



## EDUCATION AND LEISURE SERVICES

### POLICY FOR MANAGEMENT OF OFF-SITE EXCURSIONS AND ACTIVITY FOR SCHOOLS, OTHER EDUCATIONAL ESTABLISHMENTS AND COMMUNITY EDUCATION GROUPS

#### History, Amendments, Versions, Updates and Development

Date	Version	Amendments	Who
12.12.02		Writing process began with steering group	DJM
30.12.04	2005 1a	FIRST POLICY EDITION December 2004	DJM
18 .04.05	1aa	CD Version 1aa	DJM
13 .04.05	1ab	Published on Intranet CD Version 1ab	MG
May 05	1ab✓	Published on the InterNet CD Version 1ab✓	MG
18.08.05	1b	Published on the IntraNet CD Version 1b✓ (CD version 1b✓ available on request)	LC
16.08.05	2005 1b	RE-FONDED (WITH VERY MINOR AMENDMENTS) POLICY Edition May 2005.	DJM
18.08.05	2005 1b✓	Published on the InterNet CD Version 1b✓	LC
13.09.05	2005 1b✓	Minor corrections and amendments to PART TWO completed to date	DJM
15.09.05	2005 1b✓	PDF (Adobe Reader needed) version of CD available by request	DJM
April 2006	2006 1c	POLICY Amendments and revision & updates of PART TWO published	DJM
April 2007	2007 1d	Revision of Part Two	CJ/SR
April 2008	2008 1e	Revision of Part Two	KW
October 2010	2010 1f	POLICY Amendments and revision & updates of PART TWO published	KW

#### Significant changes for 2006 -

- April - Annual or twice yearly consent for Levels 1&2 excursions formalised
- New category in Level 2 activity (Non-hazardous Sports Coaching by a qualified person)
  - Post-excursion Evaluation Form added (compulsory) (EX A3 and EX B4)
  - Beach visits allowed in level 2 - SAFE ZONES defined for level 2 activity (GP G1)
  - Private-vehicle Driver Approval form added (EX C7a)
  - Leader Emergency Information form added (EX D3)
  - Use of AALA activity 'centres' or providers now Level 3 (from 4)
  - Use of non licensed 'centres' or activity now Level 4 (from 3)
  - Background screen-colours used for most forms

#### Significant changes for 2007 -

- April
- Form EX D1 (consent form): Level 1 & 2 parental / guardian consent changed to ANNUAL request
  - Form EX D1 (consent form): Questions to parents changed to statements
  - Paragraphs regarding International Visits and Financial guidelines added to main policy document
  - Form EX D10 International Visit Approval Form added
  - Paragraph 4.9 added to main policy document
  - Good Practice guides on Financial guidelines and Summary of Insurance added
  - Forms C7a and C7b amalgamated into one document, Form C7
  - Form D7 (Risk Assessment) reformatted and new example added.

#### Significant changes for 2008 -

- April
- Form EX A1 Leader and Head's Checklist (Level 1/2) Question 26 now reads 'Standard insurance will apply once form EX A2 Head's Approval is returned to the Department. If you require 'Additional' level insurance have you ticked the required box on EX A2 form? See GP 11 for summary and levels.
  - Form EX B1 Leader and Head's Checklist (Level 3/4) Question 35 now reads 'Additional insurance is compulsory. Do you require the OIC policy?'
  - Form EX A3 and A4 Excursion Evaluation Form No 15 now reads Incident / Accidents (please note that any accident that results in a physical injury should also be recorded in the Accident book)
  - All documents have an April 2008 footer to ensure the most up to date version is used.

#### Significant changes for 2010 -

- October
- Department of Education and Recreation Services has been changed to Education and Leisure Services throughout policy.
  - Policy (Part One) 2.20 has been added as follows '2.20 Record Retention - Heads are responsible for ensuring that documentation in relation to excursions is retained by the establishment for seven years after the pupil leaves secondary school'.
  - Form EXA2 No 6 asked whether Additional school journey insurance was requested, this has been deleted as standard insurance applies to all Level 1 and 2 trips once the Head Approval is returned to the Service.
  - Form EXA1 Q26 regarding insurance has been removed.
  - Form EXB2 No 4 asked if the Council's insurance was required or had another suitable insurance been arranged independently, this has been removed as all Level 3 and 4 trips require additional school journey insurance which must be provided by the OIC's insurance provider only.
  - Form EXA1 Q66 changed to 'Insurance is provided by the OIC, details of the OIC policy have been made available to parents/guardians (GP G11)'
  - EXD2 on advice from NHS Q6 now reads 'Is your child's tetanus status up to date?'
  - Form EXD10 will also be checked by the Insurance Administrator, Finance & Housing for Interim Approval for continuation of planning.