

# Education, Children and Families Committee

10.00, Tuesday, 10 December 2019

## Communities and Families Excursions and Schools and Lifelong Learning Staff Travelling and Working Overseas Policies

Executive/routine  
Wards  
Council Commitments 18, 33

### 1. Recommendations

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- 1.1 The Education, Children and Families Committee is asked to:
  - 1.1.1 Note changes to the Overseas section of the Communities and Families Excursions Policy regarding a consideration of the Council's 1 in 5: Raising Awareness of Child Poverty strategy, and the Council's net zero carbon target for 2030.
  - 1.1.2 Note changes beyond the Overseas Section in the Communities and Families Excursions Policy and to the Schools and Lifelong Learning Staff Travelling and Working Overseas Policy regarding a consideration of the Council's 1 in 5: Raising Awareness of Child Poverty strategy, and the Council's net zero carbon target for 2030.
  - 1.1.3 Note recent and planned work via a new action plan (Appendix 9.1).
  - 1.1.4 Note the planned direct and meaningful consultation with young people, and creation of supplementary guidance and resources including an audit tool for establishments.
  - 1.1.5 It is recommended that the proposed updated Communities and Families Excursions Policy (9.6.1) and Schools and Lifelong Learning Staff Travelling and Working Overseas Policy (9.6.2) are approved.

**Alistair Gaw**

Executive Director for Communities and Families

Andrew Bradshaw, Principal Officer

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## Communities and Families Excursions and Schools and Lifelong Learning Staff Travelling and Working Overseas Policies

### 2. Executive Summary

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2.1 This report is a response to the motion by Councillor Mary Campbell.

‘Committee:

Notes that Edinburgh Council Excursions Policy on travel overseas does not cover consideration of the Council’s 1in 5: Raising Awareness of Child Poverty strategy, or the Council target to be carbon neutral by 2030. Requests officers consult with young people and draft a reviewed section on travel overseas that will be in line with the 1 in 5: Raising Awareness of Child Poverty Strategy and the carbon neutral target of 2030 and bring it to Committee in 1 cycle.’

The report details relevant draft changes to the Communities and Families Excursions Policy, including the Overseas section; draft changes to the Schools and Lifelong Learning Staff Travelling and Working Overseas Policy; and recent and planned actions linked to considering the 1 in 5: Raising Awareness of Child Poverty Strategy and the Council’s net zero carbon target for 2030.

### 3. Background

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3.1 The Sport and Outdoor Learning Team has delegated responsibility for maintaining both policies; providing advice and support; registering proposed Category 3 and Category 4 visits / staff travel; and approval of visits. The primary aim of the policies is to provide a safety framework for both kinds of visits.

3.2 The Communities and Families Excursions Policy, which includes overseas excursions, was reviewed, updated and then approved by the Education, Children and Families Committee in December 2017 (8.2). It was implemented in 2018.

3.3 The Staff Travelling and Working Overseas Policy was a new policy approved by the Education, Children and Families Committee in December 2017 (8.7). It was implemented in 2018.

- 3.4 The Excursions Policy caters for excursions across Communities and Families, which includes schools and nurseries; The City of Edinburgh Council operated community/locality and Lifelong Learning provision including the Discover! programme and adult learning; and social care excursions involving families and young people.
- 3.5 The Scottish Government recognises the importance of purposeful excursions, including overseas visits. Example guidance includes Going Out There: Scottish Framework for Safe Practice in Offsite Visits (8.4) and Curriculum for Excellence Through Outdoor Learning (8.5).
- 3.6 The Sport and Outdoor Learning Team evaluates a significant number of Category 3 and Category 4 excursions, which includes overseas visits (Appendix 9.4). Information on Category 1 (local day visits) and Category 2 (extended day visits – beyond normal operating times and / or distance) is held locally. For more information on the type of category, see Section 3.4 of the Communities and Families Excursions Policy.
- 3.7 Policies are updated in response to feedback from staff, volunteers, young people, and families. This is via evaluation feedback from various sources; incident reports and feedback; enquiries by parents; and discussions in training, meetings and visits.

## **4. Main report**

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### **Communities and Families Excursions Policy**

- 4.1 The policy has been reviewed and substantially updated to provide improved draft guidance regarding a consideration of the 1 in 5: Raising Awareness of Child Poverty Strategy and the Council's net zero carbon target for 2030. To provide continuity and a consistent approach across all excursions, this was completed for the entire Policy, which included the Overseas section. For example, updated guidance in the Overseas section (Policy Section 8.1) links directly to general considerations of reducing inequality and sustainable development (Policy Section – 3.2). This ensures the primary aim of maximising safety, is balanced with the other key considerations across the policy.
- 4.2 Appendix 9.2 summarises key changes to relevant parts of the policy in relation to reducing inequality and sustainable development. This includes updated key considerations; roles and responsibilities; practical actions and ideas for establishments and the Outdoor Learning Team; and updated / planned resources and guidance linked to accountability and the approval process.
- 4.3 There is a significant emphasis in the updated draft guidance to highlight the importance and requirement of local accountability and monitoring by Heads of Establishments and Excursions Coordinators; and the involvement of young people, families, volunteers and staff in auditing and shaping future excursions, including those overseas.

- 4.4 Appendix 9.1 provides an Action Plan with developmental steps for the Communities and Families Excursions Policy linked to the key considerations. This will include direct consultation with young people, families, volunteers and staff.
- 4.5 During November 2019, the Sport and Outdoor Learning Team and Lifelong Learning colleagues will start working with The City of Edinburgh's Members of the Scottish Youth Parliament (MSYPs). This links directly to their focus for the year; Pack it up, Pack it in (SYP's 2019/20 campaign on environmental protection, aims to empower young people to speak out and take action to reduce pollution levels in Scotland). It will enable a group of Edinburgh's young people to undertake meaningful and deep involvement in reviewing the current approach to excursions and related guidance, including overseas visits; consider how to engage and capture the views of other young people across the City and other stakeholders; engage other parties e.g. Lothian Buses and exploring subsidised excursion travel; and produce supplementary guidance and resources. This will provide substantial support for establishments and services in engaging their local young people, families, volunteers and staff in auditing current excursions, including overseas visits where applicable and reducing inequality, and helping to shape future excursion programmes via a city-wide framework.
- 4.6 Additional supplementary resources and guidance, produced in direct consultation with young people, are expected to be completed by March 2020. This may include further changes to Policy guidance and will be presented for recommendation at the next available Education, Children and Families Committee meeting.
- 4.7 The approach taken so far has been to provide an initial draft update. It is recommended in Section 1 to approve this and implement on the 1 January 2020 as an initial step to development. The draft contains other updates, including new links for the Orb.
- 4.8 As part of the new resources, an audit tool will be developed to assist establishments in reviewing, developing, and monitoring a planned and progressive excursions programme that requires an evaluation of performance linked to the 1 in 5: Raising Awareness of Child Poverty Strategy and the Council's net zero carbon target for 2030. This will support local accountability and action via a city-wide framework for evaluation.
- 4.9 The December 2019 Outdoor Learning Report (Section 8.1 of this report) details significant resources; training; direct delivery; and guidance designed to increase purposeful onsite and Category 1 (local) excursions, which are normally free or low cost and contribute to the Council's net zero carbon target.
- 4.10 The Sport and Outdoor Learning Team is currently exploring different ways to collect more information relating to the key considerations to support monitoring responsibilities. This includes reviewing a web-based recording and approval system called Evolve, which may make information more accessible and monitoring more manageable. This resource can include Category 1 and Category 2 visits, which may provide a useful approval system for establishments.

### **Schools and Lifelong Learning Staff Travelling and Working Overseas Policy**

- 4.11 This policy has been reviewed and updated because it also required a more detailed consideration of the Council's net zero carbon target, and an updated approach to the proposal and approval stages to ensure appropriate and effective use of Council resources. This includes a new section (Policy Section 1.1) and Policy Appendix 2 (Appendix 9.5 of this report) with key questions to support and challenge employees and their line managers when considering travelling and working overseas. Responses are used by Schools and Lifelong Learning Senior Staff and the Sport and Outdoor Learning Team to evaluate proposals (Policy Appendix 4 – Proposal Form) and provide approval if appropriate. There is a clear and significant expectation for Council employees and their line managers to evaluate the appropriateness of traveling and working overseas.
- 4.12 Appendix 9.3 summarises relevant parts of the policy in relation to this report. This includes updated and new guidance relating to the Council's net zero carbon target and sustainable development; roles and responsibilities; updated resources; and guidance linked to accountability and the approval process.
- 4.13 Young people will also be directly consulted on this policy using a similar methodology detailed in 4.5.

## **5. Next Steps**

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- 5.1 If approved, the policies will be implemented on the 1 January 2020. As in the past, this will be communicated via update letters to relevant services, Head Teachers, School Business Managers; workshops at Head Teacher and Business Manager briefings; eUpdates to Excursions Coordinators; and through Group Leader and Excursion Coordinator training. There will be an expectation for this to be disseminated to all relevant staff. The MSYPs will be consulted on how to inform young people and families across Edinburgh.
- 5.2 Progress towards the action plan will be maintained, monitored and reviewed.
- 5.3 Progress towards the action plan, including any amendments, can be reported at future Education, Children and Families Committee meetings.

## **6. Financial impact**

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- 6.1 There is a potential financial risk if establishments do not comply with either policy. An example includes signing agreements and paying third parties some or all costs prior to formal approval.
- 6.2 Following policy guidance and delivering purposeful travel and visits may reduce costs. This includes utilising grants and increasing onsite and Category 1 (local) excursions via active travel and public transport.
- 6.3 A possible switch to Evolve, which is an online registering, monitoring and approval resource for excursions is being evaluated. This has an approximate annual cost of

£5k. It has the potential to reduce administration costs linked to the current system (see Appendix 9.1).

## 7. Stakeholder/Community Impact

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- 7.1 General policy review and change involves staff, volunteers, young people, families, and partners. This is via evaluation feedback, for example, through our Benmore and Lagganlia Outdoor Centres, Discover! Programme feedback, and other excursion evaluation data; incident reports; parent enquiries; discussions during training; updates to Council procedures; and meetings with colleagues from across the Council.
- 7.2 The potential impact of failure to manage the health and safety of visits and other requirements such as insurance and application of other policies includes death, injury, ill health, legal liabilities, and reputational damage.
- 7.3 Both policies provide guidance on equality, for example, the Communities and Families Excursions Policy Sections 3.2.3, 7, and 8.4.6. This will minimise the risk of equalities issues arising from these policies.
- 7.4 Direct consultation with young people linked to the key considerations is planned to start in November 2019. Resources are being developed to support establishments in auditing excursions, including overseas visits, linked to the key considerations, resulting in the development of future excursions programmes.
- 7.5 Both policies have been updated to have a direct impact on supporting the Council's net zero carbon target. Planned actions identified in Appendix 9.1 will assist local and city-wide actions towards the key considerations.

## 8. Background reading/external references

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### **Communities and Families Excursions Policy**

- 8.1 Outdoor Learning report. Education, Children and Families Committee, Tuesday, 10 December 2019. [General link to meeting documents](#) .
- 8.2 Previous report – updated Communities and Families Excursions Policy. Education, Children and Families Committee, Tuesday, 12 December 2017. [General link to meeting documents](#) and [link to Communities and Families Excursions Policy report](#).
- 8.3 The City of Edinburgh Council Child Poverty Resources – [website](#).
- 8.4 [Going Out There: Scottish Framework for Safe Practice in Offsite Visits](#). A framework developed in partnership by the Scottish Government, the Health and Safety Executive (HSE), the Scottish Advisory Panel for Outdoor Education, Education Scotland and the Association of Directors of Education, with input from other partners including voluntary organisations and providers.

8.5 Curriculum for Excellence Through Outdoor Learning – reference to a planned and progressive approach, which includes overseas experiences. [Curriculum for Excellence Through Outdoor Learning](#).

8.6 [The Scottish National Improvement Hub](#). Support for Professional Development in Outdoor Learning.

### **Schools and Lifelong Learning Staff Travelling and Working Overseas Policy**

8.7 Previous report – Schools and Lifelong Learning Staff Travelling and Working Overseas Policy. Education, Children and Families Committee, Tuesday, 12 December 2017. [General link to meeting documents](#) and [link to Staff Travelling and Working Overseas Policy report](#).

### **Other**

8.8 Road map for a net zero carbon Edinburgh by 2030 published [article](#).

8.9 Policy and Sustainability Committee, Friday, 25<sup>th</sup> October 2019. [General link to meeting documents](#) and [Achieving Net-Zero in the City of Edinburgh report](#).

8.10 [Learning for Sustainability – Education Scotland](#).

8.11 [The Scottish Youth Parliament](#).

8.12 Previous Outdoor Learning Report. Education, Children and Families Committee, Tuesday, 12 December 2017. [General link to meeting documents](#) and [link to Outdoor Learning report](#).

8.13 Previous Committee report: [1 March 2016, Outdoor Centres and Outdoor Learning](#).

8.14 Previous Committee report: [11 September 2014, Sports and Outdoor Learning Unit](#).

8.15 Previous Committee report: [21 June 2011, Outdoor Learning Strategy 2011 – 2014](#).

## **9. Appendices**

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9.1 Action Plan – Developmental Steps for the Communities and Families Excursions Policy and Schools and Lifelong Learning Staff Travelling and Working Overseas Policy

9.2 Summary References – Excursions Policy

9.3 Summary References – Staff Working Overseas Policy

9.4 Excursions and Staff Travelling and Working Overseas Key Information

9.5 Is travel and work overseas appropriate (Appendix 2 of the Policy)?

9.6 Policies

9.6.1 Draft Communities and Families Excursions Policy

9.6.2 Draft Schools and Lifelong Learning Staff Travelling and Overseas Policy

**Appendix 9.1 Action Plan** Developmental Steps for the Communities and Families Excursions Policy and Schools and Lifelong Learning Staff Travelling and Working Overseas Policy

Aim	Activity	Target Date	Lead Staff Member(s)	Outcome / Deliverables	Progress Notes
<p>Review the Communities and Families Policy linked to a consideration of the 1 in 5: Raising Awareness of Child Poverty Strategy and the Council's net zero carbon target for 2030.</p>	<p>Improve and highlight expectation for considering 1 in 5: Raising Awareness of Child Poverty Strategy and the Council's net zero carbon target for 2030.</p> <p>Update links to CEC and external resources.</p> <p>Update roles and responsibilities.</p> <p>Provide actions and practical ideas.</p> <p>Include planned work from the Sport and Outdoor Learning Team.</p>	<p>31/10/2019</p>	<p>Andrew Bradshaw</p>	<p>Reviewed and additional guidance and expectations provided linked to 1 in 5: Raising Awareness of Child Poverty Strategy and the Council's net zero carbon target for 2030.</p> <p>Reviewed by the young people (MSYPs).</p> <p>Approved by the Education, Children and Families Committee.</p>	<p>First draft completed.</p> <p>Report completed for December Education, Children and Families Committee.</p> <p><b>Next steps:</b> Review with MSYPs. Adjust text where necessary.</p>
<p>Review the Schools and Lifelong Learning Staff Policy linked to the Council's net zero carbon target for 2030.</p>	<p>Review and update.</p> <p>Update links to CEC and external resources.</p> <p>Update roles and responsibilities.</p>	<p>31/10/19</p>	<p>Andrew Bradshaw Andrew Bagnall</p>	<p>Reviewed and additional guidance and expectations provided linked to 1 in 5: Raising Awareness of Child Poverty Strategy and the Council's net zero carbon target for 2030.</p>	<p>First draft completed.</p> <p>Report completed for December Education, Children and Families Committee.</p> <p><b>Next steps:</b></p>

	Create a new resource (Appendix 2) to support appropriate decisions.			Reviewed by the young people (MSYPs).  Approved by the Education, Children and Families Committee.	Review with MSYPs. Adjust text where necessary.
Start a direct consultation with MSYPs to create updated guidance and resources linked to the key considerations.	Set up an initial meeting to discuss need and agree on next steps.	30/11/2019	Andrew Bradshaw Emma Lee	New resources created, shared and used.	Initial correspondence with CEC staff, including Emma Lee. Start of consultation and direct work planned for November 2019.
	Work on reviewing text in the Policy, including the Overseas Section.	20/12/2019	Andrew Bradshaw Andrew Bagnall	Resources reviewed and updated based on feedback.	
	Create additional guidance resources, particularly linked to supporting young people and families being engaged locally to review and develop an appropriate excursions programme.	31/03/2020	Andrew Bradshaw Andrew Bagnall	Young people directly consulted, assist in creating resources, and views considered (Policy and local decision making).	
Create a new draft audit tool to support establishments in reviewing, monitoring and developing a planned and progressive excursions programme that requires an evaluation of performance linked to the 1 in 5: Raising Awareness of Child Poverty Strategy and the Council's net zero carbon target for 2030. This will support local accountability and action.	Consult staff, volunteers, young people and families.  Trial with pilot schools.	31/01/2020	Andrew Bradshaw	New draft audit tool created, tested and released for use.  Reviewed annually and updated based on feedback.	Due to be started in November 2019.

<p>Review and change Excursions training to further highlight a consideration of the 1 in 5: Raising Awareness of Child Poverty Strategy and the Council's net zero carbon target for 2030.</p>	<p>Review Group Leader Theory and Excursions Coordinator Training.</p> <p>Liaise with 1 in 5 Project staff.</p> <p>Explore feasibility of specific training sessions linked to the Key Considerations.</p>	<p>01/12/2019</p>	<p>Andrew Bradshaw Cliff Smith</p>	<p>Training updated and delivered from January 2020.</p>	<p>Due to be started in November 2019.</p>
<p>Communicate the expected consideration of the 1 in 5: Raising Awareness of Child Poverty Strategy and the Council's net zero carbon target for 2030; and associated resources.</p>	<p>Communicate via Head Teacher and Business Manager Briefings.</p> <p>Highlight in training (see above).</p> <p>Via School and Service update letter.</p> <p>Highlight in eUpdates.</p> <p>Explore how to best communicate changes with young people and families.</p>	<p>January 2020 onwards</p> <p>January 2020 onwards</p> <p>January 2020</p> <p>January 2020 onwards</p> <p>March 2020</p>	<p>Andrew Bradshaw</p>	<p>Heads of Establishments, Excursions Coordinators, Group Leader, and Supervisory Adults aware of expectation and implementing change.</p> <p>Young people and families aware of expectations.</p>	<p>To be started in November 2019.</p>
<p>Work on and deliver the commitments planned by the Sport and Outdoor Learning</p>	<p>Update new website with resources and case studies, demonstrating best practice.</p>	<p>November onwards.</p>	<p>Andrew Bradshaw Donna Reilly Andrew Bagnall</p>	<p>Website updated and resources / case studies used.</p>	<p>Case studies started.</p> <p>Letter sent to schools in September 2019 to offer</p>

<p>Team in the Communities and Families Excursions Policy 3.2.3 and 3.2.4.</p>	<p>Launch the new Outdoor Learning Map.</p>	<p>Complete initial drafts by July 2020</p>		<p>Outdoor Learning Map launched and used – Discover and Contribute.</p>	<p>sessions / meetings to support reduction in inequality.</p> <p>Outdoor Learning Map started and pilots with trial schools started.</p>
<p>Exploring different ways to collect more information relating to these considerations to support monitoring. Include reviewing a web-based recording and approval system called Evolve.</p>	<p>Review current systems and how to improve that is manageable and supports all stakeholders.</p> <p>Review Evolve. Create a Business Plan if appropriate to proceed and explore further.</p>	<p>March 2020</p>	<p>Andrew Bradshaw</p>	<p>Reviewed.</p> <p>Produced new resources relating to monitoring.</p> <p>Decision made regarding Evolve.</p>	<p>Due to start in November 2019.</p>

## Appendix 9.2 Summary References – Excursions Policy

Key Area	Notes	Section	Page
New and updated guidance and information.	Provides a summary to users.	Introductory section	3
Lessons Learnt.	New section to highlight lessons learnt from recent incidents and good practice.	Introductory section	4
Updated introductions.	Reaffirmed expectation of safe, purposeful, high-quality, inclusive/accessible and sustainable (working towards the Council's net zero carbon target) excursions.	Section 1 Introduction	13
Updated indicators.	Updated indicators of high quality, inclusive and sustainable excursions. Include references to sustainable development and being inclusive.	Section 1	14
Updated training guidance.	To highlight training at establishments to support sustainable development and making training more meaningful.	Section 1.5	22
Updated roles and responsibilities.	Updated to highlight the responsibilities of delivering safe, purposeful, high-quality, inclusive/accessible and sustainable (working towards the Council's net zero carbon target) excursions.	Section 2	22
Key Considerations for Heads of Establishments, Excursions Coordinators and Group leaders.	New and detailed section devoted to safety (3.2.1); purposeful excursions (3.2.2); reducing inequality and maximising affordable excursions (3.2.3); and the Council's Net Zero Carbon Target and sustainable excursions (3.2.4). 3.2.3 and 3.2.4 include detailed guidance on for establishments and commitments from the Outdoor Learning Team.	Sections 3.2.1, 3.2.2, 3.2.3, and 3.2.4.	32
Arrangements for monitoring key considerations (3.2.2 – 3.2.4).	Updated and more detailed guidance on monitoring 3.2.2 – 3.2.4.	Section 3.2.5	33
Scottish Outdoor Access Code	New section highlighting the importance of abiding by the Code and including this as part of the learning process.	Section 3.12	53
Transport	Updated to highlight the importance of active travel and public transport in supporting the Council's Net Zero Carbon Target. Includes new guidance on walking.	Section 4.2	54

Overseas	Detailed guidance on overseas visits.	Section 8	68
Important considerations for overseas travel.	Updated guidance to highlight the importance of the key considerations identified in 3.2.1 – 3.2.4, and monitoring procedures (3.2.5).	Section 8.1	68
Using a tour operator or specialist provider for overseas travel.	Updated guidance highlighting an expectation to make reasonable attempts work with providers to maximise sustainable development.	Section 8.4.2	70
Inclusion and reducing inequality for overseas travel.	Updated guidance.	Section 8.4.6	72
Overseas transport.	Updated guidance to highlight reasonable adjustments and actions to support sustainable development.	Section 8.10	75
Onsite Sleepovers.	Brought within-scope of the Policy. Purposeful onsite sleepovers as part of planned and progressive excursions programme can contribute to reducing inequality and provide a sustainable approach. New resources developed to assist this.	Section 18	96

## Appendix 9.3 Summary References – Staff Working Overseas Policy

Key Area	Notes	Section	Page
New and updated guidance and information.	Provides a summary to users.	Introductory section.	3
Lessons Learnt.	New section to highlight lessons learnt from recent incidents and good practice.	Introductory section	3
Is it appropriate to travel overseas?	New section providing support and challenge to employees and their line managers when considering travel and work overseas.	Section 1.1	6
If proposing to travel and work overseas...some key points.	New section highlighting key points including deadlines and sustainable development.	Section 1.2	7
What should be sent to the Sport and Outdoor Learning Team.	New and updated resources and guidance. Includes Appendix 2, which comprises a set of questions to assist in determining if travel and work overseas is appropriate.	Section 7.1	12
Updated roles and responsibilities.	Updated to highlight the responsibilities associated with evaluating whether travel and work overseas is appropriate.	Section 8	13
Transport.	Updated to highlight the importance of making reasonable adjustments and actions towards sustainable development.	Section 14	19
Working in partnership with third parties.	New section to highlight key checks when working with third parties.	Section 19	24
Summary report.	New summary report template for completing after the overseas and travel. This will assist in sharing good practice and reducing the need for duplicated travel.	Appendices Appendix 8	27

## Appendix 9.4 Excursions and Staff Travelling and Working Overseas Key Information

### Communities and Families Excursions Policy

#### 9.4.1 General Information

Categories 3 and 4 Excursions	1 August - 31 July				
	August 2014 – July 2015	August 2015 – July 2016	August 2016 – July 2017	August 2017 – July 2018	August 2018 – July 2019
Number of Individual Excursions				3323	3032
Number of EX forms submitted				782	764
Primary School Pupils	6680	6121	6830	8106	9817
Secondary School Pupils	11226	8175	11069	9648	12031
Special School Pupils	608	552	549	241	277
Community Centre Young Persons	675	1237	1492	803	621
Duke of Edinburgh's Award Young Persons	849	1068	1154	1072	810
Residential centres young persons	125	244	161	93	169
Other (including adult groups)	49	55	112	464	651
Total Participants*	20,212	17,452	21,367	20,427	24,376

\*Some participants will attend more than one excursion i.e. these are not all separate participants.

#### 9.4.2 Overseas Excursions

Measure	August - July		
	2016/17	2017/18	2018/19
Number of overseas excursions:	61	95	76
Number of participants involved in overseas excursions:	1522	2261	2124

## Schools and Lifelong Learning Staff Travelling and Working Overseas

Measure	Since January 2018
Number of Schools and Lifelong Learning staff approved to travel and work overseas (since January 2018):	54
Number of total days:	299
Average duration:	5.6 days

## Appendix 9.5 Is travel and work overseas appropriate (Appendix 2 of the Policy)?

All questions must be answered.

**This resource must be reviewed as early as possible. Responses will assist the employee and line manager in determining if it is appropriate to travel and work overseas.**

**If after completing this form, employees and / or line managers are unsure that travel and work overseas is appropriate; they must contact appropriate Senior Schools and Lifelong Learning Staff for advice. This must be early in the planning process.**

**Responses will be assessed by Senior Schools and Lifelong Learning Staff and the Sports and Outdoor Learning Team.**

**Read Section 1.1 of the Policy before starting.**

	Key questions	Comments from Schools and Lifelong Learning:	Response from Employee	Comments from Employee  All N/A responses must be explained.
1	Is there (i) a <b>significant purpose</b> to the overseas travel and work linked to <b>school, service, and/or Council priorities</b> ; or (ii) an <b>exceptional circumstance</b> linked to an <b>urgent and significant matter</b> that cannot be resolved using technology (phone or Skype for example)?	If the answer is <b>NO</b> , then this may indicate that travel and work overseas is not appropriate.	Choose an item.	
2	As a result of travelling and working overseas, are there planned <b>significant and sustained</b> outcomes linked to school / service / Council priorities planned?	If the answer is <b>NO</b> , then this may indicate that travel and work overseas is not appropriate.	Choose an item.	
3	Is the travel and work overseas <b>mostly funded</b> by the <b>Council</b> (more than 50%)?	If the answer is <b>YES</b> , then this may indicate that travel and work overseas is not appropriate.	Choose an item.	
4	Have you travelled and worked overseas <b>within the last 5 years</b> to the <b>same or similar</b>	If the answer is <b>YES</b> , then this may indicate that	Choose an item.	

	venue and /or undertaking <b>similar work</b> ? If YES (give details), then go to question 5. If NO, go to question 6 (leave Q5 blank).	travel and work overseas is not appropriate.		
5	Does the proposed visit provide <b>significant progression / added value</b> , and / or part of a <b>programme</b> and is NOT a repeat?	If the answer is <b>NO</b> , then this may indicate that travel and work overseas is not appropriate.	Choose an item.	
6	Has anyone else in the <b>school / school cluster / service</b> travelled and worked overseas to the <b>proposed</b> or <b>similar places</b> and / or undertaken <b>similar work</b> within the <b>last 3 years</b> ? It is the responsibility of the employee to make reasonable checks.	If the answer is <b>YES</b> , then this may indicate that travel and work overseas is not appropriate.	Choose an item.	
7	Is <b>anyone else</b> from the Council travelling on the <b>same visit</b> ? If yes, how many?  It is the responsibility of the employee to make reasonable checks. We certainly expect you to know about others in the school / service or school cluster.	If more than one person from the Council, <b><u>you must explain why this is not duplication.</u></b>  If more than one person is proposing to travel and work on the same visit, this may <b><u>indicate unnecessary duplication.</u></b>	Choose an item.	
8	Can <b>similar outcomes</b> be achieved through <b>visits / discussions locally or within the UK</b> ?  It is the responsibility of the employee to make reasonable checks.	If the answer is <b>YES</b> , then this may indicate that travel and work overseas is not appropriate.	Choose an item.	
9	Can <b>similar outcomes</b> be achieved using <b>technology</b> and thus avoiding the need to travel?	If the answer is <b>YES</b> , then this may indicate that travel and work overseas is not appropriate.	Choose an item.	
10	Have CEC staff or other persons within existing partnerships <b>completed similar and recent</b> travel and work overseas? Can they offer alternative support and development, thus avoiding the need to travel?	If the answer is <b>YES</b> , then this may indicate that travel and work overseas is not appropriate.	Choose an item.	

	It is the responsibility of the employee to make reasonable checks.			
11	Is the activity overseas <b>shorter than three days</b> (excluding travel)?	If the answer is <b><u>YES</u></b> , then this may indicate that travel and work overseas is not appropriate.	Choose an item.	
12	If travel and work is approved, will the member of staff and establishment / service be able to provide <b>clear evidence of significant and sustained</b> outcomes, and complete a summary report ( <b>Appendix 8</b> )?	If the answer is <b><u>NO</u></b> , then this may indicate that travel and work overseas is not appropriate.	Choose an item.	
13	If travel and work is approved, is the member of staff willing to <b>share findings / best practice with others in the Council</b> , thus possibly reducing the need for future travel?	If the answer is <b><u>NO</u></b> , then this may indicate that travel and work overseas is not appropriate.	Choose an item.	
14	Additional comments linked to the questions above:			

# 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

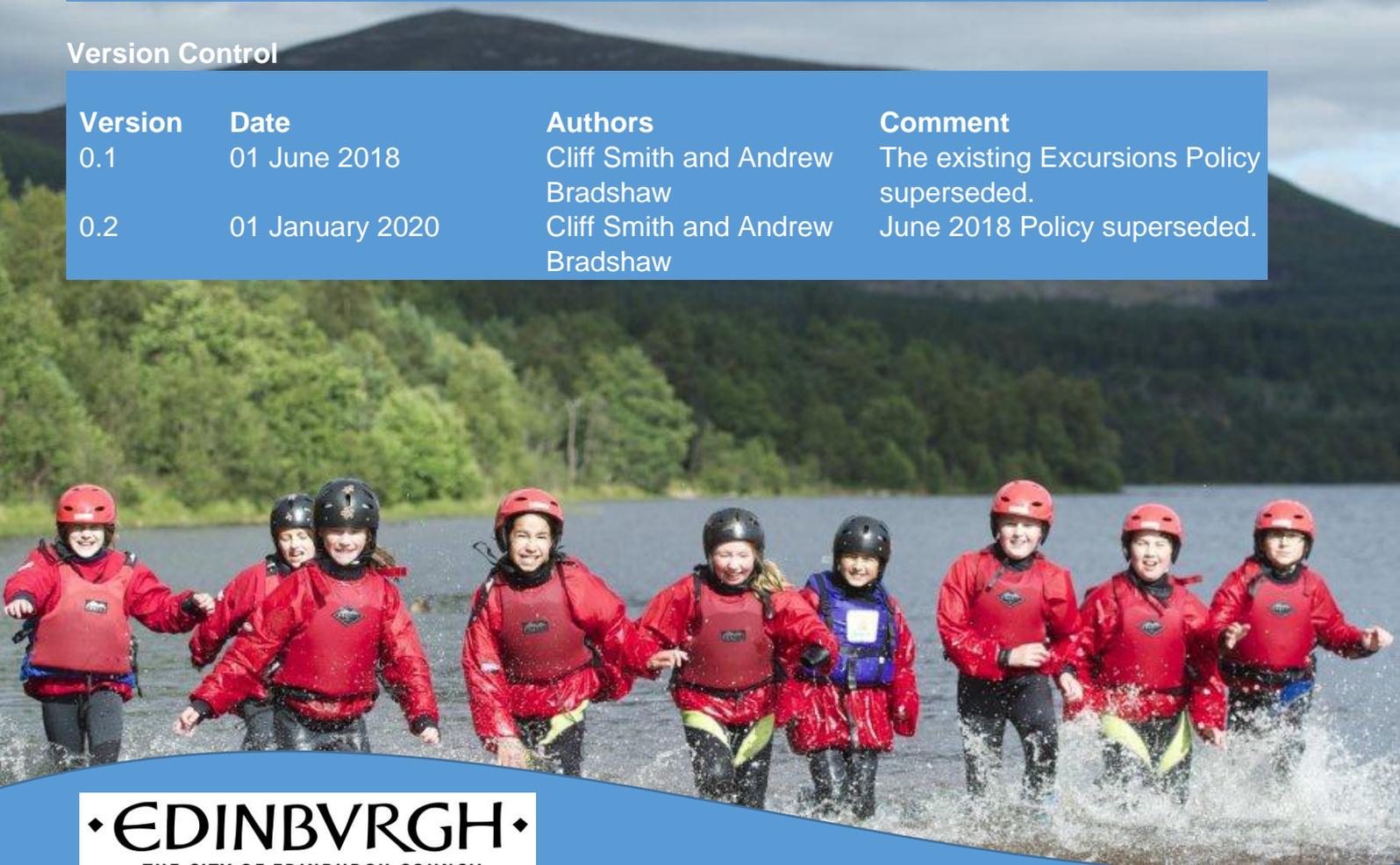
**Latest Implementation Date:** 01 January 2020 (Updated from June 2018)

## Control Schedule

<b>Senior Responsible Officer</b>	Andrew Bradshaw
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## Version Control

Version	Date	Authors	Comment
0.1	01 June 2018	Cliff Smith and Andrew Bradshaw	The existing Excursions Policy superseded.
0.2	01 January 2020	Cliff Smith and Andrew Bradshaw	June 2018 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.](#)

**LINKS MAY ONLY WORK WITH THE CHROME BROWSER. IF THIS IS THE CASE, RIGHT-CLICK ON THE LINK, CHOOSE 'COPY LINK' AND THEN PASTE INTO THE CHROME BROWSER.**

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.

The latest digital PDF version of this document is always available from the Orb and our own website:

Orb: [CLICK HERE](#)

experienceoutdoors.org.uk: [CLICK HERE](#)

If unable to locate the Policy, contact [excursions@edinburgh.gov.uk](mailto:excursions@edinburgh.gov.uk)

## KEY CONTACTS AND INFORMATION

www.experienceoutdoors.org.uk	<a href="#">LINK</a>
General excursion enquiries/submission of forms/Business Support	<a href="#">EMAIL</a> or 0131 469 3953
CEC Adventurous Activities Approved Providers	<a href="#">LINK</a>
UK Excursions and UK/Overseas Adventurous Activities (Cliff Smith)	<a href="#">EMAIL</a> or 0131 551 4368 or 07748 703 515
International/Overseas Excursions (Andrew Bagnall)	<a href="#">EMAIL</a> or 0131 551 4368 or 07718 668 558
International/Overseas Excursions – submission of forms.	<a href="#">EMAIL</a>
Duke of Edinburgh's Award (Fraser Robertson)	Fraser - <a href="#">EMAIL</a> or 07824 526 492. General phone number: 0131 551 4370
Excursions Coordinators' eUpdate Registration webpage	<a href="#">LINK</a>
Bangholm Outdoor Centre ( <a href="#">EH6 4RJ</a> )	0131 551 4368
Benmore Outdoor Centre ( <a href="#">PA23 8QX</a> )	01369 706 337
Lagganlia Outdoor Centre ( <a href="#">PH21 1NG</a> )	01540 651 265
Principal Officer for Outdoor Learning (Andrew Bradshaw)	<a href="#">EMAIL</a> or 07718 660 549

## KEY AMMENDMENTS AND NEW INFORMATION

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



These labels identify updated and new guidance throughout the Policy.

Key Amendments or New Information	Links
<b>Updated:</b> All Orb links checked and updated so they work on the new Orb (October 2019). Chrome browser works best.	N/A
<b>NEW:</b> Lessons Learnt Summary (useful updates based on recent reporting).	<a href="#">LINK</a>
 <b>FOR THE ATTENTION OF HEADS OF ESTABLISHMENTS: IMPORTANT UPDATED REQUIREMENT:</b> <b>Updated:</b> Importance of ensuring safe; purposeful; reducing inequality / delivering affordable excursions; and working towards the Council's recently announced net zero carbon target / sustainability. Detailed in the <a href="#">Introduction</a> , <a href="#">3.2 (Key Considerations)</a> , <a href="#">Transport</a> and <a href="#">Overseas</a> . <a href="#">Updated guidance on reporting of potential concerns</a> to the Principal Officer (for further investigation) and Senior Leaders.	See text
<b>Updated:</b> Excursions training programme. Continued option of establishment-based training, which can be more meaningful and supports the 'net-zero' Council target i.e. one trainer goes to the establishment.	<a href="#">LINK</a>
<b>Updated:</b> KIC Adult forms – two new versions created (Supervisory Adults and Adult Participants).	<a href="#">LINK</a>
<b>Updated:</b> Approval of Categories 1 and 2 excursions.	<a href="#">LINK</a>
 <b>IMPORTANT NEW REQUIREMENT:</b> Consumption of alcohol not permitted by supervisory adults and participants.	<a href="#">LINK</a>
<b>NEW:</b> Council's continued commitment to the Scottish Outdoor Access Code.	<a href="#">LINK</a>
 <b>Updated:</b> Transport Section updated linked to the Council's net zero carbon target and sustainability, Grey Fleet and other information.	<a href="#">LINK</a>
 <b>IMPORTANT UPDATED INFORMATION:</b> Insurance. Heads of Establishments must ensure adequate insurance has been organised for excursions. See <a href="#">Insurance</a> section.	<a href="#">LINK</a>
<b>NEW and updated:</b> first aid and meeting healthcare needs.	<a href="#">LINK</a>
<b>NEW:</b> OVERSEAS – importance of key considerations detailed in Section 3.2.	<a href="#">LINK</a>
<b>NEW:</b> OVERSEAS - keeping up to date with BREXIT.	<a href="#">LINK</a>
<b>Updated:</b> OVERSEAS – Inclusion and reducing inequality.	<a href="#">LINK</a>
<b>Updated:</b> OVERSEAS – Food and drinking Water.	<a href="#">LINK</a>

 <b>IMPORTANT UPDATED REQUIREMENT:</b> Water purification, especially linked to Duke of Edinburgh's Award expeditions. Expeditions will <b>not be</b> approved unless there is evidence of compliance with this requirement.	<a href="#">LINK</a>
<b>IMPORTANT UPDATE:</b> Appendix 7 (Adventurous Activities is currently being updated). The current version still applies. Use the <a href="#">contacts page</a> to ask specific questions.	See text
<b>NEW:</b> Onsite sleepovers are now within-scope of this Policy.	<a href="#">LINK</a>
<b>Updated:</b> Appendices	<a href="#">LINK</a>

## LESSONS LEARNT



It is important to learn from incidents, near misses and other feedback. This section provides a useful summary to support Excursions Planning. Updated from **2018/19**.

Area	Description	Required Actions
'Free-time' – residential and day visits.	Incident reporting indicates a higher proportion of incidents when participants have 'free-time' away from direct activity.	Plan free-time and associated supervision carefully. Ensure there are high expectations for good behaviour and remote supervision is assessed with good controls (time and area boundaries plus minimum numbers). Regular/appropriate checks are essential.
Water Purification.	An incident has occurred regarding water purification.	All Duke of Edinburgh's Award or similar expeditions and any excursions considering water purification <b>MUST</b> comply with the guidance in <b>Appendix 9b</b> and use the model risk assessment ( <b>Appendix 9a</b> ). Technical Advisers <b>will not</b> approve an excursion unless these have been used.
Kelly Kettles or similar devices.	Incidents have occurred outwith of CEC. One incident: a Kelly Kettle exploded due to a build-up of pressure caused by the 'bung' being kept in.	Ensure during CEC self-led activity, CEC staff/volunteers are appropriately trained and are using manufacturer guidance. Activity must be risk assessed. For further advice, <a href="#">contact the Sport and Outdoor Learning Team</a> .
Entering dormitories and sleeping accommodation.	Care must be taken when entering sleeping accommodation.	The Group Leader must ensure supervising sleeping accommodation is discussed and planned prior to an excursion. A clear procedure must be in place e.g. young people know that a supervisory adult will knock on the door first, announce who it is, ask to enter / or ask them to come outside (whichever is appropriate) and then await a response. In cases of urgent and significant incidents, entry maybe immediate.
Consumption of alcohol on excursions.	There is a significant likelihood that consumption of alcohol can impair judgement and responses.	The consumption of alcohol by supervisory adults on Communities and Families excursions is <b>not permitted</b> . See <a href="#">new section</a> .
Submission of EX3 and EX4 forms.	Late submissions can increase risks.	The Sport and Outdoor Learning Team evaluate all submissions. They are here to offer guidance and support. Please avoid <b>late</b>

		<p><b>submissions.</b> Exceptions to apply e.g. competitions involving short notice.</p> <p>Category 4 (UK) – submit before <b>3 weeks</b> to departure.</p> <p>Category 4 (overseas) - submit before <b>3 months</b> to departure.</p> <p>Category 3 – submit before <b>1 week</b> to departure.</p> <p>There is a <b>significant risk that late submissions will not be approved.</b> Technical advisers will prioritise exceptional circumstances.</p>
Risk assessment (template)	A significant proportion lack information in the <b>second column about HOW</b> might they be harmed.	Inform staff and ensure this is checked by the Excursions Coordinator as part of the quality assurance process. Deliver self-led training or request training form the Outdoor Learning Team or Health and Safety Team.
Lyme Disease	Highlighted by external agencies for stakeholders in Scotland.	See this <a href="#">Section of the Policy</a> .

## REDUCED BUREACRACY

Highlighted Process or Resource
<p><b>COMMUNICATION:</b> Excursions Coordinators receive regular and short eUpdates via email to provide alerts, updates and training opportunities.</p> <p>Subscribe or amend details via this <a href="#">LINK</a></p>
<p><b>SIGNPOSTING:</b> Key contacts have been included throughout this Policy so users can obtain support quickly.</p>
<p><b>UPDATED POLICY PDF FORMAT:</b> Interactive contents page, key summary information tables e.g. '<a href="#">At a Glance Matrix</a>', active hyperlinks to locate other information – external websites and The Orb resources.</p>
<p><b>CONSENT:</b> A recommended consent model. <a href="#">LINK</a> (exact model will vary with 'local' contexts). This includes annual consent for Categories 1 and 2. To be agreed 'locally'.</p>
<p><b>CEC ADVENTUROUS ACTIVITY PROVIDERS LIST (Category 3):</b> Maintained by the Sports and Outdoor Learning Team to assist establishments in choosing and using different providers. Checks are performed by the Sports and Outdoor Learning Team to remove duplication.</p>
<p><b>UPDATED FORMS 1:</b> Allow for a continuous programme of excursions. <a href="#">LINK</a>. Clearer codes and form 'names' to support Group Leaders – EX and Key Information and Consent (KIC) forms.</p>
<p><b>UPDATED FORMS 2:</b> Key Information and Consent (KICcentres) form for Bangholm, Benmore and Lagganlia Outdoor Centres. No need to complete two sets of key information and consent forms. Duplication removed.</p>
<p><b>EVALUATION:</b> 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 <b>do not</b> need to complete the general excursions <b>and</b> centre specific feedback questionnaires. This removes duplication. No need to email or post – complete online - <a href="#">LINK</a>.</p>
<p><b>TRAINING:</b> An expanded training model to ensure training is focused on specific roles: separate Excursions Coordinator, Group Leader and 'bolt-on' training. <a href="#">LINK</a>.</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*
<b>Description</b>	<a href="#">CLICK HERE FOR FULL DESCRIPTIONS OF CATEGORIES*</a>				N/A
<b>Approval and Registration Process</b>	<b>Internal/local level:</b> Excursions Coordinator and Head of Establishment.		<b>Internal/local level:</b> Excursions Coordinator and Head of Establishment. <b>Then:</b> Sports and Outdoor Learning Team.		<a href="#">CLICK HERE*</a>
<b>Risk Assessment</b>	✓ <a href="#">Use the CEC template (Orb link)</a> or via <a href="#">our website</a> .		✓ Approved Provider will complete <b>for their activity</b> . Complete for other parts of the excursion where necessary.  <a href="#">Use the new CEC template</a> or via <a href="#">our website</a> .		<a href="#">CLICK HERE*</a>
<b>Consent Required</b>	✓ <i>Recommended model:</i> Annual consent via <b>KICannual</b> form.		✓ Excursion specific consent via <b>KICsingle</b> or <b>KICcentres</b> forms.		<a href="#">CLICK HERE*</a>
<b>Medical Information</b>	✓ <i>Recommended model:</i> annual update via <b>KICannual</b> and <b>KICmed</b> and/or <b>KICbld</b> .		✓ Excursion specific via <b>KICsingle</b> or <b>KICcentres</b> and <b>KICmed</b> and/or <b>KICbld</b> .		<a href="#">CLICK HERE*</a>
<b>Group Leader Training - Theory</b>	<i>Not mandatory</i>	<i>Not mandatory</i>	✓ Required**	✓ Required**	<a href="#">CLICK HERE*</a>
<b>Forms and documents to be sent to the Sports and Outdoor Team/ deadlines. SEE NEXT PAGE.</b>	<i>Approval managed internally/at the local level.</i>  <i>Forms are not sent to the Sport and Outdoor Learning Team.</i>		<b>EX3single</b> or <b>EX3multi</b> + risk assessments for transport and activities not provided by the Approved Provider. Sent at least <b>1 week</b> before departure.	<b>UK based:</b> <b>EX4single</b> or <b>EX4multi</b> + all risk assessments (unless an Approved Provider). Send at least <b>3 weeks</b> before departure  <b>Overseas Travel:</b> <b>OverseasNotice</b> form for advance notice (where required) - normally <b>12 months</b> before departure. <b>EX4single</b> or <b>EX3multi</b> + all risk assessments + any other relevant documentation. Send at least <b>3 months</b> before departure.	

\*Only works with interactive PDF version. \*\*At least one of the leaders, normally the Group Leader, 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

Form Name	When do we use this form?	Form <u>previously used</u> for this purpose (pre-June 2018)
Different forms link to different types of excursions.	If you are unsure about what form to use, please email <a href="mailto:excursions@edinburgh.gov.uk">excursions@edinburgh.gov.uk</a> <a href="#">CLICK HERE FOR THE LATEST FORMS</a> , via <a href="#">our website</a> , or <a href="#">view via Section 19 – appendices</a> .	
<b>EX3single</b>	For <b>single</b> non-residential excursions in Category 3 (i.e. with an Approved Adventurous Activities Provider).	EE1AP
<b>EX3multi</b>	For a <b>continuous/regular programme</b> of <b>multiple</b> non-residential excursions in Category 3; normally with the same Approved Adventurous Activities Provider(s), involving a defined set of activities.	EE1AP
<b>EX4single</b>	For <b>single</b> Category 4 excursions.	EE1
<b>EX4multi</b>	For a <b>continuous/regular programme</b> of <b>multiple</b> excursions in Category 4. Normally with the same provider(s) involving a defined set of activities.	EE1
<b>EX4sleepover</b>	For onsite school sleepovers only. Classed as a Category 4 excursion. Incorporates a Schools Let application form, risk assessment guidance and risk assessment templates.	EE1
<b>KICannual</b>	<b>Annually</b> or periodically issued to collect information and consent used to support excursions in Categories 1 and 2 <a href="#">See policy guidance and suggested model</a> . This removes the need to gain consent for individual Categories 1 and 2 excursions.	EE2
<b>KICsingle</b>	Used to collect information and consent for single excursions or a single programme of excursions, normally in Categories 3 and 4.	EE2
<b>KICcentres</b>	Used to collect key information and consent for excursions to our Centres at <b>Benmore</b> or <b>Lagganlia</b> ; and excursions involving <b>Bangholm</b> staff.  Removes the need for separate forms for establishment and CEC Centre forms.	EE2 + Centre's own consent & information form
<b>KICadult SUPERVISORY ADULT</b>	 The former KICadult has been split into two versions. This version is used to collect key information for <b>supervisory adults taking part on categories 3 and 4 excursions</b> . This includes 1:1s for young pupils and protected adults. <b><u>Not compulsory for Categories 1 and 2.</u></b>	No standard form previously available
<b>KICadult PARTICIPANT ADULT</b>	 The former KICadult has been split into two versions. This version is used to collect key information for <b>adult participants</b> (not supervisory adults). <b><u>Reserved mainly for the Adult Learning Team and the Discover! Holiday Programme.</u></b>	No standard form previously available
<b>KICbid</b>	Medical consent with the exception of administration of blood or blood products. Used to collect information and consent where parents have <b>not</b> given consent for blood transfusions.	EE2A
<b>KICmed</b>	Medication and medical treatment recording form. If the participant is taking any medication, this form should be completed.	EE2B
<b>OverseasNotice</b>	Advance notice to ' <b>International Excursions</b> ' for excursions going overseas. See <a href="#">LINK</a> for when to use this form.	EE3
<b>Evaluation</b>	<b>Feedback evaluation forms</b> are now <b>online</b> . There is a separate version for excursions to Benmore and Lagganlia. <a href="#">CLICK HERE</a> .	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, high-quality, inclusive/accessible** and **sustainable** (working towards the Council's net zero carbon target) 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 of the Policy 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, working towards the Council's net zero carbon target** and is **user-friendly**.

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

- safety;
- intended benefits and outcomes;
- inclusion;
- affordability / reducing inequality;
- working towards the Council's net zero carbon target / sustainability; and
- best use of establishment/Council resources including staff.

**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 – [Section 3.2](#) for more information.

### Some indicators of high quality, inclusive and sustainable excursions:

<ul style="list-style-type: none"> <li>• Delivery is planned, part of a progressive programme and adjusted to maximise achievement.</li> </ul>	<ul style="list-style-type: none"> <li>• Participants play an active part and engaged in the planning, delivery and evaluation phases, particularly linked to sustainable development.</li> </ul>
<ul style="list-style-type: none"> <li>• Inclusive with good strategies, including those linked to the 1 in 5 Poverty Project, used to reduce inequality and maximise participation.</li> </ul>	<ul style="list-style-type: none"> <li>• Positive, professional and consistent relationships between all participants and supervisory adults.</li> </ul>
<ul style="list-style-type: none"> <li>• Safe and positive learning environment/s using an appropriate level of risk.</li> </ul>	<ul style="list-style-type: none"> <li>• Learning is well paced, shows progression and development of skills, behaviour and knowledge.</li> </ul>
<ul style="list-style-type: none"> <li>• Participants actively involved in safe practice and risk management.</li> </ul>	<ul style="list-style-type: none"> <li>• Participants can be creative and apply their learning.</li> </ul>
<ul style="list-style-type: none"> <li>• Excursion adjusted to maximise sustainable development linked to the Council's net zero carbon target e.g. active travel, which is embedded into participants' learning</li> </ul>	<ul style="list-style-type: none"> <li>• Differentiated to meet the needs of all learners, including appropriate support and challenge.</li> </ul>
<ul style="list-style-type: none"> <li>• Clear learning outcomes discussed from the beginning and regularly revisited.</li> </ul>	<ul style="list-style-type: none"> <li>• Participants describe what they are learning as opposed to what they are doing and can understand how they can apply it in the future.</li> </ul>
<ul style="list-style-type: none"> <li>• Integral part of the curriculum or programme; supporting pre and post learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Reflection and review time are built into the excursion where application of learning is explored and achievements recognised.</li> </ul>
<ul style="list-style-type: none"> <li>• Linked to wider curriculum outcomes through a clear transfer of learning.</li> </ul>	<p>Adapted from 'A Guide to High Quality Outdoor Learning and Residential Experiences – OEAP'.  <a href="#">See Section 3.2 for additional guidance.</a></p>

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 Team 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](mailto: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

<b>Adventurous Activities</b>	See Appendix 7.
<b>Approved Adventurous Activity Provider</b>	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: <a href="#">CLICK HERE</a>
<b>Additional Support Needs</b>	A child or young person is said to have additional support needs if they need more help with their education. For more information: <a href="#">The City of Edinburgh Additional Support for Learning web page</a> .
<b>Employer</b>	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.
<b>Establishment</b>	The Communities and Families organising group. This can be a school, other establishment or service.
<b>Excursion</b>	Offsite trip, visit, activity taking place away from the establishment. Onsite adventurous activity (see Appendix 7). This Policy does <b>not</b> 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. <a href="#">CLICK HERE</a> <a href="#">See Scope of this Policy.</a>
<b>Excursions Co-ordinator</b>	A named person who oversees the overall management, co-ordination and approval mechanism within the establishment for all excursions. Appointed by the <b>Head of Establishment</b> .
<b>Group Leader</b>	A named person who plans, leads and reviews an excursion. The <b>Group Leader</b> is responsible to the <b>Head of Establishment</b> and has the main supervisory responsibility throughout an excursion. The <b>Group Leader</b> is responsible for the detailed organisation of the excursion according to this Policy and other relevant CEC policies and procedures.
<b>Head of Establishment</b>	A named person with management responsibility for groups or individuals who are participating in excursion activities. This is the Head Teacher in a school. <i>In certain C&amp;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>
<b>Home Base Contact</b>	Staff member(s) <b>not</b> attending the excursion who can be contacted throughout the excursion. For longer excursions, there may be several Home Base contacts to ensure <b>continuous</b> coverage.
<b>Learning for Sustainability (LfS)</b>	An approach to life and learning which enables learners, educators, schools and their wider communities to build a socially-just, sustainable and equitable society. <a href="#">CLICK HERE FOR MORE INFORMATION.</a>
<b>Parent(s)</b>	The parent / legal carer <b>of the child, young person or vulnerable adult attending the excursion</b> . The term 'parent' will be used in this Policy to represent the legal carer.
<b>Participant</b>	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.
<b>Provider</b>	A person, organisation or business responsible for the delivery of a service or activity.
<b>Supervisory Adults</b>	CEC staff, approved volunteers and other approved persons who carry out supervisory duties as instructed by the Group Leader.  The <b>Head of Establishment, Excursions Coordinators</b> and <b>Group Leader</b> are responsible for ensuring <b>supervisory adults</b> are competent (relevant skills, qualifications and/or experience linked to the excursion) and have undergone the required checks.
<b>Sustainable Development</b>	The United Nations present 17 Sustainable Development Goals (SDGs), which are an urgent call for action by all countries - developed and developing - in a global partnership. They recognise that ending poverty and other deprivations must go hand-in-hand with strategies that improve health and education, reduce inequality, and spur economic growth – all while tackling climate change and working to preserve our oceans and forests. <a href="#">LINK.</a>
<b>Technical Adviser</b>	Suitably qualified and experienced member of staff within the <b>Communities and Families Department</b> 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.

## 1.4 SCOPE OF THIS POLICY

Key CEC contact:

[excursions@edinburgh.gov.uk](mailto: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;
- onsite sleepover; **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](mailto: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):

[SchoolsandLifelongLearning.BusinessSupport@edinburgh.gov.uk](mailto:SchoolsandLifelongLearning.BusinessSupport@edinburgh.gov.uk)

Contact this mailbox to ask for more information,

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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	<b>Examples</b>	<b>Offsite</b> activity (away from the establishment – can include another CEC property).	Establishment resources, including funding, buildings, equipment and /or staff, will be used to <b>plan part or all the activity</b> .	Establishment resources, including funding, buildings, equipment and /or staff, will be used <b>during the activity</b> .	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 <b>with a provider</b> . The establishment staff attend.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	<b>THIS IS AN EXCURSION.</b> For excursions involving a cluster of establishments with a lead/organising establishment, <b>all establishments</b> 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 ( <b>no external provider</b> ).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	<b>THIS IS AN EXCURSION.</b>
C	<b>In exceptional circumstances</b> , 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	<b>THIS IS AN EXCURSION. Exceptional circumstances only</b> and approved by the Sports and Outdoor Learning Team. <a href="#">See section</a> . <b>THIS IS CLASSED AS A CATEGORY 4 EXCURSION.</b>
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	<b>THIS IS AN EXCURSION.</b> The establishment will take part in supporting the planning and delivery stage. The establishment and provider must ensure compliance with this Policy.

	<b>Examples</b>  This is not a full list and if unsure, establishments must check with the Sports and Outdoor Learning Team very early in the planning phase.	<b>Offsite</b> activity (away from the establishment – can include another CEC property).	Establishment resources, including funding, buildings, equipment and /or staff, will be used to <b>plan part or all of the activity</b> .	Establishment resources, including funding, buildings, equipment and /or staff, will be used <b>during the activity</b> .	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.
E	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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	<b>THIS IS AN EXCURSION.</b> If the excursion has been organised centrally by C&F, the establishment and organising department must ensure this Policy has been adhered to.
F	<b>Adventurous activity</b> delivered onsite by a third party e.g. mobile climbing wall (as defined in Appendix 7).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	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 Team.
G	<b>Non-adventurous</b> activity delivered onsite (C&F property) by an approved third party.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No	Establishment and CEC Health and Safety policy and procedures should be followed. Good practice from this document may still be applied.
G	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).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No	Establishment must be satisfied that parents understand that the C&F establishment will <b>not</b> 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 <b>not endorsing</b> 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.
I	Work experience placement.	No	See separate C&F guidance.				

## 1.5 TRAINING AVAILABLE

Key CEC contacts:
General: <a href="mailto:learninganddevelopment@edinburgh.gov.uk">learninganddevelopment@edinburgh.gov.uk</a> or <a href="tel:01314693227">0131 469 3227</a>
Excursion training: <a href="mailto:excursions@edinburgh.gov.uk">excursions@edinburgh.gov.uk</a>
Preferred booking via myHR for individuals. Group bookings, email: <a href="mailto:xcursions@edinburgh.gov.uk">xcursions@edinburgh.gov.uk</a>

Key CEC website links:
General: <a href="#">CLICK HERE</a>
Excursion training (all courses are prefaced with Outdoor Learning): <a href="#">CLICK HERE</a>

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  Use <b>CF2488</b> for myHR and contacting CEC Learning and Development.	Excursion Coordinators	To focus on the whole-school management of excursions, including approvals. Two-hour training.  Categories 3 and 4 excursions will not be approved by the Sports and Outdoor Learning Team without a <b>registered</b> Excursions Coordinator who has <b>attended this training</b> .	<b>Mandatory</b> for named ECs.  <b>Must be renewed every 3 years to be valid.</b>
Group Leader Training <b>Part 1 (Theory)</b>	GLT 1  Use <b>CF2483</b> for myHR and contacting CEC Learning and Development.	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.	<b>Mandatory</b> for named Group Leaders on Categories 3 and 4.  <b>Must be renewed every 3 years to be valid.</b>  <b>Optional</b> for leading Categories 1 and 2 excursions and supervising adults attending Categories 3 and 4.
Group Leader Training <b>Part 2 (Practical)</b>	GLT 2  Email excursions to arrange training.	Group leaders and other supervising adults who would benefit from a practical training experience.	An <b>optional</b> practical outdoor session providing a toolkit of practical skills and ideas for leading excursions. <b>Attendance at GLT 1 is a pre-requisite.</b>  Open to all adult supervising staff.	<b>Optional.</b>
Excursion 'Bolt-on' Modules	-	Any relevant staff and volunteers.	Short one-hour specialist sessions linked to key topics requested by establishments, including: Overseas Travel, Insurance, Data Protection, Risk Assessment.	<b>Optional</b> Modules have no expiry date, they are simply renewed as and when required.

Unless stated otherwise, training will be delivered at Bangholm Outdoor Centre.



### Training at Establishments

In our commitment to supporting sustainable development linked to the Council's Net Zero Carbon Target and to make training meaningful, delivery can be arranged for CF2483 (GLT Theory) and CF 2488 (ECT) at an establishment for individual establishments or clusters. Feedback for this mode of delivery is excellent and allows staff and volunteers to discuss specific excursions relevant to them. Requirements apply:

- normally a minimum of 10 participants;
- sessions start promptly, and participants must be present for the duration of the training; and
- complete a register.

Participants who miss part of the training will be recorded as **not** attending.

This mode of delivery is very popular, so early booking is recommended. Email: [excursions@edinburgh.gov.uk](mailto:excursions@edinburgh.gov.uk) and insert 'Establishment-based training' into the subject line. Then specify which training is required.

## 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);
- support establishments to ensure excursions have a clear purpose, relevant to participants and represent good use of Council resources, which must address the considerations in the [Introduction](#) and [Section 3.2](#);
- 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;
- ensure excursions have a clear purpose, relevant to participants and represent good use of Council resources, which must address the considerations in the [Introduction](#) and [Section 3.2](#);
- 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 Team.

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;
- ensure excursions have a clear purpose, relevant to participants and represent good use of Council resources, which must address the considerations in the [Introduction](#) and [Section 3.2](#);
- 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 Team 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, which must address the considerations in the [Introduction](#) and [Section 3.2](#);
- 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 Team, 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 Additional Support Needs, including medical information;
- make reasonable adjustments for Additional Support 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"> <li>• support the Group Leader in defined tasks;</li> <li>• have due regard for the health and safety of everyone in the group;</li> <li>• care for each individual participant, as would any reasonable parent;</li> <li>• follow the instructions of the Group Leader and support with control and discipline where necessary, which should be matched to their competency; and</li> <li>• report concerns to the Group Leader, Excursions Coordinator and/or Head of Establishment.</li> </ul>	<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"> <li>• follow all reasonable instructions of the Group Leader and other supervisory adults;</li> <li>• dress and behave appropriately;</li> <li>• look out for anything that might hurt or threaten any group member and inform a supervisory adult or Group Leader about it;</li> <li>• not take unnecessary risks; and</li> <li>• consult with supervisory adults if they consider an activity to be dangerous.</li> </ul>	<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 <b>may</b> 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 Team.</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 Team'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 Team.</p>

## Section 3 PLANNING AND PROCEDURES

### 3.1 PLANNING AND PROCEDURES - General

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 Team 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;
- travel 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 – Key Considerations for Heads of Establishments, Excursion Coordinators and Group Leaders

### 3.2.1 Safe Excursions

Everyone involved in planning and attending excursions must be committed to safety. The primary aim of this Policy is to provide a framework to maximise safety balanced by key considerations including benefits to participants and supervisory staff via purposeful excursions; reducing inequality; and working towards the Council's Net Zero Carbon Target / sustainability.

### 3.2.2 Purposeful Excursions



**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 support staff and volunteers in achieving and monitoring 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 activities are closely related to the age, needs, experiences and aptitude of the participants.

A planned and progressive programme of onsite outdoor learning activity and Category 1 excursions, which are local, can minimise costs making excursions affordable (see [Section 3.2.3](#)); reduce environmental impact by reducing motorised transport (see [Section 3.2.4](#)); and maximise learning time.

**The Excursions Coordinator and Head of Establishment are expected to communicate this requirement to staff and volunteers; and consider this when making initial approvals in the early stages of planning and final approvals.**

### 3.2.3 Reducing Inequality and Maximising Affordable Excursions



In Edinburgh, child poverty affects 1 in 5 pupils or approximately 20,000 school age children and young people (after housing costs are taken into consideration). Edinburgh is a wealthy City but child poverty rates range from 25% to 35% in the least affluent areas of the city. Over 10% of children even in the most affluent parts of the city experience poverty.

The City of Edinburgh Council is committed to reducing inequality and child poverty. Linked to this is the One in Five: Raising awareness of child poverty in Edinburgh. This is a programme of work in schools and services working with children and young people that:

- raises awareness of poverty and how it affects children and young people;
- explores the cost of the school day; and
- examines the stigma of poverty.

A significant consideration of this project's aims must form part of the early stages of planning for all excursions, including overseas visits.

The Edinburgh's Pupil Equity Framework provides a vision for development. The vision is to:

- **achieve equity:** ensure that every child has the opportunity to participate equally in school experiences and that no child is excluded from these as a result of inability to meet school costs; and
- **promote respect and dignity for pupils and their families affected by poverty:** ensure that school communities are informed about the realities of living in poverty, have policies in place which prevent income-based bullying and allow children/families to speak confidentially about financial difficulties.

The key areas this Equity Framework will address are to:

- **minimise costs and reduce pressure on family budgets:** this will include guidance on reducing the cost of attending school, ensuring all children have access to resources for learning in the classroom and supporting families to access financial support and maximise their income;
- **ensure equal access to opportunities, regardless of income:** this will include consideration of access to extra-curricular activities, social and charity events in the school and support for learning at home; and
- **reduce poverty-related stigma:** this will include awareness-raising activity amongst staff, parents and children and young people by utilising relevant training materials and classroom resources.

Securing **affordable excursions** and **reducing inequality** must be at the heart of the planning stage and **monitored by the Head of Establishment and Excursions Coordinator**. Using resources and guidance from the 1 in 5 Poverty Project can provide significant assistance in reducing inequality.

For residential visits, care must be taken not to just select the cheapest option. This can significantly reduce the quality of provision and thus contribute to inequality of opportunity and experiences. By using the practical ideas below, all participants can have the opportunity to experience the very best provision. This has been demonstrated by best practice case studies across the City and beyond. Case studies available via the link below.

### What can establishments do?

- have a transparent approach for planning, funding and delivering excursions;
- audit excursions periodically and identify opportunities for change linked to updated expectations regarding key considerations – involve young people, families and staff (**draft audit tool planned for January 2020**);
- dedicated time for specific staff to focus on reducing excursion costs;
- undertake 1 in 5 Poverty Awareness Training; and implement good practice across the establishment;
- staff and volunteers read and apply advice in the 'Making Education Equal to All: Edinburgh's Pupil Equity Framework' (link below);
- focus on providing a programme of Category 1 excursions or onsite activity, which is often free with significant benefits;
- engage and consult young people, families, and third sector organisations;
- apply for available grants (via link below);

- use Pupil Equity Funding where applicable;
- allow parents the opportunity to pay for excursions in affordable instalments, via a long lead in time where required;
- work cooperatively with other establishments to reduce costs e.g. share transport;
- not offer excursions on a 'first come first served via deposits' basis as this will favour young people/other participants from families who are able to pay in advance;
- organise clothing 'exchanges' across establishments and / or between establishments to support residents;
- access to low cost kit hire and general clothing (free) stores at the Bangholm Outdoor Centre; and
- share and utilise good practice.

### What will the Outdoor Learning Team do?

- work in partnership with the 1 in 5 Project Team and Child Poverty Action Unit;
- provide advice to establishments via face to face meetings and training (**letter sent to Head Teachers and Business Managers in September 2019**);
- create an audit tool for establishments to periodically audit excursions and identify opportunities for change linked to updated expectations regarding key considerations (**draft audit tool planned for January 2020**);
- deliver training linked to developing a progressive programme of high-quality Category 1 excursions and onsite outdoor learning;
- signpost appropriate grants;
- apply for appropriate central grants;
- share good practice via the website and the Outdoor Learning Map;
- provide digital resources, which support affordable excursions/onsite activity via the Outdoor Learning Map and 50 Ways to Experience Edinburgh Outdoors initiative;
- offer affordable kit hire and facilitate sharing of general clothing;
- minimise price increases to visit Lagganlia and Benmore;
- update and inform third sector and commercial organisations about the Council's approach to reducing inequality and share / highlight good practice by providers;
- support and approve onsite sleepovers as part of establishments' planned and progressive excursion programmes;
- highlight and report any specific concerns regarding inequality; and
- provide low cost / affordable excursion provision, which reduce inequality of opportunities, including the Primary Outdoor Challenge days (Holyrood Park), supporting the Friends of the Award (FOTA) and Duke of Edinburgh's Award expedition delivery via the Bangholm Outdoor Centre.

### Resources and support available:

- case studies showcasing best practice (use link below);
- grant funding ideas (use link below);
- use of Pupil Equity Funding (schools – see link below);
- 1 in 5, Raising Awareness of Child Poverty in Edinburgh Project resources and training (use link below);
- when visiting Lagganlia and Benmore Outdoor Centres, opportunity to book a visit by a member of the Outdoor Learning Team to discuss ways to reduce costs to families (use link below);
- helpsheet for reducing costs of visits to Lagganlia and Benmore Outdoor Centres (use link below)
- access to 50 Ways to Experience Outdoors (use link below);
- access to the Outdoor Learning Map (form January 2020), with specific examples of low cost / affordable excursions and onsite outdoor learning (link below); and
- low cost kit hire and access to general clothing (use the Bangholm contact below).

For overseas visits, take note of the additional guidance in [Section 8](#).

Key Area	Links / Contacts
Affordable excursions advice, support and case studies:	<a href="#">CLICK HERE</a>
The City of Edinburgh Council Child Poverty Resources:	<a href="#">CLICK HERE</a>
Making Education Equal to All: Edinburgh's Pupil Equity Framework:	<a href="#">CLICK HERE</a>
50 Ways to Experience Edinburgh Outdoors:	<a href="#">CLICK HERE</a>
Outdoor Learning Map (from January 2020):	<a href="#">CLICK HERE</a>
Book training linked to a progressive programme of Category 1 excursions (local and onsite):	<a href="mailto:Andrew.Bagnall@edinburgh.gov.uk">Andrew.Bagnall@edinburgh.gov.uk</a> <a href="mailto:Andrew.Bradshaw@edinburgh.gov.uk">Andrew.Bradshaw@edinburgh.gov.uk</a>
Book Lagganlia and Benmore Outdoor Centre Excursion Finance Support Sessions:	<a href="mailto:excursions@edinburgh.gov.uk">excursions@edinburgh.gov.uk</a>
Kit hire (specific key and general clothing):	Bangholm Outdoor Centre ( <a href="#">EH6 4RJ</a> ) Tel: 0131 551 4368
Affordable Duke of Edinburgh Award Expedition Delivery via the Bangholm Outdoor Centre:	<a href="mailto:Fraser.Robertson@edinburgh.gov.uk">Fraser.Robertson@edinburgh.gov.uk</a>
Friends of the Award:	<a href="#">CLICK HERE</a>

### 3.2.4 Council's Net Zero Carbon Target and Sustainable Excursions



The Council is committed to reaching a Net Zero Carbon Target by 2030, with a hard target of 2037 (also see [Section 4.1](#)). The Excursions Policy has been updated to support reaching this target with suggested ideas below and a requirement for **Heads of Establishments** to lead on developing establishments' commitment and actions.

#### What can establishments do (linked to the Net Zero Carbon Target)?

- audit excursions periodically and identify opportunities for change linked to updated expectations regarding key considerations - involve young people, families and staff (**draft audit tool planned for January 2020**);
- engage young people, staff, volunteers, partners and parents about the target – responding to ideas and implementing change via actual excursions;
- develop the use of purposeful Category 1 excursions (local) and onsite outdoor learning;
- use the Outdoor Learning Map and 50 Ways to Experience Edinburgh Outdoors initiative;
- avoid travelling long distances when similar outcomes can be achieved locally;
- consider walking and using public transport where possible and safe;
- consider developing a cycling programme to support transport to and from excursions;
- work cooperatively with other establishments e.g. share transport;
- share good practice with the Sport and Outdoor Learning Team;
- involve young people in curriculum work to learn about the target and sustainable excursions;
- involve young people in designing and monitoring appropriate excursion targets; and
- use appropriate resources and frameworks from the third sector to facilitate change e.g. SUSTRANS, ECOSCHOOLS.

### What will the Outdoor Learning Team do (linked to the net zero target)?

- engage young people, staff, volunteers, partners and parents about the target – responding to ideas and implementing change via guidance and sharing information;
- create an audit tool for establishments to periodically audit excursions and identify opportunities for change linked to updated expectations regarding key considerations (**draft audit tool planned for January 2020**);
- liaise with third party organisations, which offer support and challenge e.g. Sustrans and ECOSCHOOLS, then passing on guidance and information to establishments;
- incorporate the target within the new Outdoor Learning Strategic Plan and values (2020);
- audit sustainability across our centres, then implement change;
- share good practice from across Edinburgh and beyond via the [www.experienceoutdoors.org.uk](http://www.experienceoutdoors.org.uk) website (dedicated webspace);
- deliver establishment support with developing a progressive and purposeful programme of Category 1 excursions (local) and onsite activity;
- promote sustainability linked to the Outdoor Learning Map and 50 Ways to Experience Edinburgh Outdoors initiative;
- Sport and Outdoor Learning Team to deliver provision which promotes sustainable modes of travel whenever reasonably practicable;
- provide guidance and risk assessments to support sustainable modes of travel to Sport and Outdoor Learning events;
- design and deliver updated training linked to increasing walking and cycling activity;
- promote the hiring of bikes and development of maintenance support via Bangholm Outdoor Centre;
- work with Council colleagues to support engagement with third parties including Lothian Buses (increasing use and reducing costs);
- work with school colleagues to develop curriculum materials, which support sustainability practices for excursions;
- work with excursion providers to improve sustainability – share good practice;
- provide updates from different areas of the Council;
- signpost establishments to relevant grants;
- support and approve onsite sleepovers as part of establishments' planned and progressive programmes;
- monitor Categories 3 and 4 excursions and report any potential concerns linked to net zero carbon target and sustainability; and
- review the Excursions Policy annually to provide key revisions.

Key Area	Links / Contacts
Road map for a net zero carbon Edinburgh by 2030 published:	<a href="#">CLICK HERE</a>
Learning for Sustainability:	<a href="#">CLICK HERE</a>
Transport Section of this Policy	<a href="#">CLICK HERE</a>

For overseas visits, take note of the additional guidance in [Section 8](#).

### 3.2.5 Monitoring Key Considerations (3.2.2 – 3.2.4), Making Changes and Reporting Concerns



The **Head of Establishment** is responsible for leading on their establishment's commitments and actions to ensuring excursions are safe, purposeful, reduce inequality/ are affordable and progress towards the Council's Net Zero Carbon Target / sustainable development. The **Excursions Coordinator** should assist in quality assuring this. The **Group Leader** is responsible for following procedures and implementing requirements.

The **Head of Establishment** or **delegated person** should conduct an annual audit of potential or planned excursions for the year and clarify the aims and purpose as well as the estimated costs for each. This information should be used to:

- ensure excursions are purposeful and add significant value to learning and personal experiences;
- engage young people and other participants, and parents to provide views and support;
- review and develop a clear rationale and justification of costs for all excursions;
- signpost staff and volunteers to review good practice where appropriate;
- make modifications to excursions so that they are accessible to participants from low-income households and are cost efficient;
- make modifications to excursions so they support work towards the Net Zero Carbon Target and sustainable development;
- inform and consult families at the start of the year about plans for excursions to get their advice on how to make them more affordable, accessible, and sustainable linked to the net zero carbon target;
- identify parents who require financial support or reduced costs; and
- ensure that parents have time to plan finances accordingly;
- set out the steps that will be taken to ensure that all participants can afford to go on excursions;
- set out any alternative measures that will be in place to ensure excursions are equitable / accessible.

The primary role of **Technical Advisers** in the Sport and Outdoor Learning Team is to evaluate the **safety of excursions**. As **Heads of Establishments** know and understand the context of their establishments, it is their responsibility to ensure the other considerations detailed above are implemented, and quality assured by the Excursions Coordinator.

However, the Technical Advisers have been instructed to report any **potential** concerns regarding Categories 3 and 4 to the **Principal Officer – Outdoor Learning**; who will consider these, investigate if appropriate (more detail can often explain specific contexts); and report to Senior Leaders if potential concerns could be valid and worthy of further consideration and action. There is a clear expectation on **Heads of Establishments** to put in place effective procedures, guidance and quality assurance to minimise the risk of concerns and inappropriate excursions.

Examples which may be reported by the Principal Officer (Outdoor Learning) but not limited to are **potentially**:

- excessive number of supervisory adults attending excursions (this may be required due to participant needs);
- unclear or concern over purpose and lack of significant outcomes;
- using motorised transport rather than walking / active travel to cover short distances e.g. use a coach to visit a local adventurous activity provider located a mile away;
- excursions where experiences can be delivered much closer to the establishment with no significant impact on quality of provision e.g. travelling 80 miles to an indoor climbing wall; travelling 300 miles to watch a theatre show when a similar or same performance will be coming to Edinburgh;
- visiting a venue where the same / very similar outcomes can be achieved via Skype or equivalent; and
- significant concerns about inequality e.g. first come – first served via large deposits or a very small number of participants attending an international excursion using significant establishment funding.

**During Autumn 2019, Edinburgh’s Members of the Scottish Youth Parliament (MSYPs) will be directly consulted on the guidance in this Policy relating to reducing inequality and the Council’s Net Zero Carbon Target.**

## 3.3 PLANNING AND PROCEDURES – Supervision

### 3.3.1 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 Support Needs, and demonstrate suitable confidentiality; and when
- each activity within an excursion has an alternative (plan B).

### 3.3.2 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 PVG 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.

### 3.3.3 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.

#### 3.3.3.1 Excursion Variables

These include:

- an understanding of participants, including Additional Support 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 travel;
- 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 Team. Specialist advice can be sought via the Sport and Outdoor Learning Team 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.



### 3.3.3.2 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 Team, 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.

	<b>Maximum Ratio</b> (Supervisory adults : young persons/children/vulnerable adults)	<b>Notes</b>
<b>General maximum ratio (primary and secondary ages +):</b>	1:15.	This ratio may need to be reduced depending on the <a href="#">excursion variables</a> . There must be an adequate supervision ratio, which involves competent supervising adults. <b>The final ratio must be agreed by the Head of Establishment.</b>
<b>General maximum ratio (Early Years, including primary schools with nurseries)*</b>	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 <a href="#">excursion variables</a> . There must be an adequate supervision ratio, which involves competent supervising adults. <b>The final ratio must be agreed by the Head of Establishment.</b>	
<b>Curricular Swimming maximum ratio (primary and secondary ages +):</b>	1:20 plus adequate lifesaving provision – personnel and equipment.	Maximum ratio of swimming teacher to pupils <b>in</b> the swimming pool <b>plus</b> adequate lifesaving provision specific to each pool. This applies to swimming lessons only. This ratio may need to be reduced depending on the <a href="#">excursion variables</a> , particularly linked to swimming ability and age. <b>There must be separate and adequate supervision of pupils not in the pool</b> , including those not undertaking any swimming. <a href="#">Link to 'CURRICULAR SWIMMING' SECTION.</a>
<b>Overseas maximum:</b>	1:10 At least two competent adults required.	This ratio may need to be reduced depending on the <a href="#">excursion variables</a> . There must be an adequate supervision ratio, which involves competent supervisory adults.
<b>Adventurous activities maximum:</b>	Various.	Guidance on staffing ratios in respect of adventurous activities is detailed in <a href="#">Section 10</a> 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 <a href="#">excursion variables</a> .
<b>Mixed-aged groups</b>	A detailed risk assessment, understanding of the <a href="#">excursion variables</a> 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 Team 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.

### 3.3.4 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.

### 3.3.5 CEC Employees

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

### 3.3.6 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.

### 3.3.7 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.

### 3.3.8 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.

### 3.3.9 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 Team 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.

### 3.3.10 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.**

### 3.3.11 Supervision on Transport

[CLICK HERE](#)

### 3.3.12 Unaccompanied Excursions (without a CEC member of staff / approved volunteer)

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 in June 2018.** This type of excursion is classed as a **Category 4** excursion and requires approval from the Sport and Outdoor Learning Team. 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.

### 3.4 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.



### 3.4.1 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'
<b>Description:</b>	Generally, to <b>local</b> venues (within or close to the City); involve <b>easily managed</b> activities; happen on a <b>regular basis</b> ; and be completed within <b>normal session times</b> .	Generally, excursions <b>not</b> regarded as part of the normal regular activities of that establishment; <b>extend beyond</b> normal hours but do not involve overnight accommodation; and/or <b>extend beyond</b> the City/close to the City.
<b>Examples include:</b>	<ul style="list-style-type: none"> <li>- Swimming pools (for curricular swimming only);</li> <li>- Local sports halls;</li> <li>- Local playing fields;</li> <li>- Local library and shops;</li> <li>- Off-site music and dance rehearsals;</li> <li>- Inter-establishment sports fixtures (including routine/regular after-school tournaments);</li> <li>- Local and regular fieldwork (except those to potentially hazardous environments - see section on "Adventurous Activities");</li> <li>- Regular excursions to <b>familiar/local</b> venues that have water features/hazards but where there are <b>no plans to be in, or on water</b>. 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, <b>(with no plans to go in the water either swimming or paddling) within normal operating hours of the establishment</b>.</li> </ul>	<ul style="list-style-type: none"> <li>- Edinburgh Zoo, Edinburgh and Stirling Castles, Gorgie City Farm and other farm visits, Falkirk Wheel, Murrayfield Ice Rink, Dalkeith Country Park;</li> <li>- Non-local fieldwork (except those to potentially hazardous environments - see section on "Adventurous Activities");</li> <li>- 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). <b>See Appendix 13 for Guidance on sponsored walks.</b></li> <li>- Excursions to <b>non-local/familiar venues</b> that have water features/hazards but where there are <b>no plans to be in or on the water</b>. 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, walks along the beach with easy exit points and an awareness of tide times <b>(with no plans to go in the water either swimming or paddling)</b>.</li> <li>- Activities in, or on the water which are life guarded, or have similar emergency procedures in place e.g. public swimming pools.</li> <li>- 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).</li> </ul>

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### 3.4.2 Categories 3 and 4

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

	<b>Category 3</b> 'CEC APPROVED ADVENTUROUS ACTIVITY PROVIDERS'	<b>Category 4</b> 'RESIDENTIAL, OVERSEAS, non-Cat 3 ADVENTUROUS + HAZARDOUS ENVIRONMENTS'
<b>Description:</b>	<p>Non-residential adventurous activities and/or excursions to potentially hazardous environments which are <b>delivered by an organisation on the Council's approved provider list.</b></p> <p><a href="#">LINK TO APPROVED PROVIDERS.</a></p>	<ul style="list-style-type: none"> <li>- Adventurous activities and outdoor Learning delivered by Council employees or volunteers;</li> <li>- Adventurous activities delivered by organisations not on the Council's approved provider list;</li> <li>- Other hazardous activity not listed in Appendix 7 <b>and</b> approved by the Sports and Outdoor Learning Team;</li> <li>- All overseas travel;</li> <li>- All residential excursions;</li> <li>- 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</li> <li>- Activities involving being deliberately <b>in or on</b> 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, <b>paddling or swimming in non-lifeguarded</b> rivers, the sea, or swimming pools.</li> <li>- <b>NEW from June 2018:</b> trampoline parks and unaccompanied visits (<a href="#">LINK</a>).</li> <li>- <b>NEW from October 2019:</b> Onsite Sleepovers (See <a href="#">Onsite Sleepover Section</a>)</li> </ul>
<b>Examples include:</b>	<p>-Activities via the CEC Approved Adventurous Activities Provider list. <a href="#">CLICK HERE</a>. See <a href="#">Section 11</a> 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><b>All MUST BE delivered by a CEC Approved Adventurous Activities Provider. Non-residential.</b></p>	<p>-Residential excursions to Benmore and Lagganlia (and any other residential centre/overnight excursion).</p> <p>-Any overseas excursions, including exchanges.</p> <p>-Onsite sleepover at a Primary or Secondary school.</p>

## 3.5 PLANNING AND PROCEDURES - Approval and Registration Procedures

### 3.5.1 Summary Approval and Registration Procedures

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

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

### 3.5.2 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; and understood / followed by staff. The Head of Establishment and Excursions Coordinator must ensure the excursions are safe, purposeful, and consider reducing inequality and maximising environmental sustainability. Categories 1 and 2 excursions promote and deliver safe excursions with high quality outcomes. [See some indicators of high quality excursions](#). Procedures will reflect ‘local’ contexts.

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

Registration and approval with the Sports and Outdoor Learning Team 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 Team **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 Team 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 Team – [see ‘Key Contacts’](#).

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

Registration and approval with the Sport and Outdoor Learning Team 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 Team **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 Team will consider the evidence above when registering the activity.

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

### 3.5.5 Approval by the Sports and Outdoor Learning Team (Categories 3 & 4)

All documents submitted to the Sports and Outdoor Learning Team 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 Team 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. **These senior leaders will then decide on the appropriate actions.**

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](mailto:excursions@edinburgh.gov.uk)

## 3.6 PLANNING AND PROCEDURES - Risk Assessment

### 3.6.1 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 ( <b>risk assessment guidance</b> ):
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Via the Health and Safety section of the Orb: <a href="#">CLICK HERE</a>
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The CEC Orb website link (**CEC required risk assessment template**):

Via the Health and Safety section of the Orb: [CLICK HERE](#)

### 3.6.2 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 Team 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 Team or one of the Council's Technical Advisers for further assistance.

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

### 3.7.1 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.

### 3.7.2 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.

### 3.7.3 Parental Consent – General

Establishments must seek parental consent by means of the correct 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.

### 3.7.4 Medical Consent

The KIC forms requires either that parents agree to a participant (also see this [Section 6.7](#)):

- 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.**

### 3.7.5 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
<b>Category 1 Excursion</b>	ROUTINE AND EXPECTED. <a href="#">Link to more info.</a>	Annual consent via KICAnnual and KICmed and/or KICbld if appropriate. <a href="#">LINK TO SUMMARY OF FORMS.</a>  Establishments must define the type of excursion to parents as part of the annual consent process. This will include examples.
<b>Category 2 Excursion</b>	EXTENDED <a href="#">Link to more info.</a>	Annual consent via KICAnnual and KICmed and/or KICbld if appropriate. <a href="#">LINK TO SUMMARY OF FORMS.</a>  Establishments must define the type of excursion to parents as part of the annual consent process. This will include examples.
<b>Category 3 Excursion</b>	CEC APPROVED ADVENTUROUS ACTIVITY PROVIDERS <a href="#">Link to more info.</a>	Consent per excursion or programme via KICsingle/KICcentres and KICmed and/or KICbld if appropriate. <a href="#">LINK TO SUMMARY OF FORMS.</a>
<b>Category 4 Excursion</b>	RESIDENTIAL, OVERSEAS, non-Cat 3 ADVENTUROUS + HAZARDOUS ENVIRONMENTS <a href="#">Link to more info.</a>	Consent per excursion or programme via KICsingle/KICcentres and KICmed and/or KICbld if appropriate. . <a href="#">LINK TO SUMMARY OF FORMS.</a>

**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.

### 3.8 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](#).

### 3.9 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:
Records Retention Schedules: <a href="#">CLICK HERE</a>

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](mailto: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.

### 3.10 PLANNING AND PROCEDURES – 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 Team.** 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 Team.

### 3.11 PLANNING AND PROCEDURES – Consumption of Alcohol



The consumption of alcohol by supervisory staff or participants on Communities and Families Excursions is **not permitted**. This is because there is an increased likelihood that consumption of alcohol could impair judgement and responses.

### 3.12 PLANNING AND PROCEDURES – The Scottish Outdoor Access Code



The Council is committed to supporting The Scottish Outdoor Access Code. Group Leaders must consider this code when planning excursions. Providing an opportunity for participants to learn about the Code and how it applies to different contexts is a valuable learning opportunity. This helps participants and supervisory adults to know, understand and be committed to the Code.

Key website link	
The Scottish Outdoor Access Code:	<a href="#">CLICK HERE</a>

## Section 4 TRANSPORT

### 4.1 TRANSPORT – Net Zero Carbon Target and Sustainability



The importance of a net zero carbon target and sustainability is highlighted in [Section 3.2](#) Key Considerations. The Council is committed to working towards a net zero carbon target by 2030, with a hard target of 2037. Council staff and volunteers are expected to engage participants and plan excursions that contribute to this commitment.

Key CEC contacts and Orb website links	
Council's Sustainability Approach Committee Report (May 2019):	<a href="#">CLICK HERE</a>

General Council guidance on travelling sustainably (Orb):	<a href="#">CLICK HERE</a>
Fuel efficient driving (Orb):	<a href="#">CLICK HERE</a>
Key contact:	<a href="mailto:sustainability@edinburgh.gov.uk">sustainability@edinburgh.gov.uk</a>

## 4.2 TRANSPORT - Modes of Travel



If the mode of travel is well organised, it can help ensure that the excursion is successful and operates to the required time schedule.



Careful travel planning can have a significant impact on reducing excursion costs and contributing to the Council's net-zero target (see [Section 3.2](#) and [Section 4.1](#)). Depending on different contexts and excursions, various modes of travel may be used:

- walking;
- cycling (see Appendix 7);
- 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 approved volunteers;
- taxis; and
- overseas travel (combination).



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 travel including use of walking, cycling and public transport to support environment sustainability;
- 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.

### 4.2.1 Supervision on Transport

The Group Leader is responsible for the party at all times including maintaining good discipline whilst travelling, and during any remotely supervised periods, which must be risk assessed and only permitted if

assessed to be safe. 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 travel and the implications for supervising participants; and
- length, nature and complexity of the journey.

When planning travel, 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 assessed to be sufficient if a small number of participants are being taken on a short journey.

### 4.2.2 Walking



Safe walking, including to and from a venue and during an excursion, is an excellent example of active travel and can bring many benefits:

- physical activity for all e.g. part of the daily mile;
- reduction in overall costs, thus contributing to affordable excursions;
- avoids carbon emissions and makes a significant contribution to the Council's net-zero carbon target;
- learn safe routes and practices;
- can encourage walking outwith of establishment time e.g. as a family; and
- learn more about community space.

The decision to walk must be balanced between safety, time and the benefits.

Walking must be planned carefully with attention to:

- using the Highway Code, rules for pedestrians ([link below](#));
- incorporating walking time within the excursion so the group is not rushed (walking provides benefits as detailed above);
- planning a safe route, which minimises risks and is known by the supervisory adults;
- knowing the area, including busy roads / times and to create alternative routes if required;
- using pavements, staying away from the kerbside;
- choosing safe points to cross, utilising pedestrian crossings, crossing in staggered groups;
- using appropriate clothing and footwear (participants and supervisory adults);
- selecting 'single line' or 'pairs' depending on the location and to minimise impact on over pavement users;
- selecting appropriate location and allocation of supervisory adults, for example, spread out throughout the participants' line;
- identifying specific participants and supervisory adults who require reasonable adjustments;
- ensuring supervising adults have appropriate qualifications and experience for more remote walking ([see Adventurous Activity Section and Appendix 7](#));
- learning road safety as part of the excursion; and
- completing a risk assessment.

Walking on roads with no pavements should be avoided wherever possible. For example, take a slightly longer route with pavements or go cross-country ([Scottish Access Code](#)). Care must be taken not to

introduce new and significant risks by avoiding the risk of no pavements. If walking on roads is approved, then ensure:

- activity is risk assessed;
- use the Highway Code: <https://www.highwaycodeuk.co.uk/rules-for-pedestrians.html>
- time on the road is minimised; and
- avoid night time.

This list is not exhaustive and key hazards and actions must be identified in a thorough risk assessment.

Key website links	
Highway Code - Rules for Pedestrians:	<a href="#">CLICK HERE</a>
Example benefits of walking – Scottish Government <i>The National Walking Strategy</i> :	<a href="#">CLICK HERE 1</a> <a href="#">CLICK HERE 2</a>
Daily mile:	<a href="#">CLICK HERE</a>
Living Street:	<a href="#">CLICK HERE</a>
Scottish Outdoor Access Code:	<a href="#">CLICK HERE</a>
ROSPA – walking:	<a href="#">CLICK HERE</a>
ROSPA Charity Walks:	<a href="#">CLICK HERE</a>

### 4.2.3 Cycling



Safe cycling, including to and from a venue and during an excursion, is also an excellent example of active travel and can bring many benefits, like those detailed in [4.2.2](#).

See [Adventurous Activity Section and Appendix 7](#) and [Cycle Training Section](#) for more information on cycling.

### 4.2.4 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:	<a href="#">CLICK HERE</a>
Edinburgh Trams:	<a href="#">CLICK HERE</a>
National Rail Enquiries Group Travel:	<a href="#">CLICK HERE</a>
Managing transport risks on a day trip to London:	<a href="#">CLICK HERE</a>

#### 4.2.5 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:	<a href="#">CLICK HERE</a> This page also includes contact details.

#### 4.2.6 Self-Drive Council Hire - 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 Driving for the Council Policy 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. **Children/young people/protected adults should not normally travel in the front seats.**

Key CEC contacts and Orb website links	
Driving for the Council Policy	<a href="#">CLICK HERE</a>
Council Driving Permits:	<a href="#">CLICK HERE</a>
Short Term Minibus Hire:	<a href="#">CLICK HERE</a>
Fleet Management Minibus Factsheet (includes an entitlement flow diagram)	<a href="#">CLICK HERE</a>
Fleet Services - Minibuses:	Russell Road Depot, 38 Russell Road, Edinburgh, Midlothian, EH11 2LP. 0131 337 2307 <a href="mailto:vehiclehire@edinburgh.gov.uk">vehiclehire@edinburgh.gov.uk</a>

#### 4.2.7 Self-Drive Council Hire – Other Vehicles



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/protected adults should not normally travel in the front seats.**

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

Key CEC contacts and Orb website links	
Driving for the Council Policy	<a href="#">CLICK HERE</a>
Council Driving Permits:	<a href="#">CLICK HERE</a>
Short-Term Vehicle Hire.	<a href="#">CLICK HERE</a>
Fleet Services - Vehicle Hire Contact Details.	Russell Road Depot, 38 Russell Road, Edinburgh, Midlothian, EH11 2LP. 0131 337 2307 <a href="mailto:vehiclehire@edinburgh.gov.uk">vehiclehire@edinburgh.gov.uk</a>

#### 4.2.8 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 convoys 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 protected adults must 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 **vett**ed via the **Council's Grey Fleet process**, 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.

#### *4.2.8.1 Private Vehicles Belonging to CEC Staff (Council Authorised Car User – Grey Fleet)*

It is responsibility of the Excursions Coordinator and Head of Establishment to ensure reasonable checks have been completed and to ensure the guidance at the start of 4.2.8 is complied with. CEC staff intending to use their vehicle **must** comply with the Grey Fleet procedure and have read CEC's Driving for the Council Policy.

Key CEC contacts and Orb website links	
Driving for the Council Policy:	<a href="#">CLICK HERE</a>
Council Driving Permits:	<a href="#">CLICK HERE</a>
Grey Fleet FAQs:	<a href="#">CLICK HERE</a>
Grey Fleet checking insurance guide:	<a href="#">CLICK HERE</a>
Fleet Services - contact details.	Russell Road Depot, 38 Russell Road, Edinburgh, Midlothian, EH11 2LP. 0131 337 2307

#### *4.2.8.2 Private Cars belonging to Approved Volunteers (Council Authorised Car User – Grey Fleet)*

It is responsibility of the Excursions Coordinator and Head of Establishment to ensure reasonable checks have been completed and to ensure the guidance at the start of 4.2.8 is complied with. The Grey Fleet procedure can include approved volunteers. Approved volunteers intending to use their vehicle **must** comply with the Grey Fleet procedure and have read CEC's Driving for the Council Policy. When an establishment has organised for parents to support with transport, the parents must be registered as approved volunteers.

Key CEC contacts and Orb website links	
Driving for the Council Policy:	<a href="#">CLICK HERE</a>
Council Driving Permits:	<a href="#">CLICK HERE</a>
Grey Fleet FAQs:	<a href="#">CLICK HERE</a>
Grey Fleet checking insurance guide:	<a href="#">CLICK HERE</a>

Fleet Services - contact details.	Russell Road Depot, 38 Russell Road, Edinburgh, Midlothian, EH11 2LP. 0131 337 2307
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### 4.2.9 Taxis

Council guidance for booking and using taxis is located via the link below.

Key CEC contacts and Orb website links	
Booking taxis:	<a href="#">CLICK HERE</a>

### 4.3 TRANSPORT - Overseas Travel

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

### 4.4 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:

- The driver provides proof of a clean driving license.
- 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.
- A second adult may be necessary either as a relief driver, or to take the responsibility for the behaviour of passengers.
- 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.
- Luggage should be safely stowed and secured to prevent obstruction of aisles or emergency exits.
- 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.
- Booster seats are available if required.
- Drivers must not drive for "hire or reward" without the appropriate licence entitlement.
- 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.

### 4.5 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](mailto: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

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.

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 and checking any additional insurance needs.**

Parents are notified about travel and personal accident insurance in the KIC forms. This was updated in June 2018 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.

### *5.1.2.1 When is Travel and Personal Accident insurance required?*

#### *5.1.2.1.1 Categories 1 and 2*

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

#### *5.1.2.1.2 Category 3 (Adventurous Activity Approved Providers)*

It is currently a local decision for the **Head of Establishment** to decide if this insurance is required. Care should be taken to check if the provider requires the establishment to take out insurance.

#### *5.1.2.1.3 Overseas Excursions*

Schools must arrange this travel and personal accident insurance **for ALL OVERSEAS TRAVEL (day and overnight)**. **IMPORTANT:** Non-schools **MUST** check with the Insurance Team.

#### *5.1.2.1.4 UK Residential Excursions*

Schools must arrange this travel and personal accident insurance **for nearly all OVERNIGHT EXCURSIONS (UK included)**. This includes visits to our Benmore and Lagganlia Outdoor Centres. **IMPORTANT:** Non-schools **MUST** check with the Insurance Team.

#### Potential exceptions for UK Residential Excursions:

**Exception 1:** In certain circumstances, travel and personal accident insurance may not be required for an overnight excursion in the following circumstances: short stay e.g. one/two night(s); low risk; and low-cost overnight excursions relatively close (within two miles) to the establishment. Establishments **must** contact [excursions@edinburgh.gov.uk](mailto:excursions@edinburgh.gov.uk) to discuss. Parents must always be informed about insurance arrangements.

**Exception 2: Duke of Edinburgh's Award.** The DofE provides a minimal Personal Accident cover to participants/Leaders. Group Leaders must ensure that parents are informed about this insurance. Head of Establishments may choose to organise CEC Travel and Personal Accident too. This is a local decision for Head of Establishments. Parents must be informed about what insurance is included.

**Key website links**

DofE Award - Insurance

[CLICK HERE](#)*5.1.2.1.5 Total Excursions Costs Exceeding £100k*

If the total cost the excursion is planned to **exceed £100k**, you must liaise with [insurance@edinburgh.gov.uk](mailto:insurance@edinburgh.gov.uk) (insert: 'planned excursion cost likely to be exceed £100k' into the email subject line and copy [excursions@edinburgh.gov.uk](mailto:excursions@edinburgh.gov.uk) into the email. Failure to do this and check insurance, may result in you having insufficient cover.

*5.1.2.2 Arranging additional travel and personal accident insurance via the Council***Key Contact (Service Accounting Communities & Families):**

Download the form via <https://orb.edinburgh.gov.uk/excursions> or request a form from [Jordan.Baillie@edinburgh.gov.uk](mailto:Jordan.Baillie@edinburgh.gov.uk)

Contact [Jordan.Baillie@edinburgh.gov.uk](mailto:Jordan.Baillie@edinburgh.gov.uk) for support in completing the form.



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, Communities & 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.



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.

*5.1.2.3 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 and MEETING HEALTHCARE NEEDS**

## 6.1 FIRST AID – General



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

Group Leaders, Excursions Coordinators and Head of Establishments must use the Council's latest guidance on first aid. This includes guidance for managers, first aid needs assessment and download resources.

Key CEC contacts and website links	
Health and Safety Team advice – first aid	<a href="#">CLICK HERE</a>
Questions about first aid.	<a href="mailto:healthandsafety@edinburgh.gov.uk">healthandsafety@edinburgh.gov.uk</a> For general questions not containing individuals' details, please copy <a href="mailto:excursions@edinburgh.gov.uk">excursions@edinburgh.gov.uk</a> into the email.

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 (check Health and Safety Guidance for Managers resource):

- **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”.
- **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”.
- **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 / specialised activities, the leader should have FAW and may require specific first aid training e.g. specialist outdoors first aid. 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;
- number of participants; and
- specific or known medical conditions.

### 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:	<a href="#">LINK</a>

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

### 6.4 FIRST AID – Identifying, Treating and Minimising the Risk of Lyme Disease



Lyme disease is a bacterial infection that can be spread to humans by infected ticks. It's usually easier to treat if it's diagnosed early. Lyme disease can often be treated effectively if it's detected early on. But if it's not treated or treatment is delayed, there's a risk you could develop severe and long-lasting symptoms.

Group Leaders of relevant excursions must be familiar with Lyme Disease, and confident with how to reduce risks and identify symptoms. This includes Duke of Edinburgh's Award expeditions. This must be evident in their risk assessment.

Key website link	
NHS Inform:	<a href="#">LINK</a>
Risk assessment advice:	<a href="mailto:excursions@edinburgh.gov.uk">excursions@edinburgh.gov.uk</a>

### 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.

## 6.6 MEETING MEDICAL NEEDS / HEALTHCARE PLANNING – Healthcare Information on Participants



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.

It is essential that information is received from parents by means of the Key Information and Consent (KIC) forms and other information on any healthcare need which may be of significance. These needs should be identified as soon as reasonably practicable so that appropriate plans and training can be organised. Comprehensive guidance is available via the Council's healthcare planning documents.

Key website link	
CEC Healthcare Planning	<a href="#">LINK</a>

## Section 7 EQUAL OPPORTUNITIES AND ADDITIONAL SUPPORT NEEDS

### 7.1 General

**This section (7.1) 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.

### 7.2 Participants with Additional Support Needs

Establishments will already be familiar with the nature of a participant’s Additional Support 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:

- Is the participant capable of taking part in the activity?
- Can the activity be adapted to enable the participant to participate at a different level?
- Is the participant able to understand and follow instructions?
- 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.

### 7.3 Participants with Medical Needs

See [Section 6.6](#).

## Section 8 TRAVEL OVERSEAS

Key CEC contact	
International Excursions (Overseas) (Andrew Bagnall)	<a href="#">EMAIL</a> or 0131 551 4368 or 0771 8668 558
International Excursions (Overseas) – submission of forms – <b>EX4</b> and if applicable - <b>overseasnotice</b> , risk assessments and any other relevant documentation.	<a href="#">EMAIL</a>

### 8.1 Important Considerations for Overseas Travel



Whilst the Scottish Government promotes the importance of overseas excursions as part of a progressive and planned programme via Curriculum for Excellence guidance and resources, and 'Going Out There', it is important to consider their potential environmental impact, risk to increasing inequality and cost. **Heads of Establishments, Excursions-Coordination** and **Group Leaders** are therefore expected to follow the considerations identified in [Section 3.2](#) regarding purposeful excursions, reducing inequality linked to the 1 in 5 Poverty Project / securing affordable excursions and working towards the Council's Net Zero Carbon Target and sustainable development.

This is particularly important for overseas excursions, which often provide a smaller number of places and have a higher carbon footprint than UK-based excursions. [Potential concerns will be reported to the Principal Officer, which may involve Senior Leaders.](#)



Heads of Establishments are expected to consult with young people, families, volunteers and staff to audit current excursions linked to these key considerations to help shape future overseas excursions. New resources are being designed and will be tested in Spring 2020. A draft audit tool is being developed and will be released at the end of January 2020. **Engaging stakeholders in reviewing and planning overseas excursions will assist in making appropriate decisions about establishments undertaking overseas excursions, linked to the context of each establishment.**

**During Autumn 2019, Edinburgh's Members of the Scottish Youth Parliament (MSYPs) will be directly consulted on the guidance in this Policy relating to reducing inequality and the Council's Net Zero Carbon Target.**

Purposeful visits to other countries can provide a fuller understanding of one's place in the world, and can offer a chance to explore the culture, challenges and opportunities that exist away from these shores. The key benefits of educational excursions to other countries are more likely to be achieved by older pupils and young adults.



**There must be a clear purpose, which provides significant added value to learning and experiences.** Going overseas to undertake experiences like those on offer in the UK, especially when close to Edinburgh, or available via digital platforms is not considered to be purposeful; nor contributing to the net zero carbon target; and not the best use of Council resources. Group Leaders must be able to **justify** an overseas excursion to the Head of Establishment, who in turn must be able to **rationalise** it to Senior Leaders within the Council.

If potential appropriate overseas travel has been audited and approved, it is important that Heads of Establishments, Excursions Coordinators and Group Leaders consider early in the planning stage how to maximise inclusion and reduce inequalities – see [Section 8.1](#). Further advice and support can be provided by contacting the Sport and Outdoor Learning Team or the 1 in 5 Project Team.

Monitoring arrangements of the expectation to include these considerations is included in [Section 3.2.5](#).

## 8.2 Overseas Travel - General

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.**

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.



**BREXIT:** Group Leaders are expected to monitor changes in statutory travel requirements (see link below) right up to the point of departure. **It is not the responsibility of the Sport and Outdoor Learning Team to do this.** Any concerns or questions should be directed to the contact at the start of Section 9.

Key Website	
FCO website:	<a href="#">LINK</a>
Latest Brexit travel advice – Get Ready for Brexit	<a href="#">LINK</a>

## 8.3 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 Team, **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	<b>Optional Overseas</b> Submitted to the Sports and Outdoor Learning Team at the planning stage for <b>initial registration. An</b>	As soon as reasonably practicable. <b>Ideally, this will be around 12 months prior to the excursion.</b> If unsure, Group Leaders

	<b>Notice form</b> Initial Registration	<b>OverseasNotice form is only required in certain circumstances</b> ( <a href="#">see 8.1.2</a> )	should liaise with the key contact above via phone or email.
<b>3</b>	Continuous monitoring by the Excursions Coordinator (and Head of Establishment if required).		Continuous.
<b>4</b>	Approval by the Excursions Coordinator and Head of Establishment.		Prior to sending to the Sports and Outdoor Learning Team.
<b>5</b>	<b>Form</b> EX4single	Submitted to the Sports and Outdoor Learning Team for <b>approval</b> .	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.
<b>7</b>	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 Team.		

### 8.3.1. 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 Team via the contact at the start of Section 9.

### 8.3.2 When should we use the OverseasNotice form?

OverseasNotice form <b>required</b> :	OverseasNotice form <b>not required</b> :
<ul style="list-style-type: none"> <li>new destination country/countries for the establishment or supervisory staff;</li> <li>any overseas excursions involving adventurous activities;</li> <li>there is a significant departure of programme from previous years; and/or</li> <li>a request by the Head of Establishment/other relevant person for early notification.</li> </ul>	<ul style="list-style-type: none"> <li>excursions to established destination with experienced staff not involving adventurous activities.</li> </ul>
If establishments are unsure, they must contact the key CEC person stated at the start of Section 8.	

## 8.4 OVERSEAS - Planning

Comprehensive planning and preparation are 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:

### 8.4.1 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.** [See Section 8.1.](#)

### 8.4.2 Using a Tour Operator or Specialist Provider



It is recommended to use a suitable tour operator or dedicated / expert 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, which provides an additional layer of reassurance. Group Leaders should make reasonable attempts to evaluate the provider's ability to make reasonable adjustments and actions linked to sustainable development. This is likely to cover modes of travel, accommodation, and working collaboratively with local agencies and people.

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

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

### 8.4.3 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	<a href="#">LINK</a>
Relevant UK Government website	<a href="#">LINK</a>

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 Team will expect to see this documented in the EX form.**

### 8.4.4 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.](#)

### 8.4.5 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.	<a href="#">LINK</a>

### 8.4.6 Inclusion and Reducing Inequality



Where it is reasonably practicable and approved locally via consultation with staff, young people, and families - all children and young people should be able to access the opportunity to participate in overseas excursions at some point ([see Section 3.2](#)). Group Leaders should be aware of and follow CEC's equality and inclusion, and reducing inequality arrangements and guidance ([see Key Consideration 3.2.3](#)).

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.

If there are a fixed number of places, then there should be a fair and transparent selection process (places could be fixed by the number of supervisory staff or specialist provider):

- selection process must be approved by the Head of Establishment and parents informed;
- deposits should not be collected before places are confirmed;
- grant funding explored;
- Pupil Equity Funding considered where appropriate;
- if demand exceeds places, consider options for expanding if reasonably practicable; and

- parents with low household incomes must not be disadvantaged by requests for significant deposits to secure a place - they must be given significant time to make small instalments over time.

### 8.4.7 Insurance

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

### 8.4.8 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.

### 8.4.9 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.	<a href="#">LINK</a>

### 8.4.10 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.

## 8.5 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.

## 8.6 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.

## 8.7 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.

## 8.8 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.

## 8.9 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.

## 8.10 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. Group leaders are expected wherever possible to undertake reasonable adjustments and actions to minimise carbon footprints and maximise sustainable development. 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:

- carbon footprint and sustainable development;
- 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 <a href="mailto:vehiclehire@edinburgh.gov.uk">vehiclehire@edinburgh.gov.uk</a>

## 8.11 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.

## 8.12 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 Team's Technical Advisers. The OverseasNotice form will help in this regard.

## 8.13 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.



See [Section 15](#) regarding water purification.

## 8.14 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.

### 8.15 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.

### 8.16 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?

### 8.17 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.

### 8.18 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.).

## 8.19 OVERSEAS - First Aid and Medical Facilities

[See Section 6](#)

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 and Meeting Healthcare Needs 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 (CHECK BREXIT updates).

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.

## 8.20 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 Team 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.

## 8.21 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 Team to approve the use of an unsupervised swimming pool abroad.

## 8.22 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](#).

### 8.23 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

## 8.25 Guidance on Vetting Host Families for Hosting Young People from Overseas

Key CEC contact	
International Excursions (Overseas) (Andrew Bagnall)	<a href="#">EMAIL</a> 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 9 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:
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<a href="#">LINK</a>
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- 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:
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<a href="#">LINK</a>
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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.

**Primary aged-young people:** 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 10 EMERGENCY AND/OR INCIDENT PROCEDURES

### 10.1 EMERGENCY AND/OR INCIDENT PROCEDURES - General

Serious incidents during excursions are extremely rare. Occasionally, incidents 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.

### 10.2 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.

### **10.3 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.

#### **10.4 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.**

#### **10.5 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 11 ADVENTUROUS ACTIVITIES**

### **11.1 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 Team.

## 11.2 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).

## 11.3 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 Team.

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 Team 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 Team.

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 Communities 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 Team.

## 11.4 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.

## 11.5 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	<a href="#">LINK</a>
CURRENT AALA Activities	<a href="#">LINK</a>
Find an AALA Provider:	<a href="#">LINK</a>

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 Team. 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 Team 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 Team.

## 11.6 ADVENTUROUS ACTIVITIES – Communities 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 **EX4 single or multi** should be submitted to the Sports and Outdoor Learning Team for approval and registration at least three weeks before the planned expedition.

## 11.7 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 12 CURRICULAR SWIMMING

### 12.1 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.

## 12.2 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 Team 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 Team.

## 12.3 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.](#)

## 12.4 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.

## 12.5 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 Team.

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.

## 12.6 CURRICULAR SWIMMING - Advice and Training for Staff

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

## Section 13 CYCLE TRAINING (Bikeability)

### 13.1 CYCLE TRAINING (Bikeability) - General

Further guidance is available below. 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](#).

Key Website Links	
CEC – cycling (general training and safety)	<a href="#">LINK</a>
Cycle training in schools:	<a href="#">LINK</a>

## Section 14 FARM VISITS

## 14.1 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](http://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](http://www.rhet.rhass.org.uk)) which has resources in many parts of Scotland.

## Section 15 WATER PURIFICATION (expeditions)



See Section 18 (Appendices) for additional and essential guidance on water provision and for group leaders considering water purification for expeditions. There is clear guidance on when this is permitted and a risk assessment provided, which must be adapted for specific contexts.

## Section 16 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.**

## Section 17 MONITORING AND EVALUATION

### 17.1 GENERAL

CEC is required to monitor the work of employees and the implementation of this Policy. The Sport and Outdoor Learning Team, 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, including [Section 3.2](#);
- 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 Team 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 Sport and Outdoor Learning Team **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 Team for any specific technical advice, monitoring support or general advice.

## 17.2 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.

Also see [Section 2 Monitoring Section](#).

## 17.3 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 <a href="https://www.surveymonkey.co.uk/r/Outdoor_Learning_Centres_City_of_Edinburgh">https://www.surveymonkey.co.uk/r/Outdoor_Learning_Centres_City_of_Edinburgh</a> Groups will be given the password and a paper copy at the start of their visit.
All Other Excursions <a href="https://www.surveymonkey.co.uk/r/DF7QP83">https://www.surveymonkey.co.uk/r/DF7QP83</a> Contact <a href="mailto:excursions@edinburgh.gov.uk">excursions@edinburgh.gov.uk</a> for a copy. The return via the email address.

## Section 18 ONSITE SLEEPOVERS (Schools)



Onsite school sleepovers are now within-scope of this Policy. They are classed as Category 4 (overnight). Establishments considering or planning an onsite school sleepover must use the **EX4sleepover** form (Appendix2c), available via the Orb and our website (see [Contacts](#)).

This contains resources and helpful contacts, including a School Lets booking form, and risk assessment guidance and templates. The **Head of Establishment, Excursions Coordinator** and potential **Group Leader** must review the form, risk assessment and guidance **well in advance** before confirming to proceed with planning. There are some essential steps to complete before final approval can be granted. The **Group Leader** must be a member of the **Senior Leadership Team**. As this is a Category 4 excursion, final approval is required by the Sport and Outdoor Learning Team via the **EX4sleepover**.

Purposeful onsite sleepovers as part of a planned and progressive programme of excursions can provide a valuable experience. They tend to be low cost and may support the Council's net zero carbon target by minimising the need to travel. They are not a replacement for high quality residential stays, yet may have a place as part of a progressive approach to overnight provision.

Non-school establishments must register their interest via the contact below.

Key Contact	
Andrew Bradshaw Principal Officer – Outdoor Learning	<a href="mailto:Andrew.Bradshaw@edinburgh.gov.uk">Andrew.Bradshaw@edinburgh.gov.uk</a>

## Section 19 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)	<b>Category 3 Approval Form (standard/single)</b>	<b>EX3single</b>	For <b>single</b> non-residential excursions with a CEC Approved Adventurous Activities Provider (category 3).	Standalone/single Category 3 excursion.
Appendix 1 (b)	<b>Category 3 Approval Form (multiple/programme)</b>	<b>EX3multi</b>	For a <b>continuous/regular programme</b> of <b>multiple</b> 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)	<b>Category 4 Approval Form (standard/single)</b>	<b>EX4single</b>	For <b>single</b> excursions (Category 4).	Standalone/single Category 4 excursion including overseas excursions.
Appendix 2 (b)	<b>Category 4 Approval Form (multiple/programme)</b>	<b>EX4multi</b>	For a <b>continuous/regular programme</b> of <b>multiple</b> Category 4 excursions. Normally with the same provider/s involving a defined set of activities.	Continuous Category 4 programme (see notes).
Appendix 2 (c)	<b>Category 4 Approval Form (onsite sleepover)</b>	<b>EX4sleepover</b>	For onsite at CEC property.	Onsite sleepovers held on CEC property.
Appendix 3 (a)	<b>Key Information and Consent Form (Annual)</b>	<b>KICannual</b>	<b>Annual KIC</b> form. To support categories 1 and 2 excursions recommended model. Renewed annually. <a href="#">See policy guidance and suggested model</a> . Removes the need to gain consent for individual excursions.	Annually to renew consent and medical information.
Appendix 3 (b)	<b>Key Information and Consent Form (Single)</b>	<b>KICsingle</b>	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)	<b>Key Information and Consent Form (Centres)</b>	<b>KICcentres</b>	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 (Supervisory Adult)	KICadult_SUPERVISORY_ADULT	For supervisory adults attending Categories 3 and 4 excursions.	For Categories 3 and 4.
Appendix 3 (e)	Key Information and Consent Form (Adult Participant)	KICadult_PARTICIPANT_ADULT	Used to collect key information for <b>adult participants</b> (not supervisory adults).	Mainly reserved mainly for the Adult Learning Team and the Discover! Holiday Programme.
Appendix 3 (e)	Medical Consent with Exception of Blood Transfusion	KICbld	Medical consent with the exception of the administration of blood or blood products.	If parents have <b>not</b> given consent in KICannual or 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 <b>overseas</b> 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. <a href="#">CLICK HERE</a>			
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. <b>CLOSED. DO NOT USE.</b>			
Appendix 10 (b)	Trampoline Parks – JumpStation – risk assessment guidance. <b>CLOSED. DO NOT USE.</b>			
Appendix 10 (c)	Trampoline Parks – Ryze – risk assessment.			
Appendix 10 (d)	Trampoline Parks – Ryze – risk assessment guidance.			
Appendix 10 (e)	Trampoline Parks – Gravity – risk assessment.			
Appendix 10 (f)	Trampoline Parks –Gravity– risk assessment guidance.			
Appendix 10 (g)	Trampoline Parks – JumpIn (Musselburgh) – risk assessment.			
Appendix 10 (h)	Trampoline Parks – JumpIn (Musselburgh) – risk assessment guidance.			
Appendix 11	<a href="#">Guidance on Sponsored Walks</a>			
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](#).



# Staff Travelling and Working Overseas Policy

The City of Edinburgh Council: Schools and Lifelong Learning

Travelling and Working Abroad Policy Guidance and Procedure for all  
Schools and Lifelong Learning Staff

**Original Implementation Date:** 01 January 2018

## Control Schedule

<b>Senior Responsible Officer</b>	Andrew Bradshaw
<b>Authors</b>	Andrew Bagnall and Andrew Bradshaw Sport and Outdoor Learning Team
<b>Scheduled for Review</b>	August 2020

<b>Version</b>	<b>Date</b>	<b>Authors</b>	<b>Comment</b>
0.1	01 January 2018	Andrew Bagnall and Bradshaw	New policy and approval form.
0.2	01 August 2018	Andrew Bagnall and Bradshaw	Updates to web links.
0.3	12 November 2018	Andrew Bagnall and Bradshaw	3-month deadline for submitting forms added (a few exceptions apply),
0.4	01 January 2020	Andrew Bagnall and Bradshaw	Supersedes previous version.

## Key Information



**All** Schools and Lifelong Learning staff undertaking business related travel and work overseas **must** receive prior approval and abide by the requirements of this Policy.



Agreement/s with third parties **must not** be entered into prior to approval via the procedure in this Policy. Travel or accommodation arrangements **must not** be booked or paid for prior to approval via the procedure in this policy.

Overseas is defined as any destination out-with the United Kingdom.

**LINKS MAY ONLY WORK WITH THE CHROME BROWSER. IF THIS IS THE CASE, RIGHT-CLICK ON THE LINK, CHOOSE 'COPY LINK' AND THEN PASTE INTO THE CHROME BROWSER.**

This Policy **must be used alongside** the latest Business Travel Guidance:

Key Orb link:
<a href="#">Business Travel Guidance (The Orb)</a>

This Policy **must also be used alongside** the resources in the appendices (some are accessed separately via The Orb):

Appendix 1	Summary flowchart explaining the approval process. Use the link above to access this resource.
Appendix 2	
Appendix 3	Checklist. This is an embedded document within Appendix 3. A completed checklist must be submitted along with the Proposal Form (Appendix 3). Use the link above to access this resource.
Appendix 4	Proposal Form: Travel_Work_Overseas_Form_WTO_v1 Use the link above to access this resource.
Appendix 5	CEC Health and Safety Risk Assessment Form <a href="#">link</a> . <b>(MUST BE SUBMITTED WITH PROPOSAL FORM)</b>
Appendix 6	SurveyMonkey <a href="#">link</a> to feedback form for travel and work overseas.
Appendix 7	Travel Tips.
Appendix 8	Summary report template. Must be completed after employee's travel. One report per employee. Template available via <a href="#">Working Overseas page (The Orb)</a> .

The latest digital version of this Policy and Appendices are available from:

<a href="#">Working Overseas page (The Orb)</a>
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## Key Contacts

Travelling and Working Overseas Key Contact	<a href="mailto:Andrew.Bagnall@edinburgh.gov.uk">Andrew.Bagnall@edinburgh.gov.uk</a> Tel: 0131 551 4368 / 07718 668 558
Submission of approval forms	<a href="mailto:staffoverseas@edinburgh.gov.uk">staffoverseas@edinburgh.gov.uk</a>
Principal Officer for Outdoor Learning	<a href="mailto:Andrew.Bradshaw@edinburgh.gov.uk">Andrew.Bradshaw@edinburgh.gov.uk</a> Tel: 07718 660 549

## KEY AMMENDMENTS AND NEW INFORMATION

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



These labels identify updated and new guidance throughout the Policy.

Key Amendments or New Information	Links
<b>UPDATED:</b> Links have been updated for the new Orb.	
<b>NEW:</b> Lessons Learnt Summary (useful updates based on recent reporting).	<a href="#">LINK</a>
 <b>NEW and IMPORTANT:</b> Section 1.1 and Appendix 2 – Is it appropriate to travel and work overseas? <b>MUST BE READ BEFORE COMPLETING APPENDIX 2.</b>	<a href="#">LINK</a>
<b>IMPORTANT:</b> Section 1.2.1 Late submissions with no reasonable excuse may NOT BE APPROVED.	<a href="#">LINK</a>
<b>NEW:</b> Reducing carbon footprints and sustainable development.	<a href="#">LINK</a>
<b>NEW:</b> Brexit.	<a href="#">LINK</a>
<b>UPDATED:</b> Approval Process – inclusion of Appendix 2.	<a href="#">LINK</a>
<b>UPDATED:</b> Roles and responsibilities.	<a href="#">LINK</a>
<b>UPDATED:</b> Transport.	<a href="#">LINK</a>
<b>NEW:</b> Section 19 – working with third parties.	<a href="#">LINK</a>
<b>UPDATED:</b> Proposal form updated (Appendix 4).	<a href="#">LINK</a>
<b>NEW:</b> Summary Report (Appendix 8).	<a href="#">LINK</a>

## LESSONS LEARNT

Last updated: November 2019



- Late submission of forms resulted in significant issues.
- Not checking third party insurance requirements put travel at significant risk.

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## 1. INTRODUCTION

All travel and work overseas must be considered and approved via the procedures set out in this Policy.

### 1.1 Is it Appropriate to Travel and Work Overseas?



The need to travel and work overseas must be carefully evaluated and stand scrutiny. There must be a **substantial justification** for travel, resulting in **significant** and **sustained** impact, or an **exceptional circumstance** linked to an **urgent** and **significant matter** that cannot be resolved using technology (phone or Skype for example).

It is the initial responsibility of the Council employee and their line manager to consider overseas travel and work and if there is a proposal then they must be able to justify their decision based on the information below and the questions in **Appendix 2**. Senior Schools and Lifelong Learning Staff, and the Sport and Outdoor Learning Team will use the key considerations below and **Appendix 2** to evaluate any proposal.

The Council is committed to the safety of all employees travelling and working overseas. Visits overseas will only be approved when judged to be safe and foreseeable risks have been minimised.

The Council is committed to reaching a net zero carbon target by 2030, with a hard target of 2037.

#### Key considerations:

- purpose linked to school, service, and / or Council priorities (evident in improvement plans and PRD where relevant);
- total cost, including backfilling absence, and how this is met;
- safety and security;
- distance to be travelled;
- carbon footprint and sustainable development;
- impact on school or service during absence;
- on return, intended improvement impact on service delivery and outcomes (significant and sustained);
- number of Council personnel undertaking the proposed travel and work overseas;
- opportunity for fewer Council personnel travelling and then disseminating key information and good practice;
- availability of existing good practice and opportunities locally, within Scotland and the UK, thus avoiding the need to travel overseas;
- similar visits by Council personnel, and/or others within existing partnerships resulting in unnecessary duplication;
- use of technology e.g. Skype to remove the need to travel; and
- duration of activity compared with travel time.

Situations where travel may be inappropriate is when there is significant evidence of:

- high risks to safety and security;
- short duration of activity;
- substantial costs to the Council;
- detrimental impact on school, service, and / or Council during absence;
- planned outcomes which are not significant nor intended to be sustained linked to individual, school, service, and / or Council priorities that cannot be documented nor scrutinised;
- planned outcomes which cannot be documented nor scrutinised;
- similar outcomes achieved on past visits or via reciprocal visits by a group overseas visiting Edinburgh;
- unnecessary number of Council personnel attending (unnecessary duplication);
- repeated travel by the same person within 5 years to the same or similar venue, participating in similar provision with no progression (unnecessary duplication); and
- alternative ways to achieve similar outcomes and access existing good practice and support via (i) others within the school/service who have attended the same or similar venue/provision, (ii) others locally, (iii) others within Scotland or even the UK, and (iv) technology such as Skype.



Staff and their line managers **must** consider the points above and use the key questions in Appendix 2 to assist in determining if travel and work overseas is appropriate. These are also included in the proposal form (Appendix 4).

## 1.2 If Proposing to Travel and Work Overseas...

### 1.2.1 Deadlines



The documentation and supporting evidence should be sent **as soon as reasonably practicable** and **normally 3 months prior to departure**.

There will be a few exceptions to this timescale due to **short notice** travel and working overseas.

**IMPORTANT:** Late submissions, leaving little or not time to implement advice or conditions, may result in the travel and work **NOT BEING APPROVED**. If specific information is not available, applicants must contact the Sport and Outdoor Learning Team for advice.

**IMPORTANT:** Formal agreements **MUST NOT** be signed, nor any payments made until formal approval, as outlined in this Policy, has been provided. Failure to comply with this requirement will result in employees being reported to Senior Schools and Lifelong Learning staff.

### 1.2.2 Health and Safety

Every Schools and Lifelong Learning employee proposing to travel and work overseas must give adequate thought to their own and others' health and safety and

the likely conditions and situations that they may encounter. This includes the employee undertaking the appropriate research and planning to ensure safe practice.

It remains the responsibility of each individual employee to actively participate and co-operate with the Council. Of utmost importance is the requirement that all individual employees travelling and working overseas must act in accordance with the guidance, training and instruction given to them.

### 1.2.3 Reducing Carbon Footprints and Improving Sustainable Development

Whilst on Council Business, employees must be committed to minimising their carbon footprint and maximising sustainable development by undertaking reasonable adjustments and actions wherever possible during the planning phase to secure safe and appropriate sustainable travel and working. The Council is committed to working towards a net zero carbon target by 2030, with a hard target of 2037. This may include:

- liaising with partner third parties who are responsible for organising the travel and working to ensure sustainable solutions are possible and found;
- liaising with others to maximise safe group travel – active travel or public transport; and
- getting advice from colleagues in the Council, Council service providers e.g. relating to business travel, and third parties with experience of travelling and working at the destination.

Key CEC contacts and Orb website links:	
Council's Sustainability Approach Committee Report (May 2019):	<a href="#">LINK</a>
Road map for a net zero carbon Edinburgh by 2030 published:	<a href="#">LINK</a>
General Council guidance on travelling sustainably (Orb):	<a href="#">LINK</a>
Fuel efficient driving (Orb):	<a href="#">LINK</a>
Key contact:	<a href="mailto:sustainability@edinburgh.gov.uk">sustainability@edinburgh.gov.uk</a>

### 1.2.4 BREXIT



BREXIT: employees are expected to monitor changes in statutory travel requirements (see link below) right up to the point of departure and during any travel. **It is not the responsibility of the Sport and Outdoor Learning Team to do this.** Any concerns or questions should be directed to the [Sport and Outdoor Learning Team](#).

Key Websites:	
FCO website:	<a href="#">LINK</a>
Latest Brexit travel advice – Get Ready for Brexit	<a href="#">LINK</a>

## 2. POLICY AIMS

To provide essential guidance and procedure to Schools and Lifelong Learning employees planning travel or work overseas and their line managers to ensure visits are:

- registered with and approved by the Council;
- in line with the Council's values (Honest and Transparent, Forward Thinking, Customer First, and Work Together);
- contribute to the strategic aims and/or essential functions of the Schools and Lifelong Learning Division and/or individual establishments;
- safe and risks are minimised through good planning and actions;
- appropriately insured;
- sustainable development options are secured whenever reasonably practicable; and
- an appropriate use of Council and, if applicable, third party resources.

To ensure a consistent approach to approving travel and work overseas.

### 2.1 Other Key Council Policies

As the type of overseas visit can vary, the list below is not intended to be complete and it is the responsibility of the employee to ensure they have appropriately researched their proposed overseas travel and work and sought advice when required.

Policy / Key Area:	Orb Link:
Conduct and Related Policies and Guidance:	<a href="#">LINK</a>
Equalities:	<a href="#">LINK</a>
Health and Safety:	<a href="#">LINK</a>
HR Information and Policies:	<a href="#">LINK</a>
HR Directory of policies, procedures and forms:	<a href="#">LINK</a>
Travel and Transport:	<a href="#">LINK</a>
Insurance Services:	<a href="#">LINK</a>

## 3. THE CITY OF EDINBURGH HEALTH AND SAFETY POLICY STATEMENT

Key contact:
<a href="mailto:healthandsafety@edinburgh.gov.uk">healthandsafety@edinburgh.gov.uk</a>

Key Orb link:

[LINK](#)

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
- complies with health and safety statutory and regulatory requirements, and all relevant approved codes of practice and guidance.

#### **4. EQUALITY AND INCLUSION**

The Council is committed to all individuals being treated fairly and respectfully, having equal access to opportunities and resources, and contributing fully to the success of the Council and Edinburgh. Users of this Policy are expected to abide by this commitment and follow the requirements in the Council's Equality and Diversity Policy.

It is important that any specific needs are identified very early in the planning process so that reasonable adjustments can be made.

#### **5. SCOPE OF POLICY**

This Policy applies to:

- all Council employees within the Schools and Lifelong Learning Section undertaking any type of Council related travel and work overseas, including visits not funded by the Council and 'part-visits' (e.g. part leisure/part Council-related business – this Policy only applies to the latter); and
- any non-Schools and Lifelong Learning employee undertaking work on behalf of the Schools and Lifelong Learning Section.

There are separate policies for staff accompanying young people on excursions.

Key Orb links:

Non-residential units:

[LINK](#)

Residential units:

[LINK](#)

## 6. DEFINITIONS OF TRAVEL AND WORK OVERSEAS

Any Council business related travel and work carried out by CEC Schools and Lifelong Learning employees in countries other than those of the United Kingdom.

Such work-based activities, subject to the conditions and questions in [Section 1.1](#), could include recruitment visits, attendance at conferences, research trips and teaching overseas, for example, but not limited to:

- attending and/or participating in approved conferences and other professional development;
- establishing and developing approved relationships with overseas partners;
- representing the Council at approved events overseas;
- approved research projects;
- approved preparatory visits for excursions with young people;
- statutory client/child contact visits; and
- approved teacher exchange programmes.

## 7. APPROVAL PROCESS

All Schools and Lifelong Learning employees intending to travel or work overseas on Council business **must obtain approval** prior to making any related arrangements or commitments. **Failure to follow the procedures detailed in this Policy may result in the employee being uninsured, render them ineligible to claim expenses and may lead to disciplinary action.**

**Appendix 1 provides a summary of the approval process.** It is essential that the employee proposing to travel and work overseas undertakes the necessary research and planning prior to submitting the Proposal Form ([Appendix 4](#)) for consideration.

The employee and their authorised line manager must have worked through [Appendix 2](#) and the checklist ([Appendix 3](#) – an embedded document in [Appendix 4](#)) prior to submitting the Proposal Form to the Sport and Outdoor Learning Team. **There must be one Proposal Form per employee.**

All overseas travel and work must be justified and the employee able to demonstrate that the proposed visit represents the best use of the Council's resources, and if applicable, third party resources. **Overseas travel and work must be proportionate to the anticipated outcomes and cannot be reasonably achieved via alternative arrangements within the UK. This can include activities such as video-conferencing.**

Planning the travel and work must aim to secure the most economic and effective travel and accommodation arrangements.

The rationale for travel and working overseas, and the related costs must be set out in the Proposal Form: **Travel\_Work\_Overseas\_Form** ([Appendix 4](#)).

All foreseeable costs and expected employee claims must be identified and agreed at the planning stage with the employee’s line manager and prior to submitting the Proposal Form.

The employee and line manager are responsible for checking and understanding any third-party requirements prior to submitting the Proposal Form. These are often set out as a list of conditions, including roles and responsibilities, and may include waivers and disclaimers. If unsure, the employee and line manager must seek advice from relevant Council departments or external agencies to ensure compliance with the Council’s policies, values and requirements.

### 7.1 What should be sent to the Sport and Outdoor Learning Team?



With reference to Appendix 1, the following documentation must be sent to the Sport and Outdoor Learning Team:

Appendix 2	Completed questions – is it appropriate to travel and work overseas (an embedded document in Appendix 4)?
Appendix 3	Completed Checklist (an embedded document in Appendix 4).
Appendix 4	Completed Proposal Form: Travel_Work_Overseas_Form
Appendix 5 (link)	Completed CEC Health and Safety Risk Assessment Form.
Other	Any other relevant documentation to support the proposal.

**The documentation and supporting evidence should be sent as soon as reasonably practicable and normally before 3 months prior to departure.**

There will be a few exceptions to this timescale due to **short notice** travel and working overseas.

The documentation above must be **sent by an authorised line manager** to:

Key contact:
<a href="mailto:staffoverseas@edinburgh.gov.uk">staffoverseas@edinburgh.gov.uk</a>

Line manager must be the **Head Teacher (Schools), Head of Establishment or Senior Manager** of the business unit/service.

**The employee is responsible for continually monitoring key advice relating to destinations prior to departure. Any significant issues must be reported to the Sport and Outdoor Learning Team so advice can be given and the visit reassessed if necessary.**

## 8. ROLES AND RESPONSIBILITIES



### ROLES AND RESPONSIBILITIES

<b>Employees travelling and working abroad are responsible for:</b>
<b>Using the resources in this Policy to evaluate whether it is appropriate to travel and work overseas;</b>
Abiding by the requirements in this Policy and following the approval procedure, including the completion of the relevant appendices documents prior to submission for approval;
Liaising effectively with their authorised line manager and other Council staff;
Ensuring appropriate insurance has been organised;
Ensuring no agreements have been signed prior to full approval via the procedure in this Policy;
Planning overseas travel and work carefully, using advice and research, and taking all reasonable steps to minimise risks and secure best use of resources (Council and third party);
Planning overseas travel and work to minimise their carbon footprint, including liaising with third parties to maximise sustainable development;
Undertaking only the approved activities;
Taking care of their own health and safety whilst undertaking visits and not compromising the safety of others;
Undertaking a suitable and sufficient risk assessment prior to each overseas visit, taking account of up to date information;
Notifying the Council via a pre-arranged key contact that they have arrived at each stage of their overseas travel.
Report any significant incident, including completing a SHE report;
Complete a Summary Report (Appendix 8) on return and submit to the Sport and Outdoor Learning Team;
Provide feedback relating to concerns or suggested improvements to the Council at an appropriate point either during or after the visit; and
Continuously monitor the destination for any significant issues or potential issues and then report these to the Sport and Outdoor Learning Team for further advice.

**Line Managers are responsible for:**

**Using the resources in this Policy to evaluate whether it is appropriate for the employee to travel and work overseas;**

Ensuring the employee is adhering to the requirements in this Policy and following the approval procedure, including the completion of the relevant appendices documents prior to submission for approval;

Ensuring the employee has fulfilled their responsibilities detailed above.

Ensuring that employees who undertake travel as part of their work are suitably trained, knowledgeable about their destination and sufficiently experienced to do so.

Ensuring suitable contact arrangements are in place with named contacts so that concerns and issues can be identified and reported;

Taking suitable action to manage incidents which may arise involving Council employees; and

Providing **initial approval** assessed via the requirements of this Policy; Schools and Lifelong Learning Section and establishment needs, priorities and resources; and any third-party guidance and requirements.

**The Head of Schools and Lifelong Learning or a delegated person is responsible for:**

**Using the resources in this Policy to evaluate whether it is appropriate for the employee to travel and work overseas;**

Assessing the travel and work overseas as identified in Appendix 1 (Summary Flowchart) assessed via the requirements of this Policy; Schools and Lifelong Learning Section and establishment needs, priorities and resources; and any third-party guidance and requirements.

**Sport and Outdoor Learning Team Staff are responsible for:**

Providing appropriate advice;

Signposting to appropriate advice;

Reviewing this Policy and the approval framework annually or sooner if required;

Ensuring Schools and Lifelong Learning employees are aware of this Policy and can access it;

Providing or organising appropriate training if required;

Registering travel and work overseas; and

Assessing the travel and work overseas as identified in Appendix 1 (Summary Flowchart) assessed via the requirements of this Policy; Schools and Lifelong Learning Division and establishment needs, priorities and resources; and any third-party guidance and requirements.

**The Employer (The City of Edinburgh Council) is responsible for:**

Safeguarding the health and well-being of its employees; and

Putting in place appropriate policy and training to manage overseas work and travel of its employees.

## 9. INSURANCE

It is essential that the employee understands and arranges adequate and appropriate insurance cover for travelling and working overseas. This must be checked by the line manager. If employees are unsure, they must seek additional advice and guidance:

**Questions relating to insurance should be directed via:**

[insurance@edinburgh.gov.uk](mailto:insurance@edinburgh.gov.uk)

### 9.1 CEC Employers' and Public Liability Insurance

The Council's insurance arrangements include Employers' and Public Liability insurance. The Public Liability insurance 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 arising out of its activities (which are intra vires). The insurance policy is subject to normal terms and conditions.

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.

**This cover is automatic and does not need to be arranged for each visit overseas, with the exception of North America. Guidance should be sought from Insurance Services no later than 6 weeks prior to travel.**



For employees proposing to undertake work overseas under the guidance of a different employer/third party **and still** employed by the City of Edinburgh Council (CEC):

CEC will expect the host employer/third party in the overseas location to cater for the CEC employee via **their** Employers and Public Liability Insurance policies, or equivalent i.e. **NOT CEC's policies**. CEC Insurance Services will expect to see evidence of appropriate insurance cover.

This kind of arrangement is likely for Teacher Exchange Programmes. CEC Employers' and Public Liability Insurance policies will cater for teachers from overseas working in Edinburgh. CEC expect a reciprocal arrangement for the CEC employee overseas. The employee and line manager must take extreme care to check any insurance requirements linked to different third-party programmes. This

should be checked and resolved prior to asking for approval via the procedure in this Travelling and Working Overseas Policy.

**Any evidence of additional insurance cover must be submitted with the Proposal Form.**

## **9.2 Business Travel Insurance**

Business Travel insurance is quite separate from School Journeys Insurance. The former caters for short term trips which individual employees may take from time to time on Council business.

**Exclusions** of particular note are:

### **Travel Section B Medical and other Emergency Travel Expenses**

- Insured Persons travelling against the advice of a Medical Practitioner;
- Where the purpose of the Trip is to receive medical treatment or advice;
- As a result of the use by an Insured Person of non-prescribed drug or which cannot be legally obtained from a pharmacy; and
- as a result of suicide, attempted suicide or self-inflicted injury.

Any claim that is the result of any *Kidnap* or *Kidnap for Ransom* which occurs in Afghanistan, Colombia, Iraq, Mexico, Nigeria, Pakistan, Philippines, Somalia, Venezuela, Yemen or any other region or country to which the *Insured Person* has travelled where the *United Kingdom* Foreign and Commonwealth Office has advised against "all travel" (or other similar advice for *Insured Persons* not resident in the *United Kingdom*) prior to the commencement of the *Trip*.

### **Crisis Containment Management Section C**

A crisis occurring in Afghanistan, Colombia, Iraq, Mexico, Nigeria, Pakistan, Philippines, Somalia, Venezuela, Yemen or any other region or country to which the *Insured Person* has travelled where the *United Kingdom* Foreign and Commonwealth Office has advised against "all travel" (or other similar advice for *Insured Persons* not resident in the *United Kingdom*) prior to the commencement of the *Trip*.

This list is not exhaustive and the countries mentioned above may change from time to time.

Employees must contact Insurance Services prior to approval to check this policy is suitable.

**Employees who receive full approval to travel must then contact Insurance Services as soon as possible and provide details of the travel and an account and cost centre.**

**Cover will only apply once these details are provided. More information about the cover, features, benefits, limitations and exclusions is available via the Insurance Team.**

## 10. WORKING HOURS

It is expected that employees will take reasonable rest periods and will not work excessive hours which could be detrimental to their health and safety. Suitable working hours and patterns should be approved by the employee's line manager. Contact HR via askHR if there any doubts or additional questions.

## 11. EXPENSES AND PAY

Predicted and expected expenses must be identified throughout the planning process and **approved** by the line manager. Reimbursement of reasonable expenses must comply with the appropriate Council policy and procedure, depending on the type of employee. Expenditure on alcohol is not approved. If the employee and line manager are unsure, they must contact the People Support Centre for additional advice and guidance. **It is important that this is resolved and understood by the employee and line manager before approval is sought.** If expenses are funded via an external source, these must also be planned and agreed prior to travelling overseas. Cash advances, including local currency, can be arranged but must be sorted well in advance. These must be reconciled on return with full receipts even if the conditions of an external grant do not require receipts.

For employees undertaking longer visits overseas, for example teacher exchanges, it is essential that the employee and line manager discuss these specific circumstances with the People Support Centre prior to submitting the Proposal Form.

More information:

Useful Orb links:	
General HR link:	<a href="#">LINK</a>
HR Directory of policies, procedures and forms	<a href="#">LINK</a>

### 11.1 Grant Payment

Any grants must be paid into the Council's bank account and never into a personal account. The grant will be paid into the cost centre the applicant gives to their finance officer or business manager.

Key Contact:
Get the Council's bank account details from Jordan Baillie <a href="mailto:Jordan.Baillie@edinburgh.gov.uk">Jordan.Baillie@edinburgh.gov.uk</a> .

## 12. RISK MANAGEMENT

A suitable and sufficient risk assessment(s) **must** be carried out for all overseas travel and work by the individual or lead member of staff. The nature and complexity of the risk assessment will vary with the type of activity being undertaken, and therefore should be proportionate to the level of risk identified.

The risk assessment should consider the following:

- information from the [Foreign and Commonwealth Office \(FCO\)](#),
- previous knowledge from colleagues familiar with the area/region,
- information from Council's contracted Travel Management Company,
- information from local contacts and partners, including those organising or supporting any activity or events;
- local culture/customs;
- individual factors e.g. health considerations; and
- contacts in the place being visited.

This list is not exhaustive and should act as a guide only, staff should contact the Sport and Outdoor Learning Team for advice.

For further guidance on the general principles of risk assessment, reference can be accessed via the links below.

The approved CEC General Risk Assessment form must be used. This cannot be adapted. The form must be submitted along with the Proposal Form.

Risk Assessment links on the Orb:

Useful Orb links:	
Risk Assessment:	<a href="#">LINK</a>

A risk assessment must always be undertaken at the planning stage for working overseas. The employee planning to work overseas must be involved in carrying out the assessment.

**Risk assessment documentation must be submitted along with the Proposal Form.**

Risk assessments must be reviewed by the employee on arrival at the overseas destination and updated should any additional hazards become apparent. This dynamic risk assessment could include:

- changes in travel arrangements;
- changes in accommodation;
- political situation; and
- environmental conditions.

### 13. USE OF CEC IT EQUIPMENT AND PHONES OVERSEAS

All employees must comply with the Council’s ICT Acceptable Use Policy whilst travelling and working overseas.

Useful Orb links:	
ICT Acceptable Use Policy	<a href="#">LINK</a>

#### **As a default, CEC mobile phones will not work overseas.**

The use of CEC mobile phones overseas must be approved by an authorised line manager. The approved line manager should request information via the ICT Service Team on predicted costs for roaming in specific locations. This will allow the employee and line manager to predict and agree costs. If the line manager decides to approve the use of a CEC mobile phone abroad, they must email the ICT Service stating the location/s, dates and the mobile number. It is the responsibility of the employee and line manager to gain confirmation that the CEC phone will be able to ‘roam’ in the specified locations. **No changes should be made until full approval for the visit has been made.**

Useful contact:	
ICT Service	<a href="mailto:ict.service@edinburgh.gov.uk#">ict.service@edinburgh.gov.uk#</a> Tel: 0131 529 7817

It is the responsibility of the employee travelling and working overseas and line manager to undertake this task. It is essential this is resolved prior to travel to reduce the risks of additional charges and misuse of equipment.

The Council will not be held liable for any costs incurred through using private phones and other related equipment. It is recommended that employees contact their network provider relating to using a phone overseas (roaming).

### 14. TRANSPORTATION AND ACCOMMODATION

Employees are responsible for organising safe and cost-effective transport and accommodation, which are appropriate to their needs. This will reflect local circumstances and must be well researched prior to travelling. Employees can gain advice from travel experts and people working in the local area.

Wherever possible, employees should undertake reasonable adjustments and actions to maximise sustainable development, including reducing their carbon footprint.

Employees who are travelling as part of a group, which is organised by a third party must still be satisfied that the transport and accommodation arrangements are cost effective, safe and appropriate to their needs.

Normal precautions should be taken including avoiding travelling late at night and unaccompanied travel in remote areas.



Travel or accommodation arrangements **must not** be booked or paid for prior to approval via the procedure in this policy. Employees and line managers must consult and follow the Business Travel Guidance document below.

If employees are not responsible for organising their transport and/or accommodation as this is being organised through a third party, they **must not** enter into any agreement prior to receiving approval via the procedure in this Policy.

#### 14.1 Business Travel – myTravel

For employees who are required to organise **approved** travel and accommodation themselves, they should use the Business myTravel service.

Useful Orb links:	
Business Travel Guidance:	<a href="#">LINK</a>
Business myTravel Service:	<a href="#">LINK</a>

#### 14.2 Driving Overseas

The need to drive vehicles overseas should be removed or minimised by using public transport and group travel arrangements where applicable. This normally supports sustainable development.

If employees propose to drive, they must have a clear rationale for doing so and why the same journey(s) cannot be achieved via public transport or shared transport that is assessed to be safe. Driving abroad, eligibility requirements and the associated costs must be approved by the line manager.

Employees must ensure they understand and abide by local laws and requirements. They must be eligible to drive a suitable vehicle at the proposed destination(s). This must be properly researched. The Council recommends that employees should only drive if they have experience of driving overseas in similar locations and vehicles.



Employees should make reasonable attempts to source vehicles that are safe and support sustainable development.

Employees intending to drive overseas will reflect different contexts and circumstances. It is therefore important that the employee liaises with different Council departments prior to approval. Key contacts include: (i) People Support Centre (linked to expenses overseas); and (ii) Fleet Management for additional guidance and advice linked to driving vehicles overseas and claiming approved expenses:

Useful contacts:
------------------

People Support (cars owned by the employee):	<a href="mailto:staffcars@edinburgh.gov.uk">staffcars@edinburgh.gov.uk</a>
Advice on using hired vehicles overseas and the Council's permit scheme:	CEC Fleet Management 0131 337 2307

Employees driving overseas on business related travel and work must be an authorised driver:

Useful Orb links:	
Council Driver Permits:	<a href="#">LINK</a>

Sustainability key CEC contacts and Orb website links:	
Council's Sustainability Approach Committee Report (May 2019):	<a href="#">LINK</a>
Road map for a net zero carbon Edinburgh by 2030 published:	<a href="#">LINK</a>
General Council guidance on travelling sustainably (Orb):	<a href="#">LINK</a>
Fuel efficient driving (Orb):	<a href="#">LINK</a>
Key contact:	<a href="mailto:sustainability@edinburgh.gov.uk">sustainability@edinburgh.gov.uk</a>

See the [appropriate section](#) regarding information about expenses.

## 15. HEALTH AND WELLBEING

Line Managers should ensure, as far as reasonably practicable, that employees working overseas take advice on the potential health risks associated with overseas travel and work. The approving line manager must be satisfied that the employee:

- is medically fit for travel;
- complies with any health standards laid down for entry into a specific country or countries; and
- has had any required vaccinations and inoculations and that these are still current.

### 15.1 Planning the visit

When planning an overseas visit, the health, safety and wellbeing of the employee must be considered of paramount importance. In order to ensure that the visit is as far trouble free and as stress-free as practicably possible, consideration must be given to a number of factors. The Foreign and Commonwealth Office status of the destination must be considered, as well as administrative issues such as the validity of passports, visas and regulations.

### 15.2 Inoculation and Vaccinations

It is important that the employee makes themselves aware of the advice regarding vaccinations and must ensure they are adequately covered by the relevant up-to-

date inoculations and vaccinations required for travel to that destination. Any additional costs will be covered by the Council.

Employees should be aware that some vaccines may take over a month to complete, so appointments with your GP should be made in good time and at least 6 weeks prior to travelling.

### **15.3 Prescription Medicine**

Medications prescribed in the UK are outside the scope of the provisions of this policy. It is the employee's responsibility to ensure that they take adequate supplies if they require any medication which has been prescribed of them in the UK. Drugs taken from home should always be accompanied by a medical certificate that they are certified for personal use and it is the employee's responsibility to ensure such a certificate is obtained and carried with them when they travel.

Be aware that certain countries have specific regulations that may prevent you from taking some medicines into the country.

### **15.4 European Health Insurance Card**

All employees who are nationals of a European country should ensure that they have an up-to-date European Health Insurance Card (EHIC) as this will need to be in the event that they need medical attention at an institution in Europe. If an employee is unable to present an EHIC card, this can adversely affect the health cover under our Council's insurance policy and could expose a risk to the individual of being personally liable for medical care costs. An EHIC can be obtained online from [www.ehic.org.uk](http://www.ehic.org.uk)

### **15.5 Musculoskeletal problems**

Employees with back problems should be aware of the risks associated with activities such as long-haul flights, travelling on uneven roads and carrying excessive luggage / equipment on overseas visits. If these risks apply, they should be addressed within the Risk Assessment and controls put into place.

### **15.6 GP Advice**

Any employee who is requested to travel overseas on a work-related matter should not do so if their GP has advised against this. Any employee who is concerned about their ability to travel should seek their GP's advice before travelling.

### **15.7 Illness Acquired while Travelling**

Some diseases acquired overseas only become apparent after returning to the UK. It is particularly important employees see their GP to have investigations into any feverish or diarrhoeal illnesses that develop for up to three months after an overseas visit.

## 15.8 Avoidance of Fatigue

Employees should ensure that they have adequate rest before, during and after their visit. The Council recommends that the necessary rest periods are taken during overseas business travel and these should be appropriate to the nature, destination and duration of the visit.

When considering an itinerary for overseas travel, the following should be regarded as good practice:

- if possible, no appointments should be made on the day of travel where the total duration of travel is more than 6 hours;
- Itineraries should take account of travel time, mode of travel, hardship of travel and allow for meal breaks; and
- where working days are likely to significantly exceed 7.5 hours, consideration should be given to the potential for tiredness and fatigue when arranging the itinerary for the following day.

## 15.9 Debrief following return to the UK:

It is important that a debrief takes place with the Employee and their Line Manager on return to the UK after an overseas visit. The nature of this may be very brief if the time overseas was short, e.g. attendance at a conference. However, lengthy visits overseas, those to remote or less developed parts of the world or those which proved to be problematic should be discussed at a debrief meeting.

A mechanism should be in place to manage any incidents which are reported during or after an overseas visit. Examples might be threatening behaviour, ill health, poor standards of accommodation, etc. As a result of the information received at debrief meetings, changes can be made and local intelligence can be shared with colleagues.

The impact on the employee of any negative experiences while overseas can be discussed during the debrief meeting and support can be offered to the employee, if necessary, e.g. Staff Counselling, Occupational Health.

## 16. LONE WORKING PROCEDURES

As in UK-based work, lone working should be minimised and any remaining incidences assessed for risk. The findings and arrangements can then be recorded in the risk assessment form. Working arrangements are best finalised prior to travel but should be adjusted if required on arrival and during the visit. If an employee is not satisfied with the working arrangements, then they must report these and liaise with appropriate persons to secure reasonable adjustments.

Useful Orb links:
Lone working policy   <a href="#">LINK</a>

## 17. EMERGENCY PROCEDURES

Employees must ensure they are familiar with the relevant emergency procedures linked to their CEC establishment/service in the UK, and those associated with their travel, accommodation and locations overseas. This includes ensuring they are in a safe location, which can be evacuated in an emergency.

Any significant incidents must be reported to the employee's line manager and via CEC's reporting system as soon as reasonably practicable (see next section).

Employees can also use the Council's emergency contact 24/7 to alert the Council of a significant emergency.

Key contact:	
CEC Emergency Contact	(+44) 0131 200 2000

## 18. INCIDENT REPORTING

Employees working abroad must report any significant incidents, including near misses, as soon as reasonably practicable.

All relevant incidents should be reported to the Council's Health and Safety section. Additional guidance is via the link below. The employee's line manager should be informed.

Useful Orb link:	
Reporting an incident:	<a href="#">LINK</a>

## 19. WORKING IN PARTNERSHIP WITH THIRD PARTIES



Opportunities for travelling and working overseas provided by third parties must be carefully researched. This may involve checking with the Sport and Outdoor Learning Team and people who have used the third party previously. Some key checks, but not limited to third party:

- values, mission statements and aims (compatibility with the Council's equivalent);
- agreements, waivers and disclaimers ([see next section](#));
- insurance arrangements via third parties;
- commitment to safety and security;
- significant incident support;
- sustainable development commitments and credentials;
- code of conduct;
- cancellation arrangements and conditions;
- expected working times and hours,
- travel arrangements;
- accommodation;
- follow-up report requirements; and
- grant/funding conditions.

If employees or line managers are in any doubt, they must consult relevant Council persons. It is not the responsibility of the Sport and Outdoor Learning Team to check.

## 20. SIGNING AGREEMENTS, WAIVERS and DISCLAIMERS FROM THIRD PARTIES

Employees and line managers must adopt extreme caution to signing these kinds of documents for third parties. Council employees and line managers **must fully understand any document before signing it.**

Council employees and line managers must request any agreements **well before** departure to avoid staff having to sign an agreement on arrival at a venue.

If unsure, further advice must be sought via the Sport and Outdoor Learning Team. If CEC legal advice is required by the Sport and Outdoor Learning Team, any chargeable activity by the CEC Legal Team will be allocated to the project expenditure. The Sport and Outdoor Learning Team **will not** fund this activity. Employees and line managers will be informed prior to agreeing any chargeable activity with the CEC Legal Team.

Any agreements, waivers and disclaimers **must be submitted** with the form: Travel\_Work\_Overseas\_Form\_WTO\_v1.

Agreements, waivers and disclaimers **must not be signed and returned** to third parties prior to approval of the form.

## 21. TRAINING

Any training requirements of those participating in overseas travel should be clearly identified by the individual employee or lead member of staff and the necessary training, instruction and information provided. Appropriate records should be maintained.

## 22. EXTERNAL ADVICE

The following resources may provide additional guidance and advice. It is important that the employee evaluates third party advice carefully so that it does not conflict with Council policy, guidance and advice. If an employee is unsure, they should seek additional advice from the relevant Council department.

**The employee is responsible for continually monitoring key advice relating to destinations prior to departure. Any significant issues must be reported to the Sport and Outdoor Learning Team so advice can be given and the visit reassessed if necessary.**

Key external links:	
Fit for Travel (NHS)	<a href="http://www.fitfortravel.nhs.uk/home.aspx">http://www.fitfortravel.nhs.uk/home.aspx</a>
Foreign travel Advice (gov.uk)	<a href="https://www.gov.uk/foreign-travel-advice">https://www.gov.uk/foreign-travel-advice</a>

Foreign travel checklist (gov.uk)	<a href="https://www.gov.uk/guidance/foreign-travel-checklist">https://www.gov.uk/guidance/foreign-travel-checklist</a>
Healthcare abroad (NHS)	<a href="https://www.nhs.uk/nhsengland/Healthcareabroad/pages/Healthcareabroad.aspx">https://www.nhs.uk/nhsengland/Healthcareabroad/pages/Healthcareabroad.aspx</a>
Living abroad	<a href="https://www.gov.uk/browse/abroad/living-abroad">https://www.gov.uk/browse/abroad/living-abroad</a>
Money advice (The Money Advice Service)	<a href="https://www.moneyadviceservice.org.uk/en/articles/travel-money-options-cash-cards-and-travellers-cheques">https://www.moneyadviceservice.org.uk/en/articles/travel-money-options-cash-cards-and-travellers-cheques</a>
Passports (gov.uk)	<a href="https://www.gov.uk/browse/abroad/passports">https://www.gov.uk/browse/abroad/passports</a>
Terrorism 1 – reducing risk (gov.uk)	<a href="https://www.gov.uk/guidance/reduce-your-risk-from-terrorism-while-abroad">https://www.gov.uk/guidance/reduce-your-risk-from-terrorism-while-abroad</a>
Terrorism 2 – Secret Service MI5	<a href="https://www.mi5.gov.uk/travel-advice">https://www.mi5.gov.uk/travel-advice</a>
Travel aware campaign (gov.uk)	<a href="https://travelaware.campaign.gov.uk/">https://travelaware.campaign.gov.uk/</a>
Travel abroad (gov.uk)	<a href="https://www.gov.uk/browse/abroad/travel-abroad">https://www.gov.uk/browse/abroad/travel-abroad</a>
Vaccinations 1 (NHS)	<a href="https://www.nhs.uk/chq/Pages/1072.aspx?CategoryID=67">https://www.nhs.uk/chq/Pages/1072.aspx?CategoryID=67</a>
Vaccination 2 (NHS)	<a href="https://www.nhs.uk/conditions/travel-vaccinations/jabs/">https://www.nhs.uk/conditions/travel-vaccinations/jabs/</a>

## 23. MONITORING AND REVIEW

Effective management of Council employees working overseas requires review and feedback. It is important to learn from experiences, and a post visit debriefing should follow each visit overseas, this should include reference to safety issues including accidents, incidents and near misses identified during the visit.

Post overseas visit feedback should be communicated to the Sports and Outdoor Learning Team via the link to the feedback survey (Appendix 6).

### APPENDIX 1 - Flowchart

Summary flowchart explaining the approval process. Accessible via The Orb: [Working Overseas page \(The Orb\)](#).

### APPENDIX 2 – Key Questions – IS IT APPROPRIATE TO TRAVEL and WORK OVERSEAS?

This is an embedded document within Appendix 4. A completed Appendix 2 must be submitted along with the Proposal Form (Appendix 4). Accessible via The Orb: [Working Overseas page \(The Orb\)](#).

### APPENDIX 3 – Checklist

This is an embedded document within Appendix 4. A completed checklist must be submitted along with the Proposal Form (Appendix 4). Accessible via The Orb: [Working Overseas page \(The Orb\)](#).

## APPENDIX 4 – Proposal Form

Proposal Form: Travel\_Work\_Overseas\_Form. Accessible via The Orb: [Working Overseas page \(The Orb\)](#).

## APPENDIX 5 – Risk Assessment Template Link

Use the Health and Safety Team's template:

[LINK](#)

## APPENDIX 6 – Evaluation Link

SurveyMonkey [link](#) to feedback form for travel and work overseas:

<https://www.surveymonkey.co.uk/r/J3FRHCB>

## APPENDIX 7 – Travel Tips

### TRAVEL TIPS

To help minimise risks and issues see below some examples of simple precautions that can be taken whilst travelling;

#### A. Before you go:

- Check the FCO website the day before your visit to ensure your destination is safe to travel to.
- Make sure you have a signed, valid passport with the emergency information page completed, and an appropriate work/business visa if required.
- Leave copies of your itinerary, passport data page and visas with your Line Manager and family or friends, so you can be contacted in case of an emergency.
- Research the country of your destination; take advice from those who are more experienced in the country.
- Where applicable consider the cultural customs so as not to unnecessarily offend.
- Familiarise yourself with local conditions and laws: whilst in a foreign country you are subject to its laws.
- Ensure you have emergency contact details, some cash and credit cards (stored separately in case of theft).

#### B. While you are away:

**Personal Safety.** Take precautions to avoid being a target of crime:

- Do not wear conspicuous clothing or jewellery and do not carry excessive amounts of money.
- Do not carry large amounts of money or valuables.

**Hotel.** In accommodation provided:

- Keep your passport and travel documents on your person – do not leave them in the room.
- Always put valuables in the hotel room safe. If your room does not have a safe, ask at reception to see if they provide a safe facility.
- Avoid putting the 'please make up my room' sign on the door when you go out – this is a tell-tale sign that your room is vacant.
- Familiarise yourself with emergency provisions within your accommodation, locate your nearest exit and fire extinguisher.

**Taxi.** Where possible travel by taxi as opposed to walking the streets with a map and/or luggage:

- Ask your hotel to call a taxi for you.
- Have the address of your destination or hotel written in the local language.
- When calling a taxi, ask what colour the car will be and wait indoors for it to arrive.
- Compare the face of the taxi driver to the photo license.

**Driving.** If not using our contracted Travel Management Company (TMC), where possible select reputable companies from which to hire drivers and vehicles:

- Only drive if essential and ensure you hold a full valid international driving licence.
- If possible avoid driving at night and or travel by moped or motorcycle, check for seatbelts and be aware of risks.

**Skin Protection.**

- If possible avoid midday sun.
- Use a sunscreen and cover skin where possible with appropriate clothing.

**Insect and Animal Bites.** A variety of tropical diseases are carried by insects and other invertebrates, especially Mosquitoes and Ticks. Check which types of risks are specific to your visit.

**To avoid insect bites.**

- Use insect repellents.
- Cover exposed skin with loose, long clothing.
- Use nets, knock down sprays in rooms.
- If bitten, thoroughly cleanse the area and seek medical advice as soon as possible.

If Rabies is a risk, post exposure (bite) vaccination is required as soon as possible.

**Food and Water.** Strict food and water hygiene methods should be adhered to always as food and water can expose travellers to a range of bacteria, viruses, parasites and other causes of illness.

- Always wash hands with soap and water before eating and after using the bathroom when travelling.
- Do not eat undercooked meat when travelling unless the source is trustworthy
- Only drink bottled water.
- If bottled water is unavailable boil or sterilise water.
- Carry water treatment drops if it is not possible to boil water while travelling.
- Avoid ice in drinks.

**C. Dealing with an emergency:**

- Remember to take the Council's INSURANCE EMERGENCY CONTACT INFORMATION, wherever you go.
- Employees already overseas when a local situation arises/changes should contact the Council on the emergency number given.
- Keep the Council informed through your Line Manager about any difficult situations you may be experiencing.

#### **D. Information Sources:**

The Foreign and Commonwealth Office and the Travel Management Company dealing with the booking will be able to provide information on the necessary vaccinations, local politics, areas to avoid etc. Travel agents are obliged to provide this information. The Foreign and Commonwealth Office carries up to date travel advice for over 200 countries. It should be used as the basis for informing all those travelling on Council business of the risks that they may face.

### **APPENDIX 8 – Summary Report Template**



Must be completed after employee's travel. One report per employee.  
Template available via [Working Overseas page \(The Orb\)](#).