Excursions Policy Summary Guide

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| **Document version** | Version 1 July 2018.  Check <https://orb.edinburgh.gov.uk/excursions> for any updates. |

**10** things to help you with The City of Edinburgh Communities and Families Excursions Policy

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| **1** | Excursions Policy: | The latest version is available via the Orb: <https://orb.edinburgh.gov.uk/excursions>  The Sport and Outdoor Learning Unit maintains the Policy and resources. | | | |
| **2** | Key Dates: | **1 June 2018** | | Revised Excursions Policy launched. | |
| **1 September 2018** | | Excursions Coordinators should be registered. | |
| **31 January 2019** | | Excursions Coordinators should have attended their Excursions Coordinator Training.  Category 3 excursions after this date require the Group Leader to have attended the Group Leader (Theory) training. | |
| **3** | Training: | All our excursions training is accessible via the Outdoor Learning prefix: [LINK](http://www.edinburgh.gov.uk/directory/104/a_to_z/O)  **Group Leader (Theory) – mandatory** for category 4 excursions (plus category 3 from January 31, 2019).  **Group Leader (Practical)** – **optional**. Useful course for employees in the early stages of their career. Must attend GLT (Theory) as a pre-requisite.  **Excursions Coordinator Training** – **mandatory** for Excursions Coordinators from January 31, 2019.  Location: Bangholm Outdoor Learning Centre.  We can deliver at your school/within a cluster. Minimum of 12 participants. Please contact [excursions@edinburgh.gov.uk](mailto:excursions@edinburgh.gov.uk). | | | |
| **4** | Forms: | The latest copies are available via the Orb: <https://orb.edinburgh.gov.uk/excursions>  Forms summary:  Each EX form includes a set of guidance notes.  The KIC forms support GDPR requirements.  Excursions privacy notice is available via <https://orb.edinburgh.gov.uk/excursions>. | | | |
| **5** | Excursion Coordinator Registration: | All CEC establishments must have a registered Excursions Coordinator. Registration is quick and easy via: [LINK](https://www.surveymonkey.co.uk/r/SR8XMW8) | | | |
| **6** | Induction: a new Group Leader or Excursions Coordinator? | Use the Excursions Policy Induction Guides accessible via <https://orb.edinburgh.gov.uk/excursions>  or our new website. | | | |
| **7** | Excursion Categories:  See Section 3.3 of the Policy.  <https://orb.edinburgh.gov.uk/excursions>. | Category **1** | Category **2** | Category **3** | Category **4** |
| Routine and Regular | Extended | CEC Adventurous Activity Provider  (**not residential**) | Residential, Overseas, non-Cat 3 adventurous and Hazardous Environments |
| Familiar to the participants. | In time and/or location. | Link to the list. | Includes trampoline parks. |
| **8** | View our ‘At a Glance Matrix’: | Categories, forms, key information, consent, approval and deadlines all on sheet!  June 2018 version: | | | |
| **9** | Make sure you understand the insurance provision: | Always view Section 5 of the policy or the embedded document within the EX forms.  June 2018 version of Section 5: | | | |
| **10** | Contacts: | We are here to help. Use the appropriate contact below. | | | |

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| **Key Contacts** | **Email/Tel** |
| **General excursions admin and submission of forms**. | [excursions@edinburgh.gov.uk](mailto:excursions@edinburgh.gov.uk) |
| **Excursions advice** (general, adventurous activities/technical advice, UK based excursions) – Cliff Smith. | [Cliff.Smith@edinburgh.gov.uk](mailto:Cliff.Smith@edinburgh.gov.uk)  0131 551 4368 |
| **International excursions advice** – Andrew Bagnall. | [Andrew.Bagnall@edinburgh.gov.uk](mailto:Andrew.Bagnall@edinburgh.gov.uk)  0131 551 4368 |
| **The Duke of Edinburgh’s Award advice** – Fraser Robertson/Pam Waugh. | [Fraser.Robertson@edinburgh.gov.uk](mailto:Fraser.Robertson@edinburgh.gov.ukPam.Waugh@edinburgh.gov.uk)  [Pam.Waugh@edinburgh.gov.uk](mailto:Fraser.Robertson@edinburgh.gov.ukPam.Waugh@edinburgh.gov.uk)  0131 551 4370 |
| **Bangholm Outdoor Learning Centre**. Craighall Gardens. Edinburgh. EH6 4RJ. | 0131 551 4368  [Website](http://www.edinburgh.gov.uk/info/20160/outdoor_learning/771/bangholm_outdoor_centre) |
| **Benmore Outdoor Learning Centre**. By Dunoon. Argyll. PA23 8QX. | 0136 970 6337  [Website](https://www.benmorecentre.co.uk/) |
| **Lagganlia Outdoor Learning Centre**. Kincraig. Kingussie. Inverness-shire. PH21 1NG. | 01540 651 265  [Website](http://www.lagganlia.com/) |
| **Principal Officer for Outdoor Learning.** Andrew Bradshaw. | [Andrew.Bradshaw@edinburgh.gov.uk](mailto:Andrew.Bradshaw@edinburgh.gov.uk)  07718 660 549 |