the following circumstances:

- participants are of Upper Secondary age;
- it will benefit the participants' personal development;
- the proposed participants are of an age commensurate with the level of self-reliance required;
- the proposed participants' individual needs are understood by the establishment;
- the proposed participants are assessed to have previously displayed appropriate behaviour;
- the proposed participants have been fully briefed with regards to what to do in the event of delays, missed transport links, incidents or accidents and other relevant information;
- parents/guardians know and understand the arrangements for this kind of excursion and provide consent where appropriate;
- the proposed participants have been allocated a 24/7 emergency contact support person from the organising establishment;
- all aspects of the excursion have been fully risk assessed;
- if applicable, the organisation 'receiving' the participants agree to these arrangements;
- if applicable, any direct supervision provided by the visiting venue/s must be recorded in the **EX** notes; and
- the proposed participants have received skills training that is appropriate to the level of self-reliance required.

3.2.13 Remote Supervision

General

Supervision can be close or remote but is always 24 hours:

- close supervision occurs when the group remain within sight and contact of the supervising adult;
- remote supervision occurs when, as part of planned activities, a group works away from the Group Leader or supervisory adult but is subject to stated controls. The Group Leader or another supervisory adult is present though not necessarily near or in sight, but his or her whereabouts are known;

- 'down time' (or 'recreational time') – for example during the evenings – may involve close or remote supervision, but should not be unsupervised - the Group Leader and supervisory adults continue to be in charge; and
- it is essential that everyone involved in the excursion understands the supervision arrangements and expectations.

When supervision is remote:

- groups should be sufficiently trained and assessed as competent for the level of activity to be undertaken, including first aid and emergency procedures. Remote supervision may well be the final stage of a phased development programme;
- young people will be familiar with the environment or similar environments and have details of the rendezvous points and the times of rendezvous;
- clear and understandable boundaries will be set for the group;
- there must be clear lines of communication between the group, the Group Leader and appropriate adults and the establishment. Participants must not rely exclusively on mobile phones;
- the Group Leader and supervisory adults should monitor the group's progress at appropriate intervals;
- the Group Leader and supervisory adults will be in the expedition or activity area and able to reach the group reasonably promptly should the group need support in an emergency. Supervisory adults may be located at key points where there is a greater risk e.g. near water hazards and path junctions;
- there should be a recognisable point at which the activity is completed; and
- there should be clear arrangements for the abandonment of the activity where it cannot be safely completed.

Duke of Edinburgh's Award Expeditions or Similar Activities

This applies to such undertakings as Duke of Edinburgh's Award Expeditions where participants are not closely supervised but are remotely supervised.

Supervisors must hold at least the award that they would need if they were actually accompanying the group.

In addition, supervisory adults must:

- have attended specific NGB training in remote supervision;
or
- have significant experience of assisting with remotely supervised activities.

Participants must have had significant training to allow them to cope with the excursion. In particular, training should have been delivered on what to do in an emergency (including emergency aid training).

Remotely supervised activities taking place in winter conditions must be approved in advance by one of the Council's Technical Advisors (who holds either the ML Winter or MIC).

Maximum ratio will normally be one suitably qualified supervising adult for each independent group of participants, and each group should not exceed the size that their supervising adult would be permitted to lead.

Where there are fewer qualified supervisory adults than independent groups, a well-designed Supervision Plan will be necessary, which takes into account: each supervisory adult's skills; experience and knowledge; knowledge of the group; familiarity with the area; environmental and terrain conditions; assessment of the route; movement of groups between supervisors; methods of communication; and logistics and transport.

The Technical Advisor assessing the proposed activity may require a written supervision plan to be produced before approving the activity.

3.3 PLANNING AND PROCEDURES - Categorisation of Excursions

To determine what planning and administration is required for a planned excursion, it is vital first to check which category it is in.

All excursion activities are divided into four main categories.



3.3.1 Categories 1 and 2

See HOW THESE CATEGORIES LINK TO APPROVAL AND REGISTRATION, CONSENT etc – [CLICK HERE FOR THE 'AT A CLANCE MATRIX'](#).

	Category 1 'ROUTINE AND EXPECTED'	Category 2 'EXTENDED'
Description:	Generally, to local venues (within or close to the City); involve easily managed activities; happen on a regular basis ; and be completed within normal session times .	Generally, excursions not regarded as part of the normal regular activities of that establishment; extend beyond normal hours but do not involve overnight accommodation; and/or extend beyond the City/close to the City.
Examples include:	<ul style="list-style-type: none"> - Swimming pools (for curricular swimming only); - Local sports halls; - Local playing fields; - Local library and shops; - Off-site music and dance rehearsals; - Inter-establishment sports fixtures (including routine/regular after-school tournaments); - Local and regular fieldwork (except those to potentially hazardous environments - see section on "Adventurous Activities"); - Regular excursions to familiar/local venues that have water features/hazards but where there are no plans to be in, or on water. The staff in charge should show some awareness of the water hazard and have appropriate measures in place in the event of someone falling into the water. More importantly they should have control measures in place to prevent entry into water in the first place. For example, walks along canal banks, visits to parks and gardens which include water features, (with no plans to go in the water either swimming or paddling) within normal operating hours of the establishment. 	<ul style="list-style-type: none"> - Edinburgh Zoo, Edinburgh and Stirling Castles, Gorgie City Farm and other farm visits, Falkirk Wheel, Murrayfield Ice Rink, Dalkeith Country Park; - Non-local fieldwork (except those to potentially hazardous environments - see section on "Adventurous Activities"); - Small-scale sponsored walks in a non-hazardous environment (in/very close to the establishment grounds, local walking / cycle tracks and any area which does not require a qualified member of staff or instructor to be deployed). See Appendix 13 for Guidance on sponsored walks. - Excursions to non-local/familiar venues that have water features/hazards but where there are no plans to be in or on the water. The staff in charge should show some awareness of the water hazard and have appropriate measures in place in the event of someone falling into the water. More importantly they should have control measures in place to prevent entry into water in the first place. For example, walks along canal banks, visits to parks and gardens which include water features, BBQs at the beach (with no plans to go in the water either swimming or paddling). - Activities in, or on the water which are life guarded, or have similar emergency procedures in place e.g. public swimming pools. - Travel on the water but with no intention to be in the water. Staff in charge should show some awareness of the water hazard, and there should be appropriate measures in place in the event of someone falling into the water (for example ferry/boat trips at places like Blair Drummond Safari Park or Inchcolm, water rides at theme parks).

[Contents](#)[Contacts](#)[Glossary](#)[At a Glance](#)[Forms](#)

3.3.2 Categories 3 and 4

See HOW THESE CATEGORIES LINK TO APPROVAL AND REGISTRATION, CONSENT etc – [CLICK HERE FOR THE 'AT A CLANCE MATRIX'](#).

	Category 3 'CEC APPROVED ADVENTUROUS ACTIVITY PROVIDERS'	Category 4 'RESIDENTIAL, OVERSEAS, non-Cat 3 ADVENTUROUS + HAZARDOUS ENVIRONMENTS'
Description:	Non-residential adventurous activities and/or excursions to potentially hazardous environments which are delivered by an organisation on the Council's approved provider list.	<ul style="list-style-type: none"> - Adventurous activities and outdoor Learning delivered by Council employees or volunteers; - Adventurous activities delivered by organisations not on the Council's approved provider list; - Other hazardous activity not listed in Appendix 7 and approved by the Sports and Outdoor Learning Unit; - All overseas travel; - All residential excursions; - Large-scale sponsored walks (or small scale sponsored walks in hazardous environments including environment which requires a qualified member of staff or instructor to be deployed); and - Activities involving being deliberately in or on the water and delivered by Council staff or volunteers who are fully responsible for the safety of the participants. For example, pond dipping at deep or swift moving water venues, kayaking, sailing, rafting, paddling or swimming in non-lifeguarded rivers, the sea, or swimming pools. - NEW: trampoline parks and unaccompanied visits (LINK).
Examples include:	<p>-Activities via the CEC Approved Adventurous Activities Provider list. CLICK HERE. See Section 10 for definition of Adventurous Activities - most commonly: climbing, canoeing, mountain biking, skiing, and go-karting.</p> <p>- Includes activities in or on water and where CEC Approved Adventurous Activities Provider staff are running the session. For example, kayaking, sailing, rafting, gorge walking.</p> <p>All MUST BE delivered by a CEC Approved Adventurous Activities Provider. Non-residential.</p>	<p>-Residential excursions to Benmore and Lagganlia (and any other residential centre/overnight excursion).</p> <p>-Any overseas excursions, including exchanges.</p>

3.4 PLANNING AND PROCEDURES - Approval and Registration Procedures

3.4.1 Summary Approval and Registration Procedures

[CLICK HERE FOR THE 'AT A GLANCE MATRIX'.](#)

[CLICK HERE FOR SUMMARY OF THE FORMS.](#)

3.4.2 Approval of Categories 1 and 2 Excursions – ‘Local’ Approval

Approval for these excursions is the responsibility of the Head of Establishment and Excursions Coordinator. Establishments must establish their own procedures which are manageable; follow and support this Policy; understood by staff; and promote and deliver safe excursions with high quality outcomes. [See some indicators of high quality excursions.](#) Procedures will reflect ‘local’ contexts.

3.4.3 Category 3 Excursions Requirement for EX3 forms (EX3single and EX4multi)

Registration and approval with the Sports and Outdoor Learning Unit is required for all Category 3 excursions. [‘Forms Summary’](#) link.

Standalone/single Category 3 excursions: the Excursions Co-ordinator must **submit form EX3single** and the Risk Assessment (for the parts of the excursion which are the establishments primary responsibility) to the Sport and Outdoor Learning Unit **at the earliest possible stage in the planning process and normally before any deposits are paid or taken.**

Continuous programme of Category 3 excursions: the Excursions Co-ordinator can **submit form EX3multi** for a **continuous and regular programme** of non-residential excursions normally with the same ‘Approved Adventurous Activities Provider/s’ involving a defined set of activities.

This should normally be at least one week before the planned visit. On receipt of an EX3 form, the Sport and Outdoor Learning Unit will register the excursion and log the details. Once approved, the form will be returned to the establishment.

The form and associated documents can be emailed to the Sports and Outdoor Learning Unit – [see ‘Key Contacts’](#).

3.4.4 Category 4 Excursions Requirement for EX4 forms (EX4single and EX4multi)

Registration and approval with the Sport and Outdoor Learning Unit is required for all Category 4 excursions. The Excursions Co-ordinator must **submit the right EX4 form** ([‘Forms Summary’](#) link) and the Risk Assessment to the Sports and Outdoor Learning Unit **at the earliest possible stage in the planning process and preferably before any deposits are paid or taken.**

In any event, this should be at least three weeks before the planned visit. For foreign travel and adventurous activity, it is important to allow as much time as possible for the approval process.

In the case of overseas travel, see [LINK](#) (Section 9.1).

Form EX4 must be accompanied by the following items:

A written risk assessment for the activity. This must include risk assessments prepared by the activity provider and CEC establishment/service (aspects of the excursion not covered by the activity provider e.g. travel, evening activities).

Evidence that there is additional insurance cover for the excursion where appropriate. '[Insurance](#)' Section.

The Sport and Outdoor Learning Unit will consider the evidence above when registering the activity.

The EX4 form and associated documents can be emailed to the Sport and Outdoor Learning Unit – see '[Key Contacts](#)'. This is the preferred method and considerably speeds up the approval process.

3.4.5 Approval by the Sports and Outdoor Learning Unit (Categories 3 & 4)

All documents submitted to the Sports and Outdoor Learning Unit are registered and recorded on a database. They are checked to ensure that they have been correctly completed, contain sufficient detail and the accompanying risk assessments are suitable and sufficient.

Where the information provided is satisfactory, the Technical Adviser acting for the Sport and Outdoor Learning Unit will 'sign' the form and arrange for it to be returned along with any comments

If an EX form and associated documentation **fails** to meet the expected standard, the Technical Adviser will contact the establishment to discuss the issues and provide advice on any further information and /or actions that should be included. Where agreement is reached, the Technical Adviser will add notes detailing the conditions to be applied before signing the form and returning it to the originating establishment.

It is expected that establishments should address the advice provided by the Technical Advisor. If there is disagreement which cannot be resolved, the Technical Advisor will contact the Principal Officer for Outdoor Learning. If a Category 3 or 4 excursion remains unauthorised, the relevant senior leaders will be informed. Approval is **expected** prior to departure. Categories 3 and 4 excursions departed without approval will be reported to the relevant senior leaders.

A record is kept of the approval status of every registered excursion. The 'EX' form is returned to the establishment after registration and approval.

For any further communication and enquiries contact:

excursions@edinburgh.gov.uk

3.5 PLANNING AND PROCEDURES - Risk Assessment

3.5.1 General

During the early planning stages for a visit, the Group Leader (ideally with the help of another competent person and/or participants) should consider the risks associated with the excursion. A preliminary visit may provide the ideal opportunity to identify hazards and risks associated with the journey, venue and planned activity. In addition, the Group Leader should consider the individuals who will make up the group and any risks associated with them (e.g. related to their ability/previous experience, maturity, behaviour, special needs etc.).

The establishment may have run similar excursions in the past. If so, there should be a record of the planning and evaluation of the excursion and this can provide invaluable information for the Group Leader.

A risk assessment involves identifying the hazards present in any activity and then evaluating the extent of the risks involved, considering whatever precautions and control measures will be taken.

- A **hazard** is something with the potential to cause harm.
- **Risk** expresses the likelihood that the harm from a particular hazard will be realised.
- The **extent** of the risk covers the population that might be affected by the risk (i.e. who might be exposed), and the consequences for them.

A risk assessment should always be undertaken at the planning stage for any excursion. The Group Leader should normally be involved in carrying out the assessment.

The person carrying out the risk assessment must record it, so it can be shared with the relevant persons and support the approval process.

The risk assessment should include the following considerations:

- What are the hazards?
- Who might be harmed and how?
- What are you doing already?
- What further action is necessary (by whom and when)?

The Group Leader should take the following factors into account when assessing the risks:

- the type of activity and the level at which it is being undertaken;
- the location;
- the competence, experience and qualifications of supervisory staff;
- the group members' age, competence, fitness and temperament;
- any participants with additional support needs;
- the quality and suitability of available equipment; and
- seasonal conditions, weather and timing.

Whilst there is always an element of risk in trying something, participants must not be placed in situations which could expose them to an unacceptable level of physical or psychological risk. Group Leaders should be aware that there are benefits to participants understanding risk and sometimes being exposed to low levels of risk.

Safety must always be the prime consideration. If risks cannot be controlled, then an activity within an excursion must not take place.

In assessing risk, staff should always consider the objectives of the exercise and ensure that risks to the participants are the minimum necessary to achieve these objectives. **Activities should not proceed or continue if risks are assessed to be or become too high.**

For further guidance on the general principles of risk assessment can be obtained using the links below. The approved CEC General Risk Assessment template must be used. This cannot be adapted.

Key CEC Orb website link (**risk assessment guidance**):

[CLICK HERE](#)

The CEC Orb website link (**CEC required risk assessment template**):

[CLICK HERE](#)

Establishments are required to adopt a transitional approach to using the new format i.e. change to the new format when the risk assessment is next reviewed.

3.5.2 Adventurous Activities (Appendix 7)

If one of the adventurous activities detailed in Appendix 7 is involved, then the more stringent procedures will apply. adventurous activities leaders : participants ratios will need to conform to the Sport and Outdoor Learning Unit guidelines. Leaders must be qualified - by holding the appropriate national award or by local validation (subject to written authorisation from one of the Council's Technical Advisers).

Excursions Coordinators should maintain a register of suitably qualified staff in their establishment and should keep a photocopy of relevant qualifications on file. Care must be taken to ensure that qualifications, with time limits, remain valid.

Prior familiarity with the location is highly desirable for all adventurous activities, as it is for field studies, where there may be hazards in the environment which are not clear.

The absence of an adventurous activity from Appendix 7 does not imply that a particular activity does not require special precautions. Omission indicates that the activity is not regarded as appropriate for the educational framework or that there has been so little demand that guidelines have not yet been prepared. If an activity does not appear or if you have any doubt about an activities validity then please contact the Sport and Outdoor Learning Unit or one of the Council's Technical Advisers for further assistance.

3.6 PLANNING AND PROCEDURES - Communication with Parents/Carers and Parental Consent

3.6.1 Communication with Parents/Carers

An effective, two-way communication process between establishments and parents is important for all excursions. Effective communication will ensure that parents are made aware of the purpose and nature of the excursion and will ensure that they inform the establishment about any particular needs of their child/young person/vulnerable adult relevant to the excursion.

It is important that parents be fully advised, in advance.

Before residential excursions, or when participants are to travel overseas or engage in adventurous activities, it is highly recommended to invite parents/carers to 'briefing' meetings.

Care must be taken to inform parents of detailed arrangements.

3.6.2 Contact between parents/carers, participants and leaders during the excursion

It is essential that parents can contact the establishment and/or Group Leader in the event of a home emergency.

Parents must therefore:

- know the full address and telephone number of the destination(s); and
- know who to contact in case of an emergency.

The Group Leader and establishment must communicate arrangements and appropriate key information to parents prior to the excursion.

It is helpful for parents to be advised when the party has arrived at its destination and any delays to returning home. This can happen in a variety of ways, including email and blogs. The Group Leader must plan these arrangements with the establishment and parents prior to departure.

3.6.3 Parental Consent – General

Establishments must seek parental consent by means of

the right KIC and if appropriate forms KICmed and/or KICbld for **all Category 1, 2, 3 and 4 excursions** (see '[Forms Summary](#)'). This applies to all children and young people aged 18 and under, unless they are between the ages of 16 to 18 (inclusive) **and** no longer live at the parental home. For the latter, it is still essential to collect significant medical information. See suggested '[Consent](#)' model and '[Consent](#)' overview.



It is important that parents/carers are given sufficient information about the excursion to allow them to give consent. This includes a full list of expected activities and locations, including a **reasonable attempt** to list any **likely** alternatives which may be used due to short term changes to a programme e.g. changes in weather and non-availability of specific activities.

Effective planning will ensure written consent is gained for all participants. **In exceptional circumstances**, verbal consent can be accepted if this is witnessed and recorded by another member of staff. If done via a phone call, staff must be satisfied beyond reasonable doubt that the person providing consent is the person able to do so.

Parental consent **must** be obtained specifically for any transportation of participants in any other approved supervisory adult's car (e.g. staff, another parent, volunteer).

Parents must not be pressured into giving consent and establishments must accept that consent may not always be forthcoming.

If parents withhold consent absolutely, the participant must not participate in the activity or be taken on the excursion. The curricular aims of the activity should be delivered to the participant in some other way.

The relevant KIC form, and if appropriate forms KICmed and/or KICbld, should be completed in respect of each participant in any group.

3.6.4 Medical Consent

The KIC forms requires either that parents agree to a participant:

- receiving emergency dental, medical or surgical treatment, including blood transfusion/anaesthetic, **as considered necessary by the treating medical authorities; or**
- alternatively, to a participant receiving emergency dental, medical or surgical treatment/anaesthetic, **as considered necessary by the treating medical authorities**, with the

exception of the administration of blood or blood products, (this is covered by the KICbld form) but in the latter case coupled with the release of the Council and its staff from all liability.

In certain circumstances in Scotland, a child can consent to his/her own medical treatment as detailed below.

Section 2(4) of **The Age of Legal Capacity (Scotland) Act 1991** states that: *“A person under the age of 16 years shall have legal capacity to consent on his own behalf to any surgical, medical or dental procedure or treatment where, in the opinion of a qualified medical practitioner attending him, he is capable of understanding the nature and possible consequences of the procedure of treatment.”*

In these circumstances, the test for the medical practitioner is not one of age but of whether the child *“is capable of understanding the nature and possible consequences of the procedure of treatment”*.

It is possible that a surgeon in another country might be reluctant to operate on a child, unless assured that the party leader had parental authorisation to agreeing to treatment. **It should be noted that the Group Leader is not expected to take himself or herself decisions in relation to the authorisation of treatment.** Consequently, permission must be sought to authorise any emergency treatment that is professionally recommended and that is the purpose of KIC forms.

The parent will make the decision and this should be regarded as the most desirable course of action.

In the event of an emergency, the KIC forms should be handed to the medical authorities detailing the parents' wishes.

Parents who belong to religious bodies such as Jehovah's Witnesses and Christian Scientists should make their views and wishes known to the establishment. The KICbld form covers the administration or the non-administration of blood or blood products. It is suggested that if parents have agreed to their child receiving emergency treatment with specific conditions, they should consider providing the Group Leader with a copy of a statement which sets out their views in the language of whatever country is being visited. This statement would be handed to the medical authorities along with the KIC form and if appropriate KICbld and KICmed forms.

It is **essential** that similar information is recorded for all staff, supervising adults and any other persons accompanying the group (e.g. emergency contact details, essential medical requirements). A KICadult form should be used for categories 3 and 4 excursions.

Should a participant require medical treatment which involves hospitalisation as an in-patient, the Group Leader should take all reasonably practicable steps to ensure that the parents are notified of such an event as soon as is possible.

3.6.5 Managing Consent - a recommended model

It is the responsibility of each establishment to manage consent in line with the guidance above and establishment context.

The following guidance will assist establishments in managing consent.

	Type	Method of Consent
Category 1 Excursion	ROUTINE AND EXPECTED. Link to more info.	Annual consent via KICannual and KICmed and/or KICbld if appropriate. LINK TO SUMMARY OF FORMS. Establishments must define the type of excursion to parents as part of the annual consent process. This will include examples.
Category 2 Excursion	EXTENDED Link to more info.	Annual consent via KICannual and KICmed and/or KICbld if appropriate. LINK TO SUMMARY OF FORMS. Establishments must define the type of excursion to parents as part of the annual consent process. This will include examples.
Category 3 Excursion	CEC APPROVED ADVENTUROUS ACTIVITY PROVIDERS Link to more info.	Consent per excursion or programme via KICsingle/KICcentres and KICmed and/or KICbld if appropriate. LINK TO SUMMARY OF FORMS.
Category 4 Excursion	RESIDENTIAL, OVERSEAS, non-Cat 3 ADVENTUROUS + HAZARDOUS ENVIRONMENTS Link to more info.	Consent per excursion or programme via KICsingle/KICcentres and KICmed and/or KICbld if appropriate. . LINK TO SUMMARY OF FORMS.

ParentPay ‘consent button’: consent via the recommended model above for Categories 1 and 2 excursions can be managed annually. This removes the need to use the ‘consent button’ in parent pay for individual Categories 1 and 2 excursions. Schools who decide to continue with individual consent for each excursion for categories 1 or 2 can choose to use the ParentPay ‘consent button’. If this is the case, they **must** ensure parents are sufficiently informed about the excursion to provide consent.

3.7 PLANNING AND PROCEDURES - Preparing Participants

Providing information and guidance to participants is an important part of preparing for an excursion. The purpose of the excursion should be communicated to all participants.

Participants should be aware of who is responsible for them and the itinerary for the excursion.

Participants should be given a clear understanding of what standards of behaviour are expected from them and why rules must be followed.

Any potential dangers should be drawn to their attention and they should be aware of how to act to ensure their own and others' safety.

Participants should be assessed to ensure that they can undertake the proposed activities. During the excursion, they could be encouraged but never forced into activities.

Participants should be involved in planning, implementing and evaluating their own work and have opportunities to take different roles within an activity. This could include considering any health and safety issues.

Participants whose behaviour is such that the Group Leader is concerned for their, or others' safety should be withdrawn from the activity or excursion.

It is important to remember that excursions are a valuable method of achieving aims and objectives and withdrawal should only be considered as a result of assessing the significant risk an individual might pose to themselves and others. It should never be used as a threat.

A sample checklist to give to participants is given in the [Appendices](#).

3.8 PLANNING AND PROCEDURES – NEW: Data Protection and Records Retention

All CEC establishments are required to follow the latest data protection and records retention CEC guidance.

The latest CEC **records retention** guidance and requirements can be found via:

Key CEC Orb website link:

[CLICK HERE](#)

Extract from CEC records schedule:

Ref.	Category	Function	Activity	Record Series/Examples	Trigger - event that prompts start of retention period	Retention Period	Action	Authority	Reasons/Notes	Version	Publication Date
10.006.015	EDUCATION & SKILLS	Education welfare	Parental permission slips for school trips – where there has been no major incident	Educational Excursion Forms (EX, KIC forms*); Risk Assessments	End of Academic Year	3 years	Destroy	Business requirement		2	18-Feb-16

*Updated to the new forms by the Sport and Outdoor Learning Unit

Establishments are required to follow this guidance.

The KIC forms include GDPR compliant statements and a privacy notice is available via excursions@edinburgh.gov.uk or via the appendices.

Establishments will make 'local' decisions about the most appropriate method for secure storage – hard copies or digital (secure CEC servers). This will reflect local contexts and access to different resources.

3.9 PLANNING AND PROCEDURES – NEW: Signing Agreements and Waivers/Disclaimers

Agreements

Establishments must adopt a cautious approach to signing agreements with providers. Group Leaders, Excursions Coordinators and Head of Establishments **must fully understand any agreement before signing it. If unsure, further advice must be sought via the Sport and Outdoor Learning Unit.**

Establishments should request any agreements **well before** departure to avoid staff having to sign an agreement on arrival at a venue.

Waivers/Disclaimers



Waivers and disclaimers designed for families or private groups **should not normally** be signed. These often include specific requests not suitable for CEC establishments. For example, they can include agreements relating to the permission to take, use and own photographs. Further advice can be sought from the Sports and Outdoor Learning Unit.

Section 4 TRANSPORT

4.1 TRANSPORT - Forms of Transport

Many excursions would not be possible without using transport to the venue. If this is well organised, it can help ensure that the excursion is successful and operates to the required time schedule. Various forms of transport may be used.

- Public transport.
- Hired minibuses and coaches with drivers.
- Self-drive minibuses.
- Hired people carriers and hire cars.
- Private vehicles belonging to staff.
- Private vehicles belonging to parents and volunteers.
- Overseas travel.

The Group Leader must give careful thought to planning transport. It is important to ensure that the travel plan is suitable for the age and nature of the participants.

Consideration should be given to the following:

- the length, nature and complexity of the journey and implications for supervision;
- selecting the right mode(s) of transport including use of public transport;
- using a reputable transport provider;
- contingency plans;
- the time of year and weather; and
- the needs of any participants with limited mobility.

Service providers such as transport operators are all subject to regulation and inspection and Group Leaders can use them in the same way as any member of the public. There is no requirement to obtain risk assessments from transport providers.

4.1.1 Supervision on Transport

The Group Leader is responsible for the party at all times including maintaining good discipline whilst travelling, and during any unsupervised periods (e.g. motorway services, ferries etc.). The level of supervision that is necessary should be considered as part of the risk assessment, taking in to account the:



- age and nature of the participants;
- mode of transport and the implications for supervising participants; and
- length, nature and complexity of the journey.

When planning transport, consideration should be given to the following:

- preparing participants and adults for the journey; and
- the comfort and safety of participants and adults.

The driver should not normally be responsible for supervision. Driver supervision may be sufficient if a small number of participants are being taken on a short journey.

4.1.2 Hired Minibuses and Coaches with Drivers

This frequently used method of travel is convenient and safe. Establishments should use the link below for additional guidance. Delegated persons should check the carrying capacity and the amount of room available for luggage/equipment. Group Leaders should request and plan appropriate toilet stops at suitable intervals. The drivers must follow regulations which govern the maximum hours they can drive between rests, as well as maximum hours over a 24-hour period.

Key CEC contacts and Orb website links	
CEC Book a Coach:	CLICK HERE This page also includes contact details.

4.1.3 Public Transport

The appropriateness of public transport must be assessed using the guidance at the start of this [section](#). For larger groups and groups with specific needs, it is advisable for the Group Leader to liaise with the transport provider.

Head of Establishments, Excursions Coordinators and Group Leaders must understand the terms and conditions of purchasing travel tickets. This includes understanding cancellation charges. Establishments may decide that they require insurance cover to cater for cancellation charges. This is not automatic – [‘Insurance’ section](#).

Moving groups on all forms of public transport is made easier if members of staff are allocated small groups of participants. Ensuring that the group is ready for departure times with plenty of time to spare should prevent missing the transport which can be extremely inconvenient and costly. Participants should be made aware that, because they are identifiable as a group, they should behave in a manner which reflects well on their establishment and the Council.

Key contacts and website links	
Lothian Buses:	CLICK HERE
Edinburgh Trams:	CLICK HERE
National Rail Enquiries Group Travel:	CLICK HERE
Managing transport risks on a day trip to London:	CLICK HERE

4.1.4 Self-Drive Minibuses

The rules governing minibuses are very complex. The Fleet Management's fact sheet will explain the basic rules (see link below). If employee and approved volunteers are in any doubt, then they must contact Fleet

Management. It is the employee and approved volunteer's responsibility as the driver to ensure they have the correct entitlement. Fleet Management can help advise.

The Council requires all employees and approved volunteers who drive minibuses to hold a Council Permit whether or not the vehicle is a hired minibus or is CEC owned. Drivers must read the CEC Drivers' Handbook to understand their responsibilities, and the Council rules when driving a Council vehicle. Drivers must be aware that they are only insured to drive vehicles categories stated on their permit.

The driver should not normally be responsible for supervision. Driver supervision may be sufficient if a small number of participants are being taken on a short journey. This will depend on the age and needs of the participants.

Key CEC contacts and Orb website links	
Council Driving Permits:	CLICK HERE
Drivers' Handbook:	CLICK HERE
Short Term Minibus Hire:	CLICK HERE
Fleet Management Minibus Factsheet (includes an entitlement flow diagram)	CLICK HERE
Fleet Management - Minibuses:	Russell Road Depot, 38 Russell Road, Edinburgh, Midlothian, EH11 2LP. 0131 337 2307 vehiclehire@edinburgh.gov.uk

4.1.5 Short-Term Council Vehicle Hire

To comply with legislation, and to protect staff and the Council, an employee or approved volunteer must hold both a valid driving licence for the class of vehicle they wish to drive and a valid Council Driving Permit. They must also have the approval of their manager or the CEC employee responsible for engaging an approved volunteer.

Children/young people/vulnerable adults should not travel in the front seat if there are seats available in the rear.

Use the links below to comply with specific guidance from the Fleet Management Team.

Key CEC contacts and Orb website links	
Short-Term Vehicle Hire.	CLICK HERE
Fleet Management - Vehicle Hire Contact Details.	Russell Road Depot, 38 Russell Road, Edinburgh, Midlothian, EH11 2LP. 0131 337 2307 vehiclehire@edinburgh.gov.uk
Hire a car.	CLICK HERE
Hire a van, truck or specialist vehicle.	CLICK HERE
Council's Vehicle Drivers' Handbook.	CLICK HERE

4.1.6 Authorised Private Vehicles and Drivers

The use of **authorised** private vehicles and drivers is permitted for appropriate excursions. This is defined as transport normally over a short distance, which is risk assessed, familiar to the driver, a journey that is matched to the needs of the participants and safe road conditions. Journeys of a longer distance must be carefully risk assessed and have the approval of the Excursions Coordinator a Head of Establishment.

Adults who drive participants in their own car must ensure their passengers' safety in line with legal requirements. This includes:

- ensuring that passengers wear properly adjusted seat belts;
- having appropriate seating in place for children (including booster seating and seatbelt adjustment devices);
- ensuring that the vehicle is roadworthy and has a valid MOT; and
- ensuring that there is appropriate insurance cover for carrying the participants. This will require cover for business purposes. It is advised that adults provide exact details about the proposed driving to ensure the insurance does apply.

If using private cars to transport participants it is essential that parents are informed of the arrangements, to enable them to make an informed decision and provide consent.

Other key points:

- the driver is suitable and competent;
- parents must be informed of the arrangements, to enable them to make an informed decision (consent);
- avoid travelling in conveyances where some drivers are dependent on following the person in front. All drivers must have knowledge of the route;
- all drivers must be aware of the establishment's emergency plan and emergency contact details. It is useful to discuss different scenarios and related actions with drivers e.g. accident, breakdown;
- drivers must have access to a mobile phone. Mobile phones must not be used by the driver whilst driving, including hands-free. A driver must follow the law when intending to make a call;
- children, young people and vulnerable adults should travel in the rear of the vehicle;
- the driver should not be put in a position where they are alone with a child, young person or vulnerable adult. The Group Leader should arrange a central dropping point for all participants rather than individual home drops;
- supervision in the car should match the needs of individuals; and
- drivers must be well rested and sufficient time allowed for travelling.

Anybody using their own car to transport participants **must** be carefully **selected**, and **vetted if appropriate**, and **approved** by the Excursions Coordinator and Head of Establishment. The Excursions Coordinator and Head of Establishment must ensure the points above and the specific points below are followed.

4.1.6.1 Private Vehicles Belonging to CEC Staff (Council Authorised Car User)

It is responsibility of the Excursions Coordinator and Head of Establishment to undertake reasonable checks and to ensure the guidance at the start of 4.1.5 is complied with. CEC staff intending to use their vehicle **must** complete a 'PRIVATELY OWNED VEHICLES USED ON OFFICIAL BUSINESS FORM' (link below) and follow the guidance for submitting the form and checking documentation. The driver must read and understand the Council's Vehicle Drivers' Handbook (link below).

Key CEC contacts and Orb website links	
'Privately owned vehicles used on official business' form.	CLICK HERE
Business Travel Guidance (e.g. see Private Vehicles 9.4 to 9.10)	CLICK HERE
Council's Vehicle Drivers' Handbook	CLICK HERE

4.1.6.2 Private Cars belonging to Parents and Volunteers

It is responsibility of the Excursions Coordinator and Head of Establishment to undertake reasonable checks and to ensure the guidance at the start of 4.1.5 is complied with. This can be achieved by making the same checks as detailed in the 'Privately owned vehicles used on official business' form. These checks should be recorded and held locally.

4.2 TRANSPORT - Overseas Travel

See ['Overseas Transport'](#) section.

4.3 TRANSPORT - Using Leaders as Drivers

It is the responsibility of the Head of Establishment and Excursions Co-ordinator to ensure that drivers are correctly licensed and fit to drive. The following list of checks is recommended:

- (a) The driver provides proof of a clean driving license.
- (b) Maximum driving hours and required rest stops are set down. This should consider any other work prior to driving the vehicle. A tired driver is a serious risk.
- (c) A second adult may be necessary either as a relief driver, or to take the responsibility for the behaviour of passengers.
- (d) The driver should complete simple checks of the bodywork, engine and tyres before embarking. If a trailer is being used, checks should be made of the roadworthiness and security of load.
- (e) Luggage should be safely stowed and secured to prevent obstruction of aisles or emergency exits.
- (f) Seatbelts must be used by all passengers. For passengers under the age of 16, it is the responsibility of the driver to ensure that seatbelts are used.
- (g) Booster seats are available if required.
- (h) Drivers must not drive for "hire or reward" without the appropriate licence entitlement.
- (i) Drivers should be aware of Child Protection issues when travelling alone with one child. In such situations, the child should be in the back seat and not next to the driver.

4.4 TRANSPORT - Conduct of Participants

Participants must be made aware of basic safety and conduct required. This must include:

- using seatbelts during the journey;

- staying seated throughout the journey;
- not distracting the driver or obstruct the driver's vision;
- not throwing things out of the windows;
- telling the driver if a member of the group is unwell; and
- taking notice of other traffic when boarding or alighting or whilst waiting at the embarkation point.

Section 5 INSURANCE

5.1 INSURANCE

It is essential that the Head of Establishment, Excursions Coordinator and Group Leader understand the different types of insurance and arrange additional CEC insurance cover for certain excursions. **Each CEC establishment/service is responsible** for ensuring appropriate and adequate insurance is in place for each excursion.

Any questions should be directed via insurance@edinburgh.gov.uk.

5.1.1 CEC Public Liability Insurance

The Council's insurance arrangements include Public Liability insurance. The policy caters for the Council's legal liability for accidental death of or bodily injury or disease to any third party and damage to third party property. The policy is subject to normal terms and conditions and caters for volunteers assisting the Council in its activities.

In order to pursue a successful claim against the Council, it is necessary for the third party to demonstrate negligence on the part of the Council or its employees.

All supervising adults have a duty of reasonable care and the Council requires adherence with this Excursions Policy.

This cover is automatic and does not need to be arranged for each excursion.

This public liability insurance does **NOT** provide travel and personal accident insurance.

5.1.2 Travel and Personal Accident Insurance

The Council has **NO automatic** travel and personal accident insurance.



This must be organised using the procedure below – [section 5.1.2.1](#).

The Head of Establishment, Excursions Coordinator and Group Leader are responsible for organising any additional insurance needs.

Categories 1 and 2 excursions should **not normally** require travel and personal accident insurance. These are generally low risk UK based excursions.

Parents are notified about travel and personal accident insurance in the KIC forms. This is new and provides clear information on insurance provision:

'Unless informed by your school/establishment, I acknowledge that there is no City of Edinburgh (CEC) Travel and Personal Accident insurance arranged. The City of Edinburgh Council has a Public Liability Insurance Policy which caters for its activities as a public authority. Third party providers are required to have suitable Public Liability Insurance.'

Parents should be informed if additional travel and personal accident insurance has been organised.

The following are examples of risks for when additional insurance cover may be appropriate in respect of many types of activity or excursion:

- medical and related expenses (overseas travel only);
- personal accident;
- loss of baggage and/or personal affects/money;
- cancellation or delay;
- personal liability; and
- legal expenses.

This list is not exhaustive and the establishment should ask for advice if required.



Establishments must arrange this travel and personal accident insurance **for ALL OVERSEAS TRAVEL (day and overnight)**.

NEW: Establishments must arrange this travel and personal accident insurance **for most OVERNIGHT EXCURSIONS**. In certain circumstances, travel and personal accident insurance may not be required for an overnight excursion: short stay e.g. one/two night(s); low risk; and low cost overnight excursions relatively close to the establishment. Establishments **must** contact excursions@edinburgh.gov.uk to discuss. Parents must always be informed about insurance arrangements.

This travel and personal accident insurance should be organised as soon as reasonably practicable and certainly before any payments are made to third parties. This ensures cover is in place for any **qualifying** cancellations.

Transition arrangements: The Schools and Lifelong Learning Service will cover the cost of this insurance for Schools or Lifelong Learning establishments who have **not** arranged insurance for **overnight excursions** occurring up to and including the **30 September, 2018**. These establishments should inform excursions@edinburgh.gov.uk that they qualify for this transition arrangement. The Sport and Outdoor Learning Unit will then inform the Insurance Team. If establishments have not submitted an old EE1 form, they should answer 'yes' to question 8.1 on the new EX4single or EX4multi forms. For excursions **after the 30 September 2018**, establishments will need to arrange CEC travel and personal accident insurance via the process below.

5.1.2.1 Arranging additional travel and personal accident insurance via the Council

Key Contact (Service Accounting Communities & Families):

Jordan.Baillie@edinburgh.gov.uk

Request a form via this contact.



This is the Council's **expected method** for CEC establishments/services to arrange travel and personal accident insurance.

The cost of cover will be charged to the CEC establishment/service involved.

The Council has an annual policy in place. **Cover is NOT automatic**. This can be obtained by providing details of the trip to Service Accounting, Children & Families (key contact above). **Use the contact details above to request a form.**

The Head of Establishment, Excursions Coordinator and Group Leader are responsible for ensuring appropriate and adequate cover. It is important that they liaise with the Insurance Team to ensure appropriate and adequate cover is in place.

The **key facts** of this policy will be circulated annually via the Excursions Coordinator e-Update (October of each year).



It is essential that establishments **plan** and **deliver** excursions **effectively** and **adhere** to this **Excursions Policy** to minimise the risk of claims. This helps the Council to keep the insurance premium as low as possible, which is to the mutual benefit of all establishments.

Exceptional Circumstances – arranging additional travel and personal accident via a third party

This is for exceptional circumstances only and will be considered on an individual basis with the Insurance Team. One scenario may be when a provider has **suitable** and **compulsory** travel and personal accident insurance included within the charge/excursion package.

Section 6 FIRST AID

6.1 FIRST AID – General

At the planning stage, it is sensible to consider what first aid provision will be needed for each excursion.

The requirement for a First Aider should be decided through the risk assessment process unless specifically prescribed in Appendix 7 Outdoor Adventurous Activities. Excursions within the City and those going to public venues such as theatres, swimming pools and “visitor attractions” will have access to the normal range of health care services as well as first aid provision at the venue itself. On the other hand, expeditions overseas, outdoor learning at more remote venues and beach excursions must be significantly more self-sufficient because access to health care services will take much longer. In these cases, having appropriate First Aid provision present is a sensible way to manage any minor incidents, and could be a lifesaver if an accident happens.

If the group size is large or may at times be sub-divided, extra First Aiders may be necessary. On all occasions, every leader should be able to cope with the most common problems and all adults should know how to contact the emergency services. This is especially important in overseas countries as the key telephone contact numbers are not the same as in the UK.

6.2 FIRST AID – Qualifications and Training

Suitable training can include:

1. First Aid at Work (FAW) is a three-day course which is valid for three years and which can be re-validated by a two day course every three years. An annual refresher course is recommended to prevent “skills-fade”.

2. Emergency First Aid at Work (EFAW). This is a one day course which needs to be re-validated with a similar course every three years. An annual refresher course is recommended to prevent “skills-fade”.
3. Early Years – Emergency First Aid for Babies and Young Children.

For most excursions, the EFAW or Early Years qualifications are suitable. However, in remoter situations and/or more hazardous activities, the leader should have FAW. There are many other courses available on the open market which tend to build on these two basic levels but are more specific to an environment e.g. British Association of Ski Patrollers First Aid in remote environments. These alternative qualifications are acceptable and, in many cases, more appropriate to the activity or venue.

First Aid training may be offered through the Communities & Families CPD programme as well as training set up by individual establishments.

It is the responsibility of the Head of Establishment to ensure that leaders hold the appropriate level of first aid qualification for the type of excursion they are involved in. It is the responsibility of the Excursions Co-ordinator and Group Leader to check that qualifications have not time-lapsed.

In assessing which is the best qualification, Head of Establishments, Excursions Co-ordinators and Group Leaders should consider:

- hazards and risks relating to the specific activity or activities;
- proximity of hospitals or qualified medical staff;
- location of the outing; and
- number of participants.

6.3 FIRST AID – First Aid Kits

A First Aid Kit should be carried on all excursions unless a first aid kit is immediately available at the venue and transport option. All kits should be marked with a white cross on a green background.

Contents of a basic first aid kit:

Key website link	
NHS Choices website:	LINK

Additional items should be added appropriate to the foreseeable hazards of specialised activities.

6.4 FIRST AID – Medical Information on Participants

It is essential that information is received from parents by means of the Key Information and Consent (KIC) forms on any medical history of a participant which may be of significance (e.g. asthma, bronchitis, epilepsy) particularly where any form of medication is being taken regularly. In the case of medication, the Group Leader must be aware of the type and frequency of use in accordance with guidance given in “Arrangements for Medication, Health Care Programmes and Clinical Tests” (HSP 4)/latest guidance.

6.5 FIRST AID – Legal Liability

Concern is sometimes expressed about the legal position of First Aiders should they cause injury to a casualty.

All staff in charge of participants have a common law duty to act as any reasonably prudent person would, to ensure that participants are healthy and safe. This duty can extend to administering medicine and/or taking action in an emergency.

Section 5 of the Children (Scotland) Act 1995 provides scope for staff to do what is reasonable for the purpose of safeguarding children's health, development and welfare. This can give protection to staff acting reasonably in emergency situations which may arise on an off-site activity or excursion.

Section 7 MONITORING AND EVALUATION

7.1 GENERAL

CEC is required to monitor the work of employees and the implementation of this Policy. The Sport and Outdoor Learning Unit, Head of Establishments and Excursions Coordinators have the responsibility to monitor excursions. Monitoring of excursions will ensure that:

- excursions are carried out safely and effectively and in line with the CEC policy and procedures;
- relevant policies and procedures are reviewed and updated to remain current and in line with good practice;
- employees have easy access to the employer's policy and to this guidance;
- employees have access to relevant training that supports the implementation of this guidance e.g. Excursions Coordinator training and Group Leader training;
- establishments have access to advice and further information to clarify the guidance issued;
- establishments appoint, register, train and revalidate in accordance with this Policy;
- establishment practices, including notification and approval procedures, comply with this Policy; and
- establishments keep proper records.

The Sport and Outdoor Learning Unit will focus on monitoring and approving Categories 3 and 4 excursions via examining EXs/OverseasNotice and related documentation; risk assessments; other supporting documentation, feedback evaluation forms, general feedback from training/correspondence and monitoring visits. The Unit **may** monitor Categories 1 and 2 where required.

The Heads of Establishments and Excursions Coordinators are required to monitor all excursions, including the non-technical aspects of Categories 3 and 4 excursions. This is achieved through 'local' procedures; discussions; risk assessments; other supporting documentation; training; and examination of EXs and OverseasNotice forms for Categories 3 and 4 excursions. Head of Establishments and Excursions Coordinators should contact the Sports and Outdoor Learning Unit for any specific technical advice, monitoring support or general advice.

7.2 MONITORING AND EVALUATION VISITS

Monitoring should include an element of field observation:

- Excursions Coordinators and/or Head of Establishments can observe Categories 1 and 2 excursions, and non-technical aspects of Categories 3 and 4 excursions; and

- the Sport and Outdoor Learning Team will normally observe Categories 3 and 4 excursions.

7.3 FEEDBACK – including CEC EVALUATION FORM (Categories 3 and 4 Excursions)

It is essential that employees provide feedback to their line managers. This includes positive outcomes about what has worked well and incidents or concerns. Significant incidents, including near misses, must be reported via the SHE system – [CLICK HERE FOR MORE INFORMATION](#) and see relevant [Section](#).

Establishments are required to complete a short evaluation for all Categories 3 and 4 excursions. It is useful to receive feedback, both positive and negative, regarding the organisation and delivery of these excursions. We may use this information to assist in approving future excursions, sharing good practice, dealing with significant concerns and considering applications from new and existing providers seeking approved provider status.

Excursion Feedback forms
Benmore and Lagganlia Residential Centres
https://www.surveymonkey.co.uk/r/Outdoor Learning Centres City of Edinburgh Groups will be given the password and a paper copy at the start of their visit.
All Other Excursions
https://www.surveymonkey.co.uk/r/DF7QP83 Contact excursions@edinburgh.gov.uk for a copy. The return via the email address.

Section 8 EQUAL OPPORTUNITIES AND ADDITIONAL NEEDS

8.1 General

This section (8.1) has been adapted from the ‘Going Out There’ document.

Where it is reasonably practicable, all participants should be able to access the opportunity to participate in excursions. Group Leaders should be aware of, and follow the Council’s equality and inclusion arrangements.

An establishment is less likely to discriminate if it plans an excursion taking into account the need to include all participants irrespective of their protected characteristics rather than if it arranges an excursion and then tries to adapt it to make it inclusive.

In the early planning stages, it is important to consider how accessible any excursion is in terms of cost, venue, activities etc. Whilst it is not necessary for every participant to be able to take part in every activity, it is necessary to make reasonable adjustments and consider alternatives to make the excursion more inclusive.

In some circumstances, additional and appropriately trained staff may be required to allow an individual to participate. This needs to be taken in to account in the early planning stages when considering staffing and costs and must not be an additional cost as a result of any individual choosing to participate.

8.2 Participants with Additional Needs

Establishments will already be familiar with the nature of a participant’s additional needs.

Any specific needs should be taken into account at a very early stage in the planning phase and when carrying out the risk assessment.

The following factors should be taken into consideration:

- (a) Is the participant capable of taking part in the activity?
- (b) Can the activity be adapted to enable the participant to participate at a different level?
- (c) Is the participant able to understand and follow instructions?
- (d) Will additional supervision be necessary?

The Group Leader should discuss the proposed visit with the parents of participants to ensure that suitable arrangements have been put in place to ensure their safety. Appropriate information should be shared with any activity providers to enable them to make reasonable adjustments.

8.3 Participants with Medical Needs

Additional safety measures to those already in place in the establishment may be necessary to support participants with medical needs during excursions. Arrangements for taking medication and ensuring sufficient supplies for residential excursions may be required and must be planned for.

Pre-identified supervising staff should be aware of a participant's medical needs and any emergency procedures. Key persons should be trained in administering medication and to be responsible in an emergency.

Needs should be risk assessed, actions undertaken and the findings recorded and shared appropriately. This is normally recorded in an individual Healthcare Plan for each participant.

The Group Leader should discuss the participant's individual needs with the parents.

Enquiries should be made at an early stage about wheelchair access on transport and at residential centres etc, if appropriate. If ramps are not going to be available in certain places, the organiser may wish to arrange to take portable ramps with them.

All adults supervising the visit should be given the opportunity to talk through any concerns they may have about their ability to support participants. Extra help should be requested, if necessary e.g. a care assistant.

If staff are concerned about whether they can provide for a participant's safety or the safety of other participants on a trip, they should seek medical advice from the establishment's medical officer or the participant's GP.

Relevant information should be shared with any activity providers to enable them to make reasonable adjustments or advise on any potential limitations.

The Group Leader should check that the insurance policy covers participants with medical conditions.

Section 9 TRAVEL OVERSEAS

Key CEC contact	
International Excursions (Overseas) (Andrew Bagnall)	EMAIL or 0131 551 4368 or 0771 8668 558
International Excursions (Overseas) – submission of forms – EE3 and EE1, risk assessments and any other relevant documentation.	EMAIL

Overseas excursions include all visits outside the UK. They are almost certain to include a residential element, and are likely to involve other activities which are of a sporting, cultural, or adventurous nature.

Much of the guidance in this document applies equally to excursions overseas.

There are, however, additional factors that need to be considered not least because legislative requirements may differ from those of the U K.

Visiting other countries is one of the best ways of gaining a fuller understanding of one's place in the world, and offers a chance to explore the culture, challenges and opportunities that exist away from these shores.

Overseas excursions should be seen as a progression after learning about our own local environment, other regions of Scotland, and the UK. The key benefits of educational excursions to other countries are more likely to be achieved by older pupils and young adults.

Each visit overseas will require careful planning, realistic budgeting, and a thorough appreciation of the self-reliance and judgment needed when operating out with the UK. Therefore, it is likely that Group Leaders will have had considerable experience of organising excursions within the UK before leading excursions overseas, especially to developing countries. Advice from CEC should be sought regarding local arrangements.

The standard of Health and Safety applying to Overseas excursions, regardless of location, activity or event, should strive to reflect that of the UK wherever possible. Where it is not possible to guarantee parity of standards, such as fire safety in accommodation, every effort should be made to mitigate or manage the exposure to risk. Parents and participants should be informed about any differences in standards that are anticipated.

The dangers of disease, civil unrest and terrorism can be checked out early on in the planning process through the Foreign and Commonwealth Office (FCO) Travel Advice website. However, there are constant changes to the levels of risk and the countries and areas they relate to, so this is something that needs to be revisited regularly prior to departure.

Key Website	
FCO website	LINK

9.1 OVERSEAS – Notification, Approval and Responsibilities of Establishments

Prior consent in principle from the Head of Establishment, Excursions Coordinator and CEC via the Sports and Outdoor Learning Unit, **must** be obtained prior to making any commitment to young people, parents or third parties.

	Actions	Timeframe
1	Initial approval from the Excursions Coordinator and Head of Establishment.	At the start of the planning process.
2	Optional Overseas Notice form Initial Registration Submitted to the Sports and Outdoor Learning Unit at the planning stage for initial registration. An OverseasNotice form is only required in certain circumstances (see 9.1.2)	As soon as reasonably practicable. Ideally, this will be around 12 months prior to the excursion. If unsure, Group Leaders should liaise with the key contact above via phone or email.
3	Continuous monitoring by the Excursions Coordinator (and Head of Establishment if required).	Continuous.
4	Approval by the Excursions Coordinator and Head of Establishment.	Prior to sending to the Sports and Outdoor Learning Unit.
5	Form EX4single Submitted to the Sports and Outdoor Learning Unit for approval.	Normally at least 3 months before the excursion. If there are any delays in planning, the Group Leader and Excursions Coordinator must liaise with the Sports and Outdoor Learning contact above.
7	The Head of Establishment and Excursions Coordinator must ensure the Group Leader is monitoring the destination/s and liaising with any tour operators where applicable. Any emerging issues must be discussed with the Head of Establishment and Sport and Outdoor Learning Unit.	

9.1.1. Getting Approval (subject to conditions) via EX4 forms

Approval for overseas excursions is only given via the EX4 forms. In certain circumstances, it is recognised that some details of the excursion will not be complete but the establishment wishes to collect deposits or make a deposit payment. In these circumstances, the establishment must liaise with the Key CEC contact and submit an EX4 form with as much detail as possible. The Technical Advisor will then review the EX4 form and has the option to approve with 'specific conditions'. The technical advisor will advise that payments can then be made. **All conditions must be addressed prior to departure.**

Payments must not be made to third parties prior to approval via the EX4 form. Any issues must be discussed with the Sports and Outdoor Learning Unit via the contact at the start of Section 9.

9.1.2 When should we use the OverseasNotice form?

OverseasNotice form required :	OverseasNotice form not required :
<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> excursions to established destination with experienced staff not involving adventurous activities.
If establishments are unsure, they must contact the key CEC person stated at the start of Section 9.	

9.2 OVERSEAS - Planning

Comprehensive planning and preparation is the most important aspect in ensuring a successful excursion. The Group Leader is responsible for compiling an excursion plan which documents all aspects of the excursion – the amount of detail will be determined by the nature of the excursion.

The early planning process must consider the following:

9.2.1 Purpose

The excursion plan can outline the aims, objectives and benefits of the excursion and provide evidence that the purpose of the excursion is suitable and compatible with the competences of the Staff and the age and experience of participants. It is the responsibility of the Head of Establishment to be satisfied with these requirements.

9.2.2 Using a Tour Operator or Specialist Provider

It is recommended to use a suitable tour operator or specialist provider for more specialist or remote overseas excursions. Suitable third parties are those with experience and expertise of travelling to the planned destination. They should normally also have appropriate industry accreditation. Examples include:

Key Website Links	
ABTA.	LINK
ATOL Protection.	LINK
The Expedition Providers Association (EPA).	LINK
School Travel Forum (STF).	LINK
Specification for the provision of visits, fieldwork, expeditions, and adventurous activities, outside the United Kingdom (BS8848).	LINK

These third parties will often provide additional resources to support an overseas excursion.

9.2.3 Location and Environment

It is essential that the location and environment to be visited have been researched thoroughly. This can be done through:

- prior knowledge from previous excursions;
- contacting other organisations that have visited the location recently;
- utilising the expertise and resources of tour operators and specialist providers; and
- researching guidance provided by the Foreign and Commonwealth Office (FCO), and organisations such as the British Council or Embassies.

Key Website Links	
FCO	LINK
Relevant UK Government website	LINK

If excursions are planned and delivered using CEC staff, it is the responsibility of the Head of Establishment to be satisfied that these persons are competent, which should be judged by examining their relevant experiences, skills and knowledge of the destination. **The Sports and Outdoor Learning Unit will expect to see this documented in the EX form.**

9.2.4 Financial Viability

At the planning stage, an accurate costing must be established and a realistic decision made regarding the viability of the proposed excursion. Where contributions are expected from parents, the information provided must be **transparent** and **realistic**, and should **include 'hidden' costs** such as spending money, visas, inoculations, and additional activities and entrance fees. Contingency monies should be built into the budget for potential emergencies or unseen expenditures.

If fundraising activities are to contribute to financing the excursion, the commitment required from participants has to be made clear from the outset. If support is being sought from external sources (grants, sponsorship etc.), this should be secured before proceeding, to avoid unexpected costs once a commitment from parents/participants has been made. Parents must also be made aware of any payment plans and the consequences of withdrawing from the excursion once initial payments have been made.

Before any payments are made to third parties, travel and personal accident insurance should be in place. [See the Insurance Section.](#)

9.2.5 Passport and Visa Requirements

Group Leaders must check the requirements and restrictions on passports, visas and participant's nationalities at an early stage in the planning process.

Key Website Links	
Passports link.	LINK

9.2.6 Inclusion

Where it is reasonably practicable all children and young people should be able to access the opportunity to participate in overseas excursions. Group Leaders should be aware of, and follow CEC's equality and inclusion arrangements.

An establishment is less likely to discriminate if it plans an excursion taking into account the need to include all pupils irrespective of their protected characteristics rather than if it arranges an excursion and then tries to adapt it to make it inclusive.

It is important to consider how accessible any excursion is in terms of cost, venue, activities etc. Whilst it is not necessary for every participant to be able to take part in every activity it is necessary to make reasonable adjustments and consider alternatives to make the excursion more inclusive.

In some circumstances, additional staff may be required to allow an individual to participate – this needs to be taken in to account in the early planning stages when considering staffing and costs and must not be an additional cost as a result of any individual choosing to participate.

9.2.7 Insurance

[See the Insurance Section.](#) Parents should be made aware of exactly what is and is not covered by insurance.

9.2.8 Accommodation

In the planning stage, the Group Leader must investigate the availability and suitability of accommodation either through research or by contacting a tour operator/specialist provider. Group Leaders must be aware that standards in some countries are very different to those found in Western Europe and North America.

The Group Leader should consider whether the accommodation:

- fits with the aims and objectives of the visit;
- suits the needs and requirements of all participants (including disabled access);
- is suitable for the gender mix of the group;
- provides adequate security and privacy for all participants;
- has easy access to toilets and washing facilities; and
- complies with appropriate safety standards for the nature of the visit.

9.2.9 Health

In the early planning stages and prior to departure it is important to:

- check for pre-existing medical conditions of staff and participants;
- research the medical provision available at the location;
- check requirements for vaccinations and preventative medication; and
- explore the possible use of a European Health Insurance Card (Group Leaders must continue to monitor any changes linked to the UK's proposed exit from the European Union).

Further advice is available from the NHS 'fitfortravel' website.

Key Website Links	
NHS Fit for Travel link.	LINK

9.2.10 Personal Safety

There are countries and areas in the world that are not suitable for CEC led excursions because they could expose participants to unacceptable risks. This can be a fluid and **sometimes rapidly changing situation** and **thorough research** should be done at all stages of the planning process leading up to departure. Heads of Establishment, Establishment Coordinators and Group Leaders should be confident, that in visiting a particular area of the world, that the risks do not outweigh the benefits.

Participants should be made aware of their responsibilities in terms of keeping themselves and other group members safe. Guidance, participant learning and level of preparation will be matched to the location and itinerary of the excursion. This must take account of specialist information provided by third parties.

9.3 OVERSEAS - Risk Assessments

[Also see the Risk Assessment section.](#) It is the responsibility of the Group Leader to prepare a specific risk assessment for all aspects of an overseas excursion for which they are taking direct responsibility. It is very difficult to do this without a pre-visit, or comprehensive researching of any relevant information available from: travel agents, tour operators, the Foreign and Commonwealth Office, Embassies, The British Council, or from other leaders who have undertaken similar excursions.

Tour operators/specialist providers are responsible for risk assessing the aspects of the trip for which they are responsible. Group Leaders must check that risk assessments are in place. Group Leaders are responsible for recording significant and foreseeable risks specific to their visit. This process should where possible involve accompanying adults and participants.

This must take into account the:

- the participants (including leaders and helpers);
- venue;
- culture;
- accommodation (in terms of how it affects the group);
- food and drinking water;
- possible medical emergencies;
- activity;
- transport (to get there and in-country); and
- time of year.

The findings of the risk assessment and the relevant precautions / actions, must be agreed and understood by all participants including accompanying adults (and parents where appropriate) and be reflected in the excursion plan.

9.4 OVERSEAS - Establishing Ratios

As part of the risk assessment, careful consideration has to be given to establishing supervisory adults : participant ratios. The general '[Supervision Section](#)' details the factors that could influence this decision. Overseas excursions may also need to take the following in to account:

- increased risk of illness (staff and / or participants);
- more complex travel arrangements;
- possible delay in staff on 'stand by' being able to join group; and
- inefficient communications systems.

It is the responsibility of Heads of Establishment in discussion with the Excursions Coordinator and Group Leader to ensure that adequate levels of supervision will be maintained should any situation arise during the excursion.

In some circumstances, tour operators/specialist providers supply leaders / guides for the duration of the excursion or for specific parts of an excursion. Whilst this may influence decisions about ratios, consideration has to be given to the importance of accompanying adults knowing participants and their specific needs.

At least **two** competent supervising adults should normally accompany the group.

9.5 OVERSEAS - Information for Parents

For overseas excursions the process of informing parents and participants will need to start well in advance of the visit. In some instances this may be one or two years prior to departure. Specific information should be provided in writing to parents including:

- purpose of the visit;
- proposed itinerary and the learning objectives;

- venue;
- costs;
- passport and visa arrangements;
- domestic and sleeping arrangements;
- health provision;
- supervision arrangements;
- travel arrangements;
- insurance cover; and
- behaviour code.

In addition to written information, Heads of Establishment, Excursions Coordinators and Group Leaders should hold a meeting/s where these points can be discussed.

Communication with parents must include making them aware of procedures for dealing with misbehaviour, or behaviour that gives Group Leaders cause for concern, and the financial consequences of their child having to be returned home from an overseas excursion.

9.6 OVERSEAS - Parental Consent

See the '[Consent Section](#)'. Parental consent must be obtained for an overseas excursion. Detailed information must be provided regarding the visit to enable parents to give informed consent. It is important to remember that parents are giving consent for the itinerary and activities that they have been informed about. Whilst opportunities may arise to do additional activities once on the visit, care needs to be exercised to ensure that parental consent is not being abused.

As part of the consent process, parents should be made aware of / and agree to, the procedures for dealing with unacceptable behaviour.

During Overseas excursions, plans may need to change. It is important that any changes to plans do not vary considerably from what parents have given consent for, and that they do not take part in unplanned activities which would have required parents to have given informed consent.

9.7 OVERSEAS - Preparing Participants

It is particularly important for an overseas excursion to ensure that participants are well prepared. Sufficient time should be given to enable participants to be informed and hold discussion about:

- aims, objectives and benefits of the excursion;
- nature and likely demands of the excursion;
- domestic and sleeping arrangements;
- supervision arrangements, including which adult is responsible for them;
- standards of behaviour expected at all times and the subsequent sanction;
- what to do in the event of an accident / incident; and
- everybody's role in ensuring the safety of all participants.

9.8 OVERSEAS - Transport

Travel to and from the excursion location as well as travel throughout the duration of the excursion requires careful planning. The '[Transport Section](#)' provides generic guidance regarding transport. For overseas excursions, the following information should also be considered.

Inter-country

Overseas excursions can often include travelling across borders be it by air, train, road or ferry. Within Europe, this might not be a major concern but in the developing world this can potentially bring about a host

of different challenges. The following are examples which may require consideration during the planning stage of any overseas excursion:

- health screening when entering other countries;
- visas and passports;
- access to local currency immediately on arrival;
- different baggage allowances;
- different customs allowances and banned items;
- use of cheap local airlines with potentially inflexible tickets; and
- security of possessions, especially in terminals and on public transport.

In-country transport

All potential modes of transport have benefits and drawbacks depending on the country and the purpose of the excursion. In some countries, the safety of participants can be compromised by poor driving standards, badly maintained roads, and other road users and this issue must be outlined to participants and parents to ensure they are able to give informed consent.

Hired transport – The Group Leader must as far as possible be assured that vehicles are well maintained and fit for purpose and that measures will be put in place to address the potential dangers of driver fatigue and over loading.

Public transport - Whilst some countries have high standards of provision others can have unreliable and overcrowded transport. It will be necessary to research the situation thoroughly before committing to using public transport, with particular focus on whether the group can be adequately supervised in a potentially uncontrolled situation. The impact of a large group of participants on other travellers also needs to be considered.

Self-drive hire vehicles – Group Leaders must plan to use reputable hire companies and find out the legal requirements for driving in each country concerned. Previous experience of driving in the country is highly desirable before driving vehicles containing participants.

Establishments planning travel overseas by CEC transport (e.g. minibuses) must contact The Corporate Transport Unit both for the vehicle to be properly prepared and documented and for letters of authority to be issued to the driver/s. A PCV licence is required if you wish to drive a minibus abroad.

Key CEC contacts	
Fleet Management	Russell Road Depot, 38 Russell Road, Edinburgh, Midlothian, EH11 2LP. 0131 337 2307 vehiclehire@edinburgh.gov.uk

9.9 OVERSEAS - Accommodation

Prior to the excursion the Group Leader should if possible / appropriate:

- make a prior visit;
- ask the tour operator/specialist provider for detailed information;
- compile a risk assessment;
- obtain a floor plan showing the location of the group’s rooms. Ideally the rooms should be close together, with the leaders' quarters located nearby or adjacent to enable adequate supervision;
- allocate rooms to participants;
- ensure the Code of Conduct covers behavioural expectations when in their rooms; and
- provide information for parents and participants about the type, quality and organisation of the accommodation.

On arrival, the Group Leader should:

- carry out a fire drill as soon as possible to ensure all participants are aware of the layout of the building, its fire precautions / exits, and the fire assembly point;
- check for any potential hazards (balconies, electrical connections, access to other rooms, external noise etc.) and if necessary establish control measures to deal with these. Where the hazards are extreme or cannot be managed adequately consideration has to be given to insisting on alternative accommodation;
- check that the bedding provided is clean;
- ensure all participants are aware of the system to ensure they are secure overnight; and
- ensure that the participants are aware how to obtain assistance if required at any time.

9.10 OVERSEAS - Adventurous Activities

Any adventurous activities abroad must comply with the guidelines detailed in the '[Adventurous Activities](#)' section of this document. Many countries do not operate as stringently as the UK in respect of outdoor education provision. It is highly recommended that prior to organising any outdoor Learning activities abroad that specific advice is sought from the Sports and Outdoor Learning Unit's Technical Advisers. The OverseasNotice form will help in this regard.

9.11 OVERSEAS - Food and Drinking Water

Food, drink and hygiene overseas can vary considerably from the UK. It is advisable for Group Leader and other staff to identify potential hazards in advance and to make arrangements to mitigate any risk. A pre-visit or seeking information from previous visitors will be useful sources of information, as are travel guides and the internet. Information about potential risks should be shared with participants and parents.

9.12 OVERSEAS - Language and Local Customs

It is an important part of any excursion abroad to investigate and understand the cultural differences of the country groups intend visiting. The aim should be to familiarise the participants in the habits and customs of the country so that they can interact in a socially aware way ensuring that they do not offend local customs. With this in mind, a basic knowledge of the language can greatly enhance the experience of the visit for the participant.

Group Leaders should be able to communicate effectively in the native language of the country or through a translator in order to manage the business relating to the excursion or any problems arising. It is also important to know the laws that apply to your participants in the country visited, such as the age of consent, or the age at which alcohol can be bought and consumed.

9.13 OVERSEAS - Weather, Climate and Clothing

Research the conditions prevailing at the time of the planned excursion. This information must be used to inform participants and parents about any particular clothing/equipment requirements for the planned activities and to raise awareness of any significant risks.

9.14 OVERSEAS - Currency and Contingency Funds

It will be important to consider how spending money and contingency funds will be kept safe and accessed throughout the excursion. The following questions are examples of what should be considered by the staff team:

- Do we take shared responsibility for carrying spending money to reduce risks of theft?
- Do we have access to a credit card as part of the contingency fund?

- How would we pay for medical care if required?
- When/how do we exchange currency?
- Is there a safe in our accommodation?

9.15 OVERSEAS - Communication

In addition to the guidance in the '[Emergency Procedures Section](#)' and '[Mobile Phone Section](#)', the communication system for an overseas excursion has to be flexible yet robust. It is necessary to have a plan in place to enable routine and emergency communications with consideration being given to different time zones, mobile coverage, costs etc.

It is important that the Group Leader and Home Base Contact(s) have agreed the protocol for communication prior to departure. Research must be done to ensure that any plans are realistic and workable.

It is essential that participants and parents are clear about how and when communication will be possible and/or allowed. Participants should be made aware of the potentially expensive costs of calls and data roaming when abroad.

9.16 OVERSEAS - Emergency Details

During an overseas excursion, it is important that the Group Leader has adequate knowledge and information about participants to ensure their wellbeing. Parents should be given the opportunity to pass on any relevant information on the KIC Form and by more informal approaches in the case where there is a need to provide more sensitive information discreetly. The Group Leader must carry up-to-date information for all participants (including accompanying adults) on the following:

- relevant medical information;
- emergency contact details; and
- any other information relevant to the specific visit, such as behavioural and psychological knowledge.

It is essential that this information is shared with all the accompanying adults and external providers as appropriate.

For overseas excursion that involve adventurous activities or venues with specific identifiable risk, it may be appropriate to ask parents for information that may have an impact on the Health and Welfare of the participant (e.g. fear of heights, allergies to animals etc.).

9.17 OVERSEAS - First Aid and Medical Facilities

Access to medical assistance and facilities, and the standard of those facilities, needs to be outlined to participants and parents in the early planning stage. The aims and objectives of the excursion can influence the degree of risk that parents and participants will find acceptable. For example, parents of a young person going on an overseas excursion to Europe could reasonably expect access to similar medical care to that available in the UK. By contrast, the parents of a young person taking part in a visit to a developing country would need to accept that access to medical care is limited.

When considering the location of an overseas excursion it is an important part of the risk assessment to consider:

- the type of medical facilities available;
- how quickly medical care can be accessed;
- the aims and objectives of the excursion;

- the age of the participants; and
- any known medical needs.

The risk assessment process will assist Heads of Establishment, Excursions Coordinators and Group Leaders to agree the level of first aid provision that is required.

Although it would always be advisable to have a trained First Aider accompanying any excursion, it may be the case, that where the risk assessment determines the risk to be low, it may not be necessary to provide a trained first aider among the accompanying staff. By contrast, if the risk assessment indicates a raised or high level of risk it will be necessary for one or more of the accompanying staff to hold a first aid certificate. See the '[First Aid Section](#)'.

It is essential that information is received from parents by means of the KICsingle form and if appropriate KICmed form on any medical history of a child which may be of significance (e.g. asthma, bronchitis, epilepsy) particularly where any form of medication is being taken regularly. In this latter case, the Group Leader must be aware of the type and frequency of use. These arrangements are most important in the case of illness or accident to a participant overseas, where, unless the leaders and doctors were in full possession of the facts, standard treatment could be given which could contradict with medication being taken.

Any stocks of drugs or medicines (including travel sickness tablets) should be put into the care of the Group Leader for safe storage.

The European Health Insurance Card (EHIC) is available online and must be applied for by the parents of each person travelling.

It is advisable to take a contingency fund, as treatment may have to be paid for in advance and money has to be claimed back later.

In the event of any child requiring emergency treatment, the Group Leader will only be responsible for passing on parents' wishes to the medical practitioners in line with the wording on the KICsingle form and if appropriate the KIC2med form. In the case of the administration of blood or blood products some participants may have completed the KICbld form.

Where a participant requires to stay in hospital or any other form of care after the main party have left, an adult supervisor should normally remain with the patient unless some appropriate alternative can be arranged. All such cases must be discussed with the Head of Establishment, Excursions Co-ordinator and/or Home Base contact by telephone before the final decision is taken.

9.18 OVERSEAS - Natural Water Swimming Activities

Swimming and paddling in natural waters such as rivers, canals, the sea or lakes can present significant hazards and the Group Leader must prepare a risk assessment detailing any significant hazards and how they will be controlled. If this is a planned activity it is expected that the Group Leader, or other designated supervisor in the group, will have had the appropriate training as recommended by the RLSS or other appropriate National Governing Body to supervise this activity.

Approval must be given initially by the Head of Establishment before being submitted to the Sports and Outdoor Learning Unit to confirm the safety of paddling and swimming in natural waters. Unplanned and/or unsupervised paddling and swimming in natural waters such as the sea, lakes, rivers etc. must be avoided and this must be made clear to participants in the planning stage.

9.19 OVERSEAS - Swimming Pools and Pools Abroad

There are generally varying levels of provision in terms of facilities and safety management provided in swimming pools overseas. When planning to use an unknown swimming pool for the first time the Group Leader will need to consider the following:

- Is the supervision provided by the owner / operator adequate, including lifeguard provision?
- Is life-saving equipment available?
- Are there adequate means of summoning help?
- Is the water clear?
- Are the changing facilities adequate?

When considering whether to use a swimming pool, it is also essential to consider the depth, layout and size of the pool. The swimming ability/competency of participants must be known. The risk assessment process should list the control measures for these factors and identify whether they are adequate to allow the activity to proceed. Establishment supervisory staff with appropriate lifeguard training and qualifications may be appropriate for the establishment's participants only. Swimming during exchange visits should be reviewed carefully.

Unsupervised and unplanned swimming must not be allowed.

Approval must be given initially by the Head of Establishment before being submitted to the Sport and Outdoor Learning Unit to approve the use of an unsupervised swimming pool abroad.

9.20 OVERSEAS - Exchange Excursions and Home-stays

The Planning of Overseas Excursions that entails accommodating participants with Host Families introduces additional considerations. These include:

- choice of host families. If working with a partner school, or agent, they should normally undertake this role;
- matching each participant to a suitable family;
- vetting host families. In the EU, there are normally systems in place to allow this to take place. If working with a partner school, or agent, they should undertake this role. Where no system exists, it will be necessary to cover the possible consequences in the risk assessment, and provide detailed information to parents to enable them to give informed consent;
- setting up a communication system. This should include having a system so that participants can request staff support should they feel vulnerable or unsafe;
- ensuring that the itinerary and activities whilst with the host families are compatible with the overall ethos and are acceptable to the parents;
- checking that the accommodation arrangements are suitable. Participants should have their own bedroom that is not part of a passage to other rooms, and access to a lockable bathroom;
- checking that additional support needs can be adequately accommodated; and
- ensuring that at an early stage there are good communication channels with key personnel at the location and in the exchange country.

This kind of excursion is **not** normally permitted for **primary-aged pupils**. An appropriate secondary-age will be agreed by considering the [excursion variables](#).

9.21 Guidance on Hosting Pupils from Overseas with Host Pupils' Families

As part of an exchange programme with a partner school, establishments in Edinburgh may facilitate or coordinate accommodation for young people visiting from overseas. This may involve hosting young people from overseas with the families of the establishment's young people.

In this situation, certain procedures should be considered for the **host family**, the **visitor from overseas** and the **hosting establishment staff member** responsible for coordinating arrangements. Recommended procedures include:

The host establishment staff member should:

- Ensure that host families are suitable and matched with their visitors. This may include aspects such as gender, age, diet, religious belief, special needs etc., how well the host family is known to the host establishment;
- Ensure that host families have suitable accommodation for their visitor;
- Ensure a recorded vetting procedure is in place for host families (see 9.22);
- Provide the host family with relevant dietary and medical information for their visitor;
- Set up a communication system, both routine and emergency. This should include daily contact with the visitor and having a system so that all participants can request staff support should they feel unsafe or have any concerns;
- Set up a supervision plan, including who is responsible for what and when, as well as arrangements for remote supervision 24/7;
- Ensure contingency plans are in place should it be necessary to move a young person at short notice;
- Ensure a programme exists for the duration of the visit and that this is communicated to all parties;
- Ensure any activities that the visitor may participate in have been adequately Risk Assessed, including 'family' activities as well as those in the formal programme.

The host family should:

- Provide their visitor with his/her own bedroom that is not part of a passage to other bedrooms, and a lockable bathroom;
- Be aware in advance of medical / dietary needs of visitor and be able to cater adequately for these;
- Know who to contact if they have any worries or concerns during the visitors stay;
- Know enough about their visitor to ensure they enjoy their stay.

The visitors from overseas should:

- Know where to sleep / dress;
- Be aware of any safety arrangements, e.g. fire safety arrangements, any out-of-bounds areas, any alarmed zones of house;
- Know how to behave ('House rules') where they are staying. These may include: use of alcohol, smoking, drugs, sexual relationships, videos, internet use, curfews, bedtimes etc.;
- Have details of their host family (names, address, phone number) in advance of the visit;
- Have a UK enabled mobile phone and charger with adaptor;
- Know who to contact in an emergency;
- Have an agreed 'safe-word' with their emergency contact (meaning 'I want you to come and get me').

References include:

- Going Out There. Scottish Framework for Safe Practice in Off-site Visits. V2.0. January 2016
- Exchanges and Home Stays. Outdoor Education Adviser's Panel – National Guidance. November 2015

- The protection of Young People in the Context of International Visits – Guidelines for Organisers, Revised Edition 2002, The City of Edinburgh Council Education Department

9.22 Guidance on Vetting Host Families for Hosting Young People from Overseas

Key CEC contact	
International Excursions (Overseas) (Andrew Bagnall)	EMAIL or 0131 551 4368 or 0771 8668 558

PVG checks are not mandatory for Host families; the Protection of Vulnerable Groups (Scotland) Act 2007 (PVG Act) effectively gives organisations a free hand in determining whether or not to require PVG Scheme membership or disclosure records for host parenting activities.

The need for such checks should be determined through a risk-based assessment applied using robust, even-handed and coherent criteria.

It is an offence for an individual to act as a host parent if barred from doing regulated work with children. Organisations are under the same duty to refer individuals who become unsuitable to be host parents as they are in respect of their employees and other workers.

Establishments should:

- apply coherent criteria to all potential host parents in the same way (i.e. not just require checks of only some parents who appear to be less suitable than others);
- identify those criteria in advance and share them with potential host parents;
- consider any advice given by relevant bodies; and
- have regard to how other similar organisations manage similar host parenting activities.

Individuals aged 16 or over living in the same household as the host parent(s) are not eligible for disclosures under the PVG Scheme but are eligible for an enhanced disclosure. In theory, the decision to check these individuals is not contingent upon the decision in respect of checking the host parent(s) but, in practice, there would need to be an extremely strong justification for checking these individuals if the host parent(s) themselves were not required to obtain a disclosure under the PVG Scheme.

Factors that establishments should consider in determining whether to require PVG scheme membership for host parents include:

- the duration of the stay;
- whether the young people have the opportunity to meet responsible adults other than the host parents on a daily basis (i.e. the opportunity to report concerns about the host parent to another responsible adult);
- the views of the “sending” organisation / parents of the young people; and
- the age and vulnerability of the young people being hosted.

Establishments should be careful about assuming that just because an individual has children of their own or has done host parenting before that these factors alone make them suitable to do host parenting.

Further sources of information:

1. The Protection of Vulnerable Groups (Scotland) Act 2007 (PVG Act)

2. Going Out There. Scottish Framework for Safe Practice in Off-site Visits. V2.0. Scottish Government, January 2016
3. Exchanges and Home Stays. Outdoor Education Adviser's Panel (OEAP) National Guidance. November 2015
[OEAP comprises advisers engaged by Local Authorities, academy trusts and independent schools in England and Wales: OEAP provides guidance on the requirement for Disclosure & Barring (DBS) checks for host families]

Section 10 MOBILE PHONES

The Group Leader must plan for the permitted use of mobile phones by participants during the excursion. This must comply with any relevant **establishment** and **Council** policies and procedures including:

- Mobile phones in schools and educational establishments:

Key CEC Orb website link:

LINK

- The use of camera and filming functions should be in line with current CEC Guidelines. Photographing and videoing children and young people in educational establishments:

Key CEC Orb website link:

LINK

Access and restrictions to the use of mobile phones must be understood by all participants and parents/guardians well before departure.

Access to mobile phones by staff is often an important part of contacting the establishment to provide updated information and for any response to significant occurrences.

Access to a reliable mobile signal should be carefully researched. The home base contact and any other relevant staff should be informed and updated about any likely loss of signal and additional information e.g. estimated duration, location and access to landline telephone numbers.

Possession and use of mobile phones by **primary aged** young people whilst on excursions is **not normally permitted**. Permission for **secondary aged young people must be carefully considered by each establishment**.

The use of mobile phones by certain young people, generally of upper secondary school age, is permitted by **some** establishments. This **must** comply with all relevant establishment and Council policies and procedures. The use of phones by young people must be evaluated by the establishment/Group Leader regarding the potential **benefits** e.g. route finding and communication during remote supervision and **risks** e.g. non-authorised/inappropriate communication to others, data and call charges/costs, loss and damage to phones and increased risk of criminal activity (stealing phones).

If permitted, the use of mobile phones must be carefully planned, purposeful and a clear code of practice put in place, like that expected onsite at school. This can include mobile phone use during specific times and locations e.g. to support remote supervision activities. Some establishments 'store' mobile phones and only give them out at specific times during an excursion. It must be made clear to parents/guardians that the establishment is not liable for costs including those associated with 'roaming abroad'. In the case of

most significant occurrences, it is good practice to collect young persons' phones to manage communication back to the establishment and parents/guardians.

Section 11 EMERGENCY AND/OR INCIDENT PROCEDURES

11.1 EMERGENCY AND/OR INCIDENT PROCEDURES - General

Serious accidents and incidents during excursions are extremely rare. But occasionally accidents can and do happen, even on well planned excursions, and emergency procedures are an essential part of planning for any excursion.

Each establishment should have pre-arranged procedures for action in case of emergencies and significant incidents, including serious injury, or the loss of a party member. These should include precise instructions and list telephone numbers of emergency contacts for the whole duration of the trip.

The Group Leader, who will usually take charge in an emergency, must ensure that emergency procedures are in place and that back-up cover is arranged.

11.2 EMERGENCY AND/OR INCIDENT PROCEDURES - Off-site Emergency Procedures

In an emergency, or if there is a significant incident, it is vital at the outset that the Group Leader makes an accurate assessment of the situation and takes appropriate action by:

- (a) ascertaining the nature and extent of the emergency/incident;
- (b) ensuring that all group members are accounted for and that the party is protected from further injury or danger;
- (c) ensuring that first-aid is provided in the case of injury or instituting an immediate search in the case of a lost party member (ensure the safety of everyone during these actions);
- (d) contacting the police and/or other emergency services, where necessary.

In addition, the Group Leader or delegated persons should:

- (a) establish the name/s of any injured or lost group members;
- (b) obtain immediate medical attention;
- (c) ensure that all group members, who need to know, are aware of the incident and that emergency procedures are being followed;
- (d) alert the Home Base Contact and when appropriate the excursions coordinator if the problem is or would appear to be going to become significant;
- (e) relay to the Home Base Contact incident details including;

the name/s of the casualty/ies/missing person/s; the nature, date and time of the incident; the location of the incident; details of injuries; action taken so far;

- (f) as soon as practicable, write down relevant facts and witness details and preserve any vital evidence;
- (g) keep a written account of all events and contacts after the incident;
- (h) the media should not be spoken to and should be referred to the Council's Media Team;
- (i) the name of any casualty should not be divulged to the media as this could cause distress to parents and relatives; and
- (j) control participant access to telephones.

Where there is only one member of staff with a group and the emergency requires their temporary separation from the group, it is important to ensure that the group is fully briefed and that arrangements for supervision by a responsible adult replacement are quickly accomplished. The group should be returned to their establishment or to the agreed return point as soon as possible.

11.3 EMERGENCY AND/OR INCIDENT PROCEDURES - Establishment Based Procedures

In the event of a serious accident/incident, the named Home Base Contact should be alerted.

The Home Base Contact must:

- (a) ensure that the Group Leader is in control of the emergency and establish if any assistance is required from the base;
- (b) act as a link between the group and the parents, who should be kept as well-informed as possible at all stages;
- (c) report the incident to the Excursions Co-ordinator at the earliest possible time. If he/she cannot be contacted, phone 0131 200 2000 and inform the Emergency Switchboard that it is a Children and Families emergency/significant incident; and
- (d) the Excursions Co-ordinator must liaise with the Head of Establishment and the Council's Media Team, who will deal with questions from and/or publicity releases to the media.

Incidents, including near misses, must be reported to the Council's Health and Safety section.

Key CEC Orb website link:

LINK

Persons recording incidents via the Council's system must use the word 'excursion' throughout the description of events. This will help the Health and Safety Team to extract data on excursion incidents.

When alerted and if required, the Health and Safety section will undertake the necessary reporting to the Health and Safety Executive.

11.4 EMERGENCY AND/OR INCIDENT PROCEDURES - Media Contact

Refer the media to the Council's Media Team. The Media Team can be contacted during normal office hours by calling 0131 529 4040. For out of hours incidents, the best option is to contact the Council's Contact Centre on 0131 200 2000 and they will alert the duty media officer.

The Media Officer will liaise with officers, politicians and, where relevant, the emergency services and other organisations, to manage media interest. They will also liaise with departmental colleagues to arrange any other communications required.

It is important that the name of any casualty is not divulged to the media.

11.5 EMERGENCY AND/OR INCIDENT PROCEDURES - General procedures in the event of an emergency/significant incident

Mobile telephones carried by accompanying staff could save valuable time in the event of an emergency, but it should be noted that their range may be limited in certain areas.

Legal liability should not be discussed or admitted.

In the event of serious injury or fatality, staff should ensure that maximum possible support is given to parents.

Section 12 ADVENTUROUS ACTIVITIES

12.1 ADVENTUROUS ACTIVITIES – General (see also Appendix 7)

This guidance describes those procedures specifically relating to adventurous activities and applies to all excursions involving adventurous activities and to all participants whatever their age.

This document does not attempt to curb or restrict adventurous activities, except in so far as some projects may require modification through the approval procedure. It defines the administrative procedures and codes of practice, which are necessary to ensure that all reasonable safety precautions have been taken.

Activities detailed in this section are not necessarily hazardous in themselves but many are so extensive in their range and form that they may have hazardous aspects.

Accepting that there is inherent risk in many activities, those in charge of programmes should be aware of techniques and approaches that minimise this risk.

The very nature of some adventurous activities involves an acceptance that things do not always turn out as expected. Getting cold, becoming unintentionally wet or arriving home late are all possible and it should be accepted that such minor problems do sometimes occur.

All activities both within and out of normal operating hours must be planned and carried out with the full knowledge and approval of the Excursions Co-ordinator who retains overall responsibility for the safety of participants.

Technical advice and guidance, particularly in relation to these procedures, may be sought in the first instance from the Sport and Outdoor Learning Unit.

12.2 ADVENTUROUS ACTIVITIES – Examples of Adventurous Activities

Whilst it is not intended as a legal definition, for the purposes of this document Adventurous Activities **consists of:**

- **Activities** including rock climbing, mountain climbing, hill-walking, gorge walking, off-road biking, sailing, canoeing, rafting, skiing, caving (and potholing), sub-aqua, adventure and problem solving games and initiative and self-reliance tests. Motorised Sports such as quad biking, off road driving, paintballing.
- **All expeditions**, for whatever purpose and by whatever means (on foot, cycle or boat), **in remote country**.
- **Excursions to potentially hazardous environments such as:**
 - **Beaches and coastal areas**, where the intention is to go in or on the water;
 - **Swimming in natural waters, such as rivers, lochs, the sea;**
 - **Inland Waterways** (rivers, lochs and reservoir, canals), where the intention is to go in or on the water;
 - **Hills and forests** (with potential weather, navigation, accident/evacuation problems);
 - **Ruined buildings, high structures, old bridges** (with a danger of falling or injury from loose masonry);
 - **Trampoline parks** (subject to review in Autumn 2018); and
 - **Quarries and old mine workings** (particularly hazardous environments demanding very careful preparation).

12.3 ADVENTUROUS ACTIVITIES – Qualifications for Leaders

Staff, leaders or volunteers, may only lead outdoor activities if they hold the current and relevant National Governing Body Leadership Award for the activity being undertaken or have prior approval by the Sport and Outdoor Learning Unit.

It is not sufficient for staff to have had long experience but no qualifications. Experience must be validated by the possession of the award.

“Local approval” schemes will only apply when the Sport and Outdoor Learning Unit has given prior approval.

“Local approval” schemes will mainly occur where there is no National Governing Body Award, e.g. gorge walking.

Excursions Co-ordinators are required to hold photocopies of the relevant qualifications of staff. Copies of these relevant qualifications should be available for examination by the Adventure Activities Licensing Service, the Council’s Outdoor Learning Development Officer, Council Auditors, Council Health and Safety Advisers and any other person or body authorised by the manager of the Sport and Outdoor Learning Unit.

It should be noted that some awards are valid only for a specified time before they must be re-validated.

A member of the supervising team must hold a valid first-aid certificate for all activities detailed in Appendix 7.

Leadership qualifications for the more common adventurous activities are listed in Appendix 7 to this document. (From time to time national governing bodies change or amend their award structures. Staff should therefore refer to the Children and Families area of the Orb for the latest guidance on relevant qualifications.)

For activities not listed or for unusual excursions such as large-scale sponsored walks etc, expert advice should be sought from the Sports and Outdoor Learning Unit.

12.4 ADVENTUROUS ACTIVITIES – Supervision and Supervising Ratios

[Section 3.2](#) of this document gives general advice in respect of supervision and supervising adults : participant ratios.

Ratios for specific activities are given in Appendix 7 to this policy.

The ratios quoted are the maximum permitted and more favourable ratios should be used, for example when the weather is particularly severe or the participants have additional support needs.

Adult "helpers" can be either a help or a hindrance. An adult novice canoeist, for example, is of no help to an activity leader and should count in the participant quotient.

The inclusion of unqualified adult helpers in a group does not permit for extra participants.

12.5 ADVENTURE ACTIVITIES - Using Licensed/Approved Providers

When planning to use adventure activity facilities offered by a commercial company or by another local authority the Group Leader should check:

- (a) Whether the provider is licensable under law and, if so,
- (b) that the provider actually holds a licence.

The relevant legislation is the Activity Centres (Young Persons Safety) Act 1995 and the associated Adventure Activities Licensing Regulations 1996. Activities may be licensable when commercial companies sell them or when local authorities provide them with or without a charge. The latest list is available via:

Key website link	
Adventure Activities Licensing Authority (AALA) General	LINK
CURRENT AALA Activities	LINK
Find an AALA Provider:	LINK

Whether or not a provider needs a licence will depend on a number of factors. These include the age of the participants (provision for people aged 18 and over is not within scope of the regulations) and the location of the activities. Holding a licence means that a provider has been inspected and the Licensing Service is satisfied that appropriate safety measures are in place for the provision of the licensed adventure activities.

Other elements of the provision - such as catering and accommodation - are not covered by the licensing scheme. These should be checked separately by the Group Leader.

The Group Leader should also check the provider's arrangements for supervision and recreation during the evenings and between adventure activities.

Where establishments wish to use a third party to provide staff and/or facilities for adventurous activities, that provider must meet certain criteria set down by the Sports and Outdoor Learning Unit. Ideally, each provider is vetted to ensure that they meet these standards before being added to the list of Approved Providers.

Excursions Co-ordinators wishing to use providers **not** on the list should seek specific advice from the Sports and Outdoor Learning Unit on what information they will be required to provide.

New providers can be added to the Approved Provider list as long as at least six weeks notice is given before the planned excursion to allow time for all the checks to be carried out.

Leaders retain overall responsibility for participants at all times during adventure activities, even when the group is under instruction by a member of the provider's staff.

Everyone, including the participants, must have an understanding of the roles and responsibilities of the establishment's own staff and the provider's staff. Group Leaders and other supervising adults must intervene if they are concerned that participant safety may be at risk.

There is currently no Approved Provider list for providers of Category 1&2 activities (e.g. Cinemas, Ice skating, Museums, Theme Parks, Zoos) as these are inherently less hazardous and generally are licenced to be open to the public. The Council's Approved List contains providers of Category 3 and 4 activities (e.g. all outdoor pursuits, Archery, Mountain activities, Horse riding/trekking, Paintball, Quadbiking, Skate boarding).

For any activities not listed, or for technical advice please contact the Sports and Outdoor Learning Unit.

12.6 ADVENTUROUS ACTIVITIES – Children and Families Department-led Outdoor Adventurous Activities

Before sanctioning an excursion where a member of staff from his/her own establishment provides outdoor leadership, the Excursions Co-ordinator should ensure that:

- (a) staff are appropriately qualified and experienced (Appendix 7);
- (b) an adequate risk assessment has been made
- (c) satisfactory emergency procedures have been prepared.

Form EE1 should be submitted to the Sports and Outdoor Learning Unit for approval and registration at least three weeks before the planned expedition.

12.7 ADVENTUROUS ACTIVITIES – Risk Assessment and Remote Supervision

The aim of activities for some groups of participants may be to encourage independence and investigative skills. Such opportunities occur in a range of activities (e.g. the Duke of Edinburgh and John Muir Awards, in project work, field work and environmental studies and other Outdoor Learning activities.)

The Group Leader remains responsible for participants even when not in direct contact with them. He/she should therefore establish clear ground rules and must ensure that participants are equipped with the necessary skills and techniques before the venture and that experience is acquired gradually and progressively as participants achieve their independence.

As a minimum, participants should have:

- telephone numbers and emergency contacts if lost;
- street maps and street plans if necessary;
- an awareness of how to use local telephones; and
- knowledge on how to call for help if in trouble.

Unless a requirement of the venture e.g. Duke of Edinburgh's Award, it is important that participants are told not to go off on their own and that they understand the reasons for this precautionary measure. There is specific guidance on river crossings available on the Orb.

Parents should always be informed of the aims and objectives of this independent work.

Section 13 CURRICULAR SWIMMING

13.1 CURRICULAR SWIMMING (FOR ESTABLISHMENTS ONLY)

Curricular swimming is provided via CEC school pools or other hired locations. This must be taught by an **appointed and qualified swimming teacher** or the **establishment's own appropriately qualified member of staff (see 11.5)**. This role will be referred to as a 'swimming teacher' for this section.

This document is intended to clarify what is expected of participants and what is required of head teachers to ensure safe and high quality curricular swimming.

13.2 CURRICULAR SWIMMING - Allocation of Space

CEC secondary schools will use their own pools to deliver the school curriculum to their pupils. Where there is free capacity, these schools should support the use of their pools by CEC schools with no pool.

For CEC primary schools without a pool, The Sport and Outdoor Unit will invite annual applications for swimming provision. Allocations will be made based on the size of establishment, ease of access to swimming facilities and Devolved School Management staffing arrangements. Unless there is an approved swimming teacher available to accompany the group from the primary school itself, an approved swimming teacher will be provided.

The administration of CEC curricular swimming programmes is co-ordinated by the Sports and Outdoor Learning Unit.

13.3 CURRICULAR SWIMMING - Supervision and Organisation

The Head Teacher is responsible for ensuring curricular swimming excursions are adequately supervised at all times, including the transport stage, the transition into and out of the pool, and use of the changing facilities. Key points include:

- General supervision guidance is available previously in this document – [CLICK HERE](#);

- School staff, other accompanying supervising adults including parents, and the swimming teacher must be familiar with and follow the appropriate parts of the pool's standard operating procedures and relevant risk assessments;
- There must be **adequate lifesaving provision** (personnel and equipment) as required by the individual pool's standard operating procedures and relevant risk assessments.
- The Group Leader must oversee the pupils on the journey to and from the pool. On arrival, the Group Leader will retain overall responsibility for the group and will remain with them to actively oversee general and disciplinary supervision;
- If the group is to be accompanied by a member of staff and an approved helper, the teacher will be the Group Leader;
- For sessions towards the end of the school day, pupils should be supervised back to their school before being dismissed. Any other arrangements must be approved by the Headteacher and with the knowledge and consent of parents/guardians/carers;
- The Head Teacher is responsible for making suitable arrangements for pupils who have been approved not to take part in a swimming session. School staff must ensure they follow guidance from the pool provider relating to specific medical circumstances;
- The swimming teacher will be responsible for the control of pupils during the actual teaching process. This control will be appropriate to the swimming ability of the pupils, and will take account of the numbers, water space available and other uses of the pool;
- The swimming teacher will co-operate with the Group Leader to ensure a smooth and safe progression of the group in and out of the pool area, including changing areas;
- For pupils with additional support needs, swimming provision must be carefully planned well in advance, roles and responsibilities defined and should involve the swimming teacher and pool staff/provider;
- The swimming teacher is neither responsible for the administration of medication, the oversight of self-medication nor for the general behaviour of pupils outside the pool hall. **Nevertheless, it is essential that all relevant information on specific pupil needs, including medical or behavioural needs, is shared with the swimming teacher in advance of the first session;**
- Any essential information should be passed to the swimming teacher. This can be done via a class list. Head Teachers must ensure that the confidential aspect of this information will be fully respected by the swimming teacher, stored securely for the duration of the swimming programme and then destroyed securely or returned to the school;
- The Group Leader must have an accurate register of pupils present for that session. This must be communicated to the swimming teacher;
- On the first visit to a pool, the Group Leader, swimming teacher and any other relevant staff must ensure all participants understand and follow 'pool rules' and what to do in an emergency. At appropriate intervals, suitable reminders should be given and emergency procedures practised when necessary;
- All staff must be familiar with the pool's standard operating procedures for emergency procedures. This includes an alert system for additional assistance; and

- All incidents, including near misses, must be reported via the SHE system. The Head Teacher must receive a copy of this report. [CLICK HERE FOR MORE INFORMATION ON THE SHE SYSTEM.](#)

13.4 CURRICULAR SWIMMING - Ratios

Normally, Head Teachers will send one class for swimming tuition at each lesson.

Whilst there is no specified maximum number of pupils for a swimming class, there is a **maximum swimming teacher/pupil ratio of 1/20 for pupils in the swimming pool at any time**. This ratio **may need to be reduced** depending on the needs and ages of the pupils. It is important therefore that all needs are shared with the swimming teacher so an appropriate ratio is planned. Sessions must be organised so that the agreed ratio is maintained. Any additional staff deployed to reduce this ratio, for example - 1:1 support, must be adequately qualified and informed about safe practice. Group leaders should contact the Sports and Outdoor Learning Team for additional guidance and support with qualifications and supervision.

Pupils not in the pool must be adequately supervised by **other** staff and accompanying adults in a safe location.

13.5 CURRICULAR SWIMMING - Staff Qualifications and Requirements

Swimming teachers must hold either an appropriate professional training certificate, a current qualification from an appropriate training organisation or an acceptable alternative. The recommended qualification is the National Rescue Award for Swimming Teachers and Coaches (NRASTC). Information about any other qualifications which may be considered can be obtained from the Sports and Outdoor Learning Unit.

Before commencing any swimming lesson, the swimming teacher must be fully aware of the depth of the water and whether there are features or equipment requiring special supervision. He/she must have a thorough knowledge of the swimming pool's normal/standard operating procedures and of the emergency action procedures for the pool and indeed of the establishment.

The swimming teacher must be able to:

- (a) observe the water, and effect a prompt rescue. This requires an ability to use any emergency equipment provided for this purpose, enter the water safely, swim, dive to the deepest part of the pool, recover and land a bather in difficulty; and
- (b) give effective resuscitation including the additional skills to use any resuscitation equipment provided at the pool; and
- (c) give emergency first-aid.

It is strongly recommended that the competency of swimming teachers who have responsibility for the direct supervision of swimming pool activities is assessed regularly in line with the guidance provided in the HSE publication 'Managing Health and Safety In Swimming Pools' (HSG179). This will be replaced with new guidance when it becomes available.

It is similarly recommended that the procedures for emergency rescue are regularly practised in establishment swimming pools and the results recorded.

Where a public pool is used, appropriate arrangements shall be made for the swimming teacher to participate in an organised emergency drill where practicable.

13.6 CURRICULAR SWIMMING - Advice and Training for Staff

Advice is available, if required, through the Sports and Outdoor Learning Unit on all aspects of first-aid, life-saving and teaching of swimming. In-service training can be arranged, where necessary.

Section 14 CYCLE TRAINING (Bikeability)

14.1 CYCLE TRAINING (Bikeability) - General

Further guidance is available on the Orb. As a general principle, levels 1 and 2 of Bikeability training are out of scope of this policy. Level 3 would be in scope and is detailed in Appendix 7 Adventurous Activities.

Section 15 FARM VISITS

15.1 FARM EXCURSIONS - General

These excursions often provide excellent opportunities for young people to understand how and where food is sourced. With an increasing number of initiatives such as the Countryside Stewardship Scheme, farmers are keen to show the public about how they are managing the land and producing valuable resources. It is important that young people understand the important links between what they buy in shops and supermarkets, and what takes place on farms.

Farms can be dangerous places, even for those who work on them. Therefore, farm excursions need to be carefully planned by the farmer and the organising staff to ensure that risks are minimised. The most obvious hazards are: moving machinery and vehicles; animals; electric and barbed wire fences; infections and bacteria; slurry tanks and grain/feed silos; chemicals; and stacks of bales.

At the planning stage, Group Leaders must check the provision at the farm to ensure that:

- eating areas are separate from those where there is any contact with animals;
- there are adequate clean and well-maintained washing facilities; and
- there is clear information for visitors on the risks and the precautions to take.

Before excursion:

- consider the advice in the sources of information listed below;
- decide the ratio of adults to participants;
- discuss with the other supervising adults who may be parents or staff of the establishments, crèche etc – about their role during the visit;
- discuss with participants the rules for the visit;
- make sure participants wear appropriate clothing, including footwear; and
- check that any cuts, grazes etc on participants' hands are covered with a waterproof dressing.

During and after the visit make sure that the participants:

- do not place their faces against the animals;

- always wash their hands thoroughly before and after eating, after any contact with animals, and again before leaving the farm;
- eat only food that they have brought with them, or food for human consumption, in designated areas, and never eat food which has fallen to the ground, or taste animal foods;
- do not suck fingers or put hands, pens, pencils or crayons etc in mouths;
- clean or change footwear before leaving, remembering to wash their hands after any contact with animal faeces on their footwear;
- do not use or pick up tools;
- do not climb on to walls, fences, animal pens or stacks of bales;
- listen carefully and follow instructions given by the farm staff;
- approach and handle animals quietly and gently;
- do not chase, frighten or torment the animals; and
- do not drink from farm taps other than designated drinking water sources.

If a child or member of the group shows signs of illness after a visit, advise them or their parent or carer to visit the doctor and explain that they have had recent contact with animals.

Sources of Advice:

- *Avoiding ill health at open farms – Advice to farmer* – with teachers supplement – Health and Safety Executive Agriculture Information Sheet no 23 (revised 2002);
- *Farmwise* – Health and Safety Executive MISC165;
- *Guidelines for Farm Visits* – The Royal Highland Education Trust;
- *Taking the Classroom to the Countryside* – The Royal Highland Education Trust;
- *E Coli 0157 Infection* – The Scottish Executive Health Department;
- *E Coli 0157 Recreational Use of Animal Pasture* – The Scottish Executive Health Department;
- *Health Tips for Teachers Leading Establishment Visits* - NHS Scotland.

All of this information is available and can be printed off from the Scottish Executive website on www.scotland.gov.uk/library5/health/ecsip-00.asp

Additional advice and guidance is available from the Royal Highland Education Trust (www.rhet.rhass.org.uk) which has resources in many parts of Scotland.

Section 16 WATER PROVISION (expeditions)

See Section 18 (Appendices) for additional and essential guidance on water provision for expeditions.

Section 17 TRAMPOLINE PARKS

See Section 18 (Appendices) for additional and essential guidance on Trampoline Parks. These are being approved individually. See the section '[CEC Approved Adventurous Activities Provider List](#)' to gain access to the list and for those parks which are available to CEC establishments. It is the responsibility of the Head of Establishment to ensure there is a clear justification for these excursions. This includes important outcomes for the users. These are currently classed as Category 4 excursions (this is being reviewed in Autumn 2018 – Excursions Coordinators will be kept informed.

Section 18 APPENDICES – Links to forms and resources

NOT ALL FORMS ARE REQUIRED FOR ALL EXCURSIONS!

	Form Name	NEW Codes	Notes	When do we use this form?
	Different forms link to different types of excursions.			
Appendix 1 (a)	Category 3 Approval Form (standard/single)	EX3single	For single non-residential excursions with a CEC Approved Adventurous Activities Provider (category 3).	Standalone/single Category 3 excursion.
Appendix 1 (b)	Category 3 Approval Form (multiple/programme)	EX3multi	For a continuous/regular programme of multiple non-residential excursions. Normally with the same CEC Approved Adventurous Activities Provider/s (Category 3) involving a defined set of activities.	Continuous Category 3 programme (see notes).
Appendix 2 (a)	Category 4 Approval Form (standard/single)	EX4single	For single excursions (Category 4).	Standalone/single Category 4 excursion including overseas excursions.
Appendix 2 (b)	Category 4 Approval Form (multiple/programme)	EX4multi	For a continuous/regular programme of multiple Category 4 excursions. Normally with the same provider/s involving a defined set of activities.	Continuous Category 4 programme (see notes).
Appendix 3 (a)	Key Information and Consent Form (Annual)	KICannual	Annual KIC form. To support categories 1 and 2 excursions recommended model. Renewed annually. See policy guidance and suggested model . Removes the need to gain consent for individual excursions.	Annually to renew consent and medical information.
Appendix 3 (b)	Key Information and Consent Form (Single)	KICsingle	For Categories 3 and 4 excursions except for visits to CEC centres.	Normally for categories 3 and 4 excursions to gain consent and provide medical information.
Appendix 3 (c)	Key Information and Consent Form (Centres)	KICcentres	For excursions to CEC centres (Categories 3 and 4).	Normally for categories 3 and 4 excursions to gain consent and provide medical information.
Appendix 3 (d)	Key Information and Consent Form (Adult)	KICadult	For supervisory adults attending Categories 3 and 4 excursions.	
Appendix 3 (e)	Medical Consent with Exception	KICbid	Medical consent with the exception of the	If parents have not given consent in KICannual or

	of Blood Transfusion		administration of blood or blood products.	KICsingle for blood transfusions.
Appendix 3 (f)	Medication and Medical Treatment Record	KICmed	Out of school medication, medical treatment and medication recording form.	If the participant is taking any medication, this form should be completed.
Appendix 4 (a)	Excursions Privacy Notice			
Appendix 5	Overseas Initial Notification and Approval Form	Overseas Notice	Advance notice to 'International Excursions' for overseas excursions.	Overseas excursions.
Appendix 6 (a)	Checklist: Group Leader			
Appendix 6 (b)	Checklist: Participants			
Appendix 7	Adventurous Activities			
Appendix 8	Link to CEC risk assessment template. CLICK HERE			
Appendix 9 (a)	Water provision (DofE expeditions or similar) – risk assessment.			
Appendix 9 (b)	Water provision (DofE expeditions or similar) – risk assessment guidance.			
Appendix 10 (a)	Trampoline Parks – JumpStation – risk assessment.			
Appendix 10 (b)	Trampoline Parks – JumpStation – risk assessment guidance.			
Appendix 11	Guidance on Sponsored Walks			
Appendix 12	Skincare – Skin Safety			
Appendix 13	Feedback form. This is now online. (a) Benmore and Lagganlia evaluation form . Groups will be given the password and a paper copy at the start of their visit. (b) Non-Benmore and Lagganlia categories 3 and 4 form .			

