

PART ONE – POLICY

Section Headings - Index by section number

Appointing an overseer or co-ordinator, 4.2	Provision for first aid and medical needs, 2.11
Approval times, 4.5	Ratios for Activity, 3.4
Approving applications, 4.4	Record Retention 2.20
Categories of Excursion, Visit and Activity, 3.5	Recording and reporting accidents, 2.14
Child Protection, 2.3	Referring applications, 2.5
Delegation, 2.19	Residential, self catering and domestic facilities, 2.9
Disability and additional support, 2.4	Resource material, 2.18
Educational objectives, 2.2	Risk Assessing, 3.2
Emergency procedures, 2.12, 3.3	Risk assessments, 2.10
Evaluation, Auditing and Reviews, 4.7	Scope of approval, 4.6
Experience, supervision ratios and licensing, 2.6	Scrutiny and records of applications, 2.1
Financial management and accountability, 2.16	Serious accident procedures, 2.15
Form completion, 4.3	Supervision, 3.1
Home-base Contact arrangements, 2.13	Training needs, 2.17
Insurance, 2.7	Travelling and transport, 2.8
	Visit viability, 4.1

PART TWO DOCUMENTS - designations

EX A1 Leader & Head's Checklist	EX D6 Missing Person
EX A2 Head's Approval	EX D7 Risk Assessment
EX A3 Post Excursion Evaluation Form	EX D8 The Department's Serious Accident Procedures (Leaders)
EX B1 Leader & Head's Checklist	EX D9 The Department's Serious Accident Procedures (Officials)
EX B2 Head's Approval	EX D10 International Visit Approval
EX B3 Department's Approval	GP1 Beaches, Foreshores & Coastal Walks
EX B4 Post Excursion Evaluation Form	GP2 Swimming, Wading or Paddling
EX C1 Facility Provider Form	GP3 Farm Visits
EX C2 Service Provider Form	GP4 Internal Ferry Journey
EX C3 AALS Licensed Activity Provider Form	GP5 Resource Files & Generic Assessments
EX C4 Unlicensed Activity Provider Form	GP6 Risk Assessing
EX C5 Accommodation Provider Form	GP7 Responding to an Accident
EX C6 Unapproved Transport Provider Form	GP8 The Evidence Trail
EX C7 Private Driver Approval Form and Checklist	GP9 Carry Cards
EX D1 Excursion Consent	GP10 Financial Guidelines for Excursions
EX D2 Medical Information	GP11 Summary of OIC insurance
EX D3 Leader Emergency Information	
EX D4 Emergency Contacts	
EX D5 Party Members	

PART ONE – POLICY. Key words - Index by Page/section reference

acceptable (procedures), 4/1.3	consent , 5/2.2, 5/2.6, 7/3.1.3, 7/3.1.4, 3/3.4, 10/3.3.4
accident book , 10/3.2.2	contingency plans , 10/3.2.1
accident reporting , 2/2.14, 6/2.14	co-ordinator (excursion), 3/4.2, 13/4.2
accident (procedures), 6/2.14 & 2.15, 7/3.17, 10/3.3.8 (D8&D9)	cue cards , 7/3.1.7
accommodation , 6/2.9	dangerous occurrences , 6/2.14
accreditation , 5/2.6	delegation , 2/2.19, 4/1.5, 6/2.19
activity levels , 12/3.5.1	disabilities , 5/2.4
additional costs (to parents/guardians), 10/3.3.6	duty of care , 5/footnote 2, 7/3.1.1 & 3.1.5, 8/3.1.8
additional support needs , 5/2.4, 11/3.4.1	educational benefit , 8/3.2.3
aide memoir , 8/3.2.4	emergency procedures , 2/3.3, 6/2.12, 10/3.2.1, 11/3.4.2
aircraft journeys , 12/3.5.1	evaluation (post excursion), 13/4.7
ambiguities (of wording), 4/1.9	evidence trail , 7/3.1.7
anomalies (in Policy), 4/1.9	family members , 7/3.1.4
appointed persons , 6/2.11 & 2.13 & 2.19, 8/3.1.8	ferry journey , 5/2.8, 8/3.2.4
approval times , 3/4.5, 13/4.5	financial accountability , 6/2.16
auditing (by the Department), 3/4.7, 13/4.7	first aid , 2/2.11, 6/2.11, 10/3.3.4
avoidance (of hazards) procedures , 8/3.2.5	food hygiene , 6/2.9
beaches and foreshores , 12/3.5.1 (2e), 12/3.5.1 (3c), GP G1	form designations (PART TWO forms), 14
behaviour , 7/3.1.3, 9/3.2.8	free time and night time , 7/3.1.6, 8/3.1.8
blurring of definitions (of activity levels), 12/3.5.1	gender mix , 6/2.9, 11/3.4.1 & 3.4.2
camping , 12/3.5.1 (3g)	good practice , 1, 4/1.6, 5/footnote 3, 11/3.4.2 & footnote 15
caring parent , 7/3.1.1	group dynamics , 8/3.2.1
carry card , 10/3.3.5, 14/GP 9	guardians , 6/2.15, 8/3.2.3.(see consent & parental)
categories (of excursion), 5/2.6, 12/3.5, 13/4.7	HASEE , 11/footnote 15
catering , 6/2.9	hazardous activities , 5/2.1 & 2.6, 9/3.2.9
challenging behaviour , 8/3.2.3	hazardous activities 12/3.5.1 (3e&3h), 13/4.5
child protection , 2/2.3, 5/2.3, 6/2.9, 9/3.2.8	Health & Safety , 6/2.9 & footnote 7, 10/3.3.2, 11/footnote 15
code of practice (ferry journeys), 5/2.8	home-base contact , 2/2.13, 6/2.13, 10/3.3.7
cold and open water , 12/3.5.1 (3e)	

Continued >>

PART ONE – POLICY. Key words - Index by Page/section reference (*continued*)

illness, 6/2.12 & 2.14, 8/3.2.1
in loco parentis, 7/3.1.1
informed comment (risk assessments), 8/3.2.2
injury, 8/3.1.8 & 3.2
insurance, 5/2.7
levels (of activity), 12/3.5.1
licence number (AALS), 5/2.6
life-saving, 10/3.3.4
limitations (support), 10/3.3.4
location (risk) assessments, 9/3.2.6
media contact, 10/3.3.9
medical, 2/2.11, 8/3.2.3, 10/3.3.4, 11/3.4.1
mobile phones, 10/3.3.3
night time and free time, 7/3.1.6, 8/3.1.8
objectives 2/2.2, 5/2.2
open and cold water, 12/3.5.5 (3e)
outside agencies, 9/3.2.10
over sixteens, 7/3.1.2
overnight events, 11/3.4.2
overseer, 3/4.2, 13/4.2
parents; parent helpers 6/2.15, 7/3.1.4, 8/3.2.3, 10/3.3.4
parental consent, 5/2.2, 5/2.6, 7/3.1.3, 7/3.1.4, 3/3.4, 10/3.3.4
party discipline, 9/3.2.11
party safety, 9/3.2.9
post excursion evaluation, 13/4.7
preventative measures, 8/3.2.5
providers, 5/2.6, 6/2.9, 7/3.1.6, 9/3.2.10, 12/3.5.1 (3h & 4a)
psychological care, 10/3.3.10
qualifications, 5/2.6
ratios, 2/3.4, 5/2.6, 11/3.4
reasonable, 4/1.3 & 1.6, 5/2.4, 7/3.1.1, 8/3.1.8 & 3.2
records 7/3.1.7
referring applications, 5/2.5, 12/3.5.2
reporting, 2/2.14, 6/2.14
reporting procedures, 10/3.3.2
reserve activities, 13/4.6
residential facilities, 7/3.1.6, 8/3.1.8
resource, 5/2.8, 6/2.13 & 2.17, 7/3.1.7, 8/3.2.4, 9/3.2.6
responsibility, 4/1.5, 5/footnote 2, 6/2.19, 7/3.1.2 & 3.1.4
RIDDOR, 6/2.14, 10/3.3.2
risk assessments, 2, 6/2.10, 7/3.1.7, 8/3.2, 9, 11/3.4.2
risk assessments (disability), 5/2.4
risk management, 4/1.8, 7/3.1.7, 9/3.2.9 & 3.2.11
safety chain, 8/3.2.3
safety plan, 8/3.2
safe zones (beaches), 12/3.5.1 (2e), 12/3.5.1 (3c),GPG1
school buses, 5/footnote 2
scope of approval, 3/4.6, 13/4.6
scrutiny (of applications), 2/2.1, 5/2.1
self catering, 2/2.9, 6/2.9
sending home procedure, 10/3.3.6
serious accident procedures, 6/2.15, 10/3.3.8
significant risks, 8/3.2
small establishments, 11/3.4.2
sport (coaching, instructing), 12/3.5.1 (2a)
supervision levels, 5/2.4, 11/3.4.2
supervision ratios, 2/3.4, 5/2.6, 11/3.4
sustainable support, 10/3.3.8
swimming, 8/3.2.4, 12/3.5.1 (1a & 3e)
training needs, 6/2.17
transport, 2/2.8, 5/2.8, 9/3.2.7
travel, 8/3.1.8, 9/3.2.7
unexpected problems, 8/3.2.1
unplanned activity, 13/4.6
unsupervised activity, 8/3.1.8
vocational training, 9/3.2.11
volunteers, 7/3.1.4
water (activity), 12/3.5.1 (3e)
welfare, 4/1.5, 6/2.19, 7/3.1.6, 8/3.1.8 & 3.2.1
written records, 5/2.1, 7/3.1.7, 13/4.7