

The main Policy (PART ONE) must be followed closely, therefore excursion leaders and organisers should have access to and have read the whole of that document.

**There are 3 forms in this section:**

**LEADER & HEAD'S CHECKLIST EX A1** must be completed and retained for Service audits.

**HEAD'S APPROVAL FORM EX A2** is used by the Head for approving the excursion.

The Head's Approval page **MUST** be copied to the Service before the excursion commences.

Written Risk Assessments are necessary for ALL excursions. These should be attached, by the leader, to the Leader & Head's Checklist. EX A2 must also be retained for Service audits.

**POST EXCURSION EVALUATION EX A3** is an essential part of the overall Risk Management strategy.

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**LEVEL 1 and 2 excursions comprise (from POLICY Part One Section 3.5 Page 12) –**

**Level 1**

Activity occurring on a regular or routine basis, usually within normal School or Establishment hours, for instance –

- a visits to places of worship, suitably supervised swimming pools, theatres, libraries, sports grounds.

**Level 2**

Activity occurring on a less regular but routine basis, usually within School or Establishment hours, for example –

- a visits to ancient buildings or historic sites, natural or bird reserves and terrestrial farms;
- b visits to safe beach zones, which do not involve the possibility of party members coming into contact with fresh- or sea-water, rocks or boulders, cliff paths or steep terrain;
- c work and community experience;
- d travel involving air or sea passage on approved carriers WITHIN Orkney.

*Activity falling outside the above MUST be the subject of a separate application to the Service – use FORMS EX B.*

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Checklist headings serve to remind the leader about the many facets of excursion organisation and leadership; it is necessary to enter **Y(es)** or **NA** (Not Applicable), rarely **N(o)** in all appropriate boxes of the **CHECKLIST**. Only the Head or, in rare circumstances, another designated person, may put marks in Head boxes.

**Annual Consents and medical information** must be used for all excursions at Level 1 or 2. The form EX D1 / D2 and D3 will be issued at the beginning of the Calendar year (Jan). For Schools a reminder letter to parents/guardians must be sent at the beginning of the Autumn Term (Aug) to request any updated medical information.

**Communications and Consent.** Each **individual** trip must be the subject of an informative letter to the parent/guardian who must be given the opportunity to withdraw the child from a specific activity or any part of the excursion. **It is also essential that medical information is updated for EACH excursion** – a tear-off slip on the letter may be used for this purpose but must be worded so as to promote its return, even when there is no additional medical information. This assures organisers that parents/guardian have received the letter.

**Leaders Emergency Information** (EX D3) may be needed for emergencies. This information may be less necessary during Levels 1&2 excursions (running during establishment hours) but is essential whenever an excursion is out of establishment hours, remote, or is defined as a hazardous activity, or when off Orkney.

In **Excursion Type, Aims and Objectives** Box 9 suggests that a written excursion plan is desirable rather than a series of yes/no remarks to direct questions. When writing a short excursion itinerary, leaders may reveal the need for additional planning or safety precautions. Box 10 reminds leaders and Heads that this excursion may be part of a group of similar ones for which annual consent has already been given.

The **Travel and Transport** section will need very careful attention, as it is often during travel that external regulations apply or when unexpected problems occur. Arrangements for party control during rest stops, or at ferry terminals and airports particularly, must be well thought out and included in detailed risk assessments. Equally important are any relevant Transport Provider Forms (EX C6 Unapproved Transport Provider or EX C7 Driver of Hired/OIC Vehicle Approval and Checklist).

**Risk and Safety Management.** Possible emergencies must be prepared for and high quality **risk assessments** will be required for all excursions, though it is quite likely that some **generic risk assessments** will be used in preference to activity or location specific assessments. These must be entirely relevant to the particular excursion. Some examples of assessments (for instance Farm Visits and Ferry Journeys) are in Section 5 (Good Practice Guides).

For **beach visits**, the definitions of **Safe Beach Zones** as seen in Good Practise Guide GP 1 MUST be adhered to very carefully, leader ratios must be as high as possible and **swimming** must NOT be allowed.

It is always necessary to write risk assessments for any **reserve activities** or alternative arrangements (boxes 22 & 23) as you may have to resort to alternatives if the weather or other circumstances dictate a change in plan. Approval from the Head will usually be difficult to obtain once the excursion is underway.

**Proposed reserve activity, during levels 1 and 2 excursions, cannot be in Levels 3 or 4.**

**Emergency Arrangements** The Service's **Serious Accident Procedures** (EX D8 Party Leaders)<sup>1</sup> must be carried, unless operating very close to your establishment – in any case, it is imperative that all leaders know the Service's precise requirements.

Supervisor illness/incapacitation and possible delays in travel must all be taken into account. It is highly desirable for the leader to **visit locations** before the excursion and to note any outstanding issues related to safety or, even, simple comfort. Inside buildings, for instance, check fire escape routes and procedures, toilet locations and for possible public access to children. For farm visits<sup>2</sup>, a check for any areas needing to be defined as out-of-bounds or whether there are reasonable hand washing facilities.

**Drivers of Private/ Hired/OIC Vehicles** must read and submit Form EX C7 apply good practice, use the aide memoire checklist prior to each journey and be familiar with 'The Minibus Driver Awareness Scheme' (MiDAS<sup>3</sup>) (mandatory if using an OIC minibus on excursions). Drivers must always agree a procedure for separation, delay or non arrival.

**Home-base contacts** (out-of-hours support) will become a 'lifeline' if an accident or serious incident occurs away from immediate support. Make certain the contact knows all about your plans and supply them with every relevant piece of information.

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### **HEAD'S APPROVAL**

The **Head's Approval Form** (FORM EX A2) MUST be signed and dated and retained for possible external audit. Any **Risk assessments** must also be attached for filing.

**Informing the Service.** To allow for possible insurance claims and ensure that Service officers know of the excursion, it is necessary to send a copy of EX A2 to the Service **before** the excursion commences.

**Nature of approval** When approval is given for the excursion, it will be for the activities specified on the Leader & Head's checklist ONLY. Any additional activity, at levels 1 or 2, undertaken during the excursion must be approved by the Head. NO activity beyond level 2 is permitted.

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### **SERVICE AUDITS**

From time to time the Service will audit checklists, approvals and associated paperwork held at the Establishment. Therefore, the Head must keep all excursion applications and relevant paperwork.

The Excursion Evaluation Form EX A3 is used for notes or observations, made after approval or the excursion.

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<sup>1</sup> The Service's Serious Accident Procedures FORMS EX D8 & EX D9

<sup>2</sup> Also see Good Practice Guide FARM VISITS in Section 5

<sup>3</sup> [http://www.rospa.co.uk/roadsafety/info/minibus\\_code.pdf](http://www.rospa.co.uk/roadsafety/info/minibus_code.pdf)

**LEVEL 1 & 2 EXCURSIONS**  
**EX A1 LEADER & HEAD CHECKLIST**  
**- GREEN -**

Used for excursions or visits in levels 1 or 2 as defined in PART ONE (Policy and Procedures) Section 3.5, this checklist identifies associated requirements and duties. It is intended to be a record of preparation and also requires the Head to check the boxes. It MUST be retained for Service audit purposes.

The '**essential-reading**' Support Note EX A offers advice about this series of planning and approval forms.

It is recommended that only the Excursion Leader and the Head make entries on this form, which may, in the event of an accident, become part of an evidence trail.

<b>Party Details</b>			<b>Head</b>
1 Establishment			
2 Excursion leader		Contact phone No.	
3 Other named Leaders	All are <b>Disclosure Checked</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		
4 Party members	Female - Number & Age range	Male - Number & Age range	
	4a How many under 8 years old in total _____		

<b>Excursion Type, Aims and Objectives</b>			<b>Head</b>
5 Date(s)			
6 Location(s)			
7 Level of excursion			
8 Main purpose of excursion			
9 There is a written itinerary or excursion plan	Attached <input type="checkbox"/>		

<b>Communications and Consent</b>			<b>Y</b>	<b>N</b>	<b>Head</b>
10 This excursion is the subject of an ' <b>annual</b> '* consent form					
11 Excursion consent has been checked and is complete for <b>this</b> excursion					
12 Parents / Guardians have been sent precise detail of <b>this</b> excursion					
13 Group member's updated medical information has been added to EX D2 for <b>this</b> excursion					
14 There is a record of all Group leaders' emergency information (use form EX D3)					
15 The group members know details of this excursion					

<b>Travel and Transport</b>			<b>Y</b>	<b>N</b>	<b>Head</b>
16 All transport providers used have been approved by the Service					
17 An Unapproved <sup>1</sup> Transport Provider is being used (Use form EX C6)	Attached <input type="checkbox"/>				
18 A private/hired/OIC vehicle or minibus is being used					
19 Has the driver of the private/hired/OIC vehicle or minibuses read and completed form EX C7	Attached <input type="checkbox"/>				
20 Are all drivers using private/hired/OIC vehicle or minibuses qualified and suitable?					

\* **Annual** consent means those consents given via forms sent to parents/guardians, (from Establishments)  
<sup>1</sup> An **approved** transport provider list is available from the Service

**Risk and Safety Management**

Head

21 These possible emergencies have been considered –

Y N

22 Risk Assessing is complete for:

- a Travel Attached
- b Locations Attached
- c Activities Attached
- d Any Additional Support Needs Attached
- e Reserve Activities <sup>3</sup> Attached
- f Others? ..... Attached

23 Proposed reserve activities/arrangements are:

Y N

24 There is a briefing sheet for all leaders' roles and duties

25 Training needs for leaders and assistants are addressed or in hand

26 Where public may have access to children, protection procedures are in place

**Emergency Arrangements**

Y N Head

28 The Service's Emergency Procedures Document (EX D8) <sup>4</sup> will be carried

29 In case of delays, procedures are in place for Out-of-Hours support  
(Home Base Contact name: \_\_\_\_\_ Tel. number(s): \_\_\_\_\_)

30 Parameters are defined for aborting the activity or excursion

31 At least one leader is familiar with locations to be used

32 Excursion first-aider's name

33 Carry Cards will be issued\*\*

34 A 'Missing Person' procedure is established. (use form EX D6)

35 What, if any, personal or group safety equipment is carried by leaders?

None

36 To the best of my knowledge, emergency communications are suitable –  
at the venue  during travel

Any additional excursion information should be written on a separate sheet

\*\* Carry cards are mandatory when off Orkney and recommended during other excursions

<sup>3</sup> You must consider reserve activities as, if for some reason, the planned activity may have to be cancelled

<sup>4</sup> The Service's Serious Accident Procedures are FORMS EX D8 & EX D9.

EX D8 is carried when in Orkney, both EX D8 & EX D9 are carried whenever off Orkney (level 3 & 4 Activity). Any appointed Home Base Contact should have EX D9, even during ON-Orkney excursions.

**Attach this Checklist to the Head's Approval Form EX A2  
and retain for audit purposes**

**INTERNAL**  
**LEVELS 1 & 2 EXCURSIONS**  
**EX A2 HEAD'S APPROVAL**

Written records of approvals and other paperwork **MUST** be retained, for auditing, at the establishment. This section of the form must be signed by the Head after scrutinising the Leader Checklist EX A1, having appraised the associated risk assessments and all other safety and welfare arrangements.

**THIS SIDE MUST TO BE COPIED TO THE SERVICE BEFORE THE EXCURSION BEGINS**

**FACSIMILE BOX**

SENDER \_\_\_\_\_ DATE \_\_\_\_\_

<b>1</b>	ESTABLISHMENT _____ HEAD'S NAME _____ TELEPHONE NUMBER _____ FAX NUMBER _____
<b>2</b>	EXCURSION LEADER _____ ALL OTHER LEADERS _____ PARTY CONTACT Nos. _____ EXCURSION TO _____ EXCURSION LEVEL _____ EXCURSION DATE(S) _____
<b>3</b>	Group numbers and age range ( <i>side 1 box 4</i> ): Female _____ Age range _____ Male _____ Age range _____ How many under 8 years old in total _____ <i>(Please ensure the supervision ratios comply with the National Guidelines as stated in part one of the policy page 11).</i>
<b>4</b>	Comments for excursion organiser (this may be extended on a separate sheet)
<b>5</b>	I confirm that I have checked ALL BOXES (numbered 1-36), the general arrangements, risk assessments, any Provider forms and paperwork for the above visit and give my approval for the excursion or activity, as specified in the Leader and Head's Checklist EX A1, to take place.  Signed (Head) _____ Date _____

**Standard insurance will apply once form EX A2 Head's Approval is returned to the Service**

**This form and the Checklist EX A1 are an integral part of records for off-site activity - they MUST be retained for Service audit purposes.**

Any additional comment, or records of decisions made, or actions taken, during or after the excursion, should be made on the Post Excursion Evaluation Form EX A3.



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Used for Post Excursion Evaluation. As well as summarizing the Excursion in general, this form serves to record errors, omissions and incidents. It is an essential tool of quality management and completes the risk management of the whole excursion. It should be completed near the conclusion of, or very soon after, the excursion, so as to accurately reflect detail. It must be retained along with all other associated paperwork.

1 Excursion and dates		
2 Excursion leaders		Yes No
3 Was there, or will there be, a review or debriefing with all party members?		
4 What were the main points raised by them and which may be useful for anyone else running this type of excursion?		Yes No
5 There was or will there be a review with all excursions leaders		
6 A report will be or has been sent to parents/guardians		

The following are loose headings and are given here to suggest the type of information required. The evaluation may be written in any form and these headings may be deleted, overwritten or ignored. However, please be certain to include issues with implications for future planning or action for any similar excursions.

7 Excursion planning

8 Support administration

9 Travel and transport

10 General objectives met or not

11 Group management issues

12 General safety

13 Discipline issues

14 Suitability of facilities (including accommodation)

15 Incident / Accidents (please note that any accident that results in a physical injury should also be recorded in the Accident book)

16 Actions taken or yet to be taken

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Entries on this form will be seen by auditors and may be used in analyses.  
NO reference to the specific Establishment will be made in any analysis, circulated or published material.

Evaluation completed by \_\_\_\_\_

Date \_\_\_\_\_

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Checked by Establishment Head Sign and date
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