

Excursion Policy

Gracemount High School is committed to providing pupils with a variety of valuable and relevant educational experiences. An important part of the enhancement of this provision is excursions in which pupils are encouraged to take part (although curricular/examination requirements are all met through normal course work).

We are fortunate that staff give willingly of their own time to run excursions. The following guidelines should support the continued provision of additional opportunities for pupils whilst also ensuring that formal classroom work is not unduly disrupted.

- In considering approval for any proposed excursion, due regard will be given to:
 - (a) the amount of time already lost from the formal curriculum by the individual pupils involved.
 - (b) the impact of staff absence on his/her classes and teaching colleagues.
- All pupils in the school for whom the excursion would be valuable must be given an initial opportunity to apply for a place. In certain circumstances, pupils may not be allowed to participate for reasons of behaviour, absences etc.

Leaders of excursions must fully observe the following procedures when planning excursions:

- Check that the planned date is free and that the excursion is suitable to go ahead
 - (1) Check the School Calendar of Events for a suitable date
 - (2) If staff cover would be required seek approval for leave of absence from the relevant Heads of Department.
 - (3) Complete the Proposed Excursion Form and submit it to the Depute Headteacher in charge of excursions (only Part I need be completed for non-residential excursions. Parts I and II should be completed for residential excursions).

Timescale for submission:

- (i) Foreign Travel - the end of May in the session preceding the proposed excursion.
- (ii) Outdoor Education - not less than 3 months beforehand.
- (iii) Day/Half Day - one month beforehand.
- Once and approved Proposal Form has been given, party leaders should consult the Checklists for Organisers for next steps in the process

Staff/pupil ratio will normally be 1 to 10 except in special circumstances e.g. outdoor education. Appropriate non-teaching adult supervision (e.g. parent) will be included in this ration.

Proposals for major excursions should be submitted to the Depute Headteacher in charge of excursions by the end of May in the session preceding the proposed excursion to allow time for the appropriate organisation. Where a significant number of trips is proposed, the Depute Headteacher will liaise with all groups' leaders to discuss a realistic approach.

All staff considering taking an excursion should consult the HSP6 document as this includes additional information and advice on leading a trip. This can be found on egfl.net. Alternatively consult with the DHT(Excursions).

Please consult appropriate Checklist or Section below for trip procedures:

- Checklist for Non-Residential (one-day only trips)
- Checklist for Residential (more than one day and including all Foreign Trips)
- Collecting Money
- Special Requirements for Foreign Trips

Appendix List (after above sections)

Appendix One	-	Excursion Proposal Form
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Checklist for Non-Residential (one-day only trips)

- Consult **Authority Policy Statement HSP6 (December 2005)** which can be accessed via egfl.net (There are for example specific regulations which apply to Outdoor Education and mini-bus insurance.).
- Complete **Proposed Excursion Form** and submit to the Depute Headteacher in charge of excursions.
- On receipt of permission granted for the excursion by the Depute (Excursions) and the Head teacher you should pass the following information to the Depute (Excursions):
 - i. precise **details of the activity** including dates, times and locations
 - ii. a **list of pupils** taking part in the excursion (names and class)
 - iii. a copy of the **Parental Letter** explaining the nature and purpose of the trip (on headed paper)
 - iv. a **Leave of Absence Form** for each member of staff involved
 - v. A completed **Risk Assessment** for each aspect of the trip
- You will then be passed back a pack of printed **EE2** forms with pupil's details, medical information etc. You should distribute these to pupils for parental signing.
- Organise **transport, equipment, tuition** etc. and, if appropriate, **insurance**.
- Place list of pupils in **News Sheet**, specify final date for comment. A separate list must be given to the **Office**, to allow entries to be made on registers. Inform staff by email if any amendments to list.
- Hand **copies** of completed **forms EE2** and all other necessary information to the Depute (Excursions) (original EE2s to be taken on excursion).
- Publish News Sheet **reminder** of excursion and of pupils and staff attending on the week of the excursion.
- Collect money** from pupils - see section on collecting money.
- Check medical information of all participants.

Checklist for Residential (more than one day and including all Foreign Trips)

- 1. Consult **Authority Policy Statement HSP6 (December 2005)** which can be accessed via egfl.net (There are for example specific regulations which apply to Outdoor Education and mini-bus insurance.).
- 2. Complete **Proposed Excursion Form** and submit to the Depute Headteacher in charge of excursions.
- 3. On receipt of permission granted for the excursion, liaise with the Depute (Excursions) to complete **Form EE1** and a **Risk Assessment** for each aspect of the trip. The school retains file copy of these and sends originals to Authority.
- 4. Inform pupils and parents by **letter**, giving details of the activities. A copy of this letter should be passed the DHT(Excursions).
- 5. Pass the following information to the Depute (Excursions):
 - vi. **precise itinerary details of the activity** including dates, times and locations
 - vii. **a list of pupils** taking part in the excursion (names and class)
 - viii. **a Leave of Absence Form** for each member of staff involved
- 6. You will then be passed back a pack of printed **EE2** forms with pupil's details, medical information, dietary information etc. You should distribute these to pupils for parental signing.
- 7. Organise **accommodation, transport, equipment, tuition** etc. and, if appropriate, **insurance**.
- 8. Place list of pupils in **News Sheet**, specify final date for comment. A separate list must be given to the **Office**, to allow entries to be made on registers. Inform staff by email if any amendments to list.
- 9. Hand **copies** of completed **forms EE2** and all other necessary information to the Depute (Excursions) (original EE2s to be taken on excursion).
- 10. Publish News Sheet **reminder** of excursion and of pupils and staff attending on the week of the excursion.
- 11. **Collect money** from pupils - see section on collecting money.
- 12. Check medical health advice including School Health Care Plans (SHCP). The list of pupils circulated will indicate which, if any, of our pupils have a health care need (HCN). If a member of staff is taking a pupil with a HCN out of school, a copy of the SHCP and emergency medication must be taken with them. (Available from Carrie Laing ,Welfare LA).

Collecting Money

1. Money can be collected as a lump sum, but more usually in instalments.
2. A receipt must be given to the pupil each time a payment is made. This may be in the form of a receipt card which the member of staff signs or an actual receipt from a receipt book, obtainable from the office.
3. A record of money received from each pupil must be kept by the organising member of staff.
4. Money/cheques should be handed to the Bursar (before morning interval if possible) along with a pay-in slip, obtainable from the print room.
5. In return the Bursar will provide a receipt for the amount received. This receipt must be retained by the organising member of staff.
6. The Local Authority has issued guidelines stating that personal bank accounts and credit cards should not be used. Authority credit cards are available for use on residential trips (see Business Manager).

Special Requirements for Foreign Trips

1. All staff **must** have attended the Local Authority in-service course for Staff taking children abroad. Details of courses can be obtained from the Depute (Continuing Professional Development)
2. The Group Leader must obtain the Booklet 'Safe School Trips' published by the Scottish School Board Association from the Depute (Excursions) and be familiar with its recommendations.
3. The checklists detailed in appendices must be completed as appropriate at least 2 weeks before departure.
4. The Group Leader must meet with the Depute (Excursions) to complete the Head Teacher Checklists 2 weeks before departure.

Appendix 1 - Proposed Excursion Form

Details of Excursion

Educational Aims

Pupils involved -year group(s) numbers

Date(s) and Times

Staffing

Leader:

Others:

Details of Cover Required

Part II

Outline of Financial Planning

Please return this form to the DHT (Excursions)

Initials:

Headteacher's Comments

Approval Granted/Refused

Date:

Appendix 2 - EE1

For Approval and Registration of Category 3 Educational Excursion

Name of school, centre or organisation _____
Address _____
Telephone Number _____ Fax _____
E-mail _____

SECTION A -To be completed on all occasions (a form for each trip)

Date and estimated time of departure _____	Date _____	Time _____
Date and estimated time of return _____	Date _____	Time _____
Place(s) to be visited (please be as specific as possible) _____		

Number of participants _____ Comprised of male _____ female _____		
Age range of participants _____		
Member of staff in charge _____ Date attended Group Leaders Training _____		
Other staff/leaders and their status (teacher/community worker/volunteer helper, etc) _____		

Name of contact at home base _____		
Contact telephone number at home base out of office hours _____		
Form of transport to be used (indicate if hired, if self drive and type of vehicle) _____		

Brief description of the purpose of the excursion _____		

SECTION B – To be completed in respect of Foreign Travel

Give details of the insurance cover arranged _____

Is the travel company covered by ABTA Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION C – To be completed in respect of Outdoor Education

Specific activities involved _____

If the activities are provided by a third party (e.g. an outdoor centre) is the provider on the City of Edinburgh approved list? Name them?

Qualifications of leader(s) for proposed activity(ies) (unless an approved provider from the City of Edinburgh list)

Name	Activity	Qualification	Date Gained
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Is this an introductory, intermediate or advanced excursion? _____

Locations to be used (include 6 figure grid references if necessary) _____

Previous experience of participants in planned activity _____

Date of advice _____

SECTION D – Approval of Head of Establishment

I approve this excursion as being appropriate to the participants.

I have checked that the leaders are appropriate people to lead this excursion and are aware of their responsibilities.

I am satisfied that a full risk assessment has been carried out for this excursion, and that contingency plans have been prepared in case of emergency.

I have read the Department’s guidance on Outdoor Excursions and verify that this excursion would comply with the requirements of the guidelines. If there was any doubt about the guidelines, I have taken advice from the Principal of Lagganlia or the Principal of Benmore.

I have personally inspected the credentials of the leaders and assistant leaders and confirm that they are appropriately experienced and qualified. (I have taken advice if I was in doubt.)

Signed _____ Head of Establishment Date _____

SECTION E – Registration by Sports/Outdoor Education Unit

Date received _____ Registered by _____

Noted by Neighbourhood Manager _____ Date _____

Comments _____

APPENDIX 3 - EE2 FORM

Parental Agreement to Educational Excursion

Excursion(s)
to _____

Date(s) from _____ 20__ to _____ 20__

SECTION A - PARTICIPANT DETAILS

Participant's Surname _____ Forename _____ Date of Birth _____

Address _____

_____ Contact Telephone Number(s) _____

Emergency Telephone Number(s) _____

SECTION B - MEDICAL DETAILS (please tick as appropriate)

Name and Address of Family Doctor _____

_____ Telephone Number _____

1. Does your child suffer from any allergies? Yes No

If yes, give details _____

2. Is your child taking any medication at present? Yes No

If yes, give details _____

3. To the best of your knowledge has your child been in contact with any contagious or infectious disease or suffered from anything in the last four weeks that may become contagious or infectious? Yes No

If yes, give details _____

4. Does your child suffer from travel sickness? Yes No

5. Does your child have incontinence problems that may affect participation in this excursion? Yes No

If yes, give details _____

6. Has your child received a tetanus injection in the last five years? Yes No Don't Know

Date of last tetanus injection, if known _____
PTO

7. Give full details of any illness, injury or disability that might affect your child's participation. _____

8. Does your child suffer from any conditions requiring medical treatment? Yes No

If yes, give details _____

*** PLEASE NOTE ANY CHANGE IN MEDICAL CONDITIONS OR MEDICATION MUST BE NOTIFIED TO THE ESTABLISHMENT AS SOON AS POSSIBLE***

SECTION C - ADDITIONAL INFORMATION (please tick as appropriate)

1. Is your child A non-swimmer? Able to swim 25 metres? Able to swim 50+ metres?

2. Does your child have any special dietary requirements (e.g. vegetarian)? Yes No

If yes, give details _____

3. Is there any activity in which your child may not participate? Yes No

If yes, give details _____

4. It is normal practice for other participants and the school/community education centre to take photographs/video to record excursions. Should you not wish your child to be included, please tick this box

SECTION D – PARENTAL AGREEMENT TO EXCURSION AND TO EMERGENCY MEDICAL TREATMENT

Parents should read carefully the alternative statements of consent detailed below and sign that statement which reflects their wishes in respect of emergency dental, medical or surgical treatment.

- (a) I agree to my child taking part in this excursion. I agree to my child receiving emergency dental, medical or surgical treatment **INCLUDING BLOOD TRANSFUSION**/anaesthetic, as considered necessary by the medical authorities present. I understand that all activities are covered by The City of Edinburgh Council's Public Liability Insurance but that there is no insurance for personal accident.

Date

Signed by Parent or
Guardian

OR

- (b) I agree to my child taking part in this excursion. I agree to my child receiving emergency dental, medical or surgical treatment/anaesthetic, as considered necessary by the medical authorities present **WITH THE EXCEPTION OF THE ADMINISTRATION OF BLOOD OR BLOOD PRODUCTS**. I accept full legal responsibility for this decision and release the City of Edinburgh Council and its staff from any liability for any consequences resulting from my decision not to consent to the administration of blood or blood products. My child carries an advance medical directive document which informs the appropriate medical authorities accordingly. I understand that all activities are covered by The City of Edinburgh Council's Public Liability Insurance but that there is no insurance for personal accident.

Date

Signed by Parent or
Guardian

Appendix 5 – Sample Risk Assessment

Who is at risk? In this case the participants and the leaders. And possibly pedestrians?

Hazard	Likelihood and seriousness of Injury	Control Measures	Assessment of Remaining Risk
Fall off bike by participants outside their zone of ability.	Likely and serious.	A). Assess participant ability in controlled environment. B). Use qualified leaders with knowledge of the route. C) Use approved route only.	Serious injury unlikely – minor injury still likely.
Fall from bike due to human error.	Potentially serious, quite likely.	A) Protective equipment such as helmets to be worn. B) Careful briefing and leadership.	Still a risk but acceptable.
Collision with cars.	Potentially fatal.	Cycle on forest tracks away from traffic.	Low
Fall from bike as a result of equipment failure (brakes etc)	Quite likely – potentially very serious.	A) Inspection of bikes by experienced person prior to use. B) Or hire from a bike shop?	Low
Fall from bike as a result of students showing off!	Quite likely, medium serious.	Close control by qualified staff. Limit group size	Low
Student lost or separated from group.	Quite likely – medium serious.	Limit group size. Use two adults per group. Close group control.	Low
Fall or skid as a result of ice/ snow.	Likely – potentially serious.	Cancel trip if weather conditions merit it.	Low

Hazard	Likelihood and seriousness of Injury	Control Measures	Assessment of Remaining Risk
Hypothermia Heatstroke.	Possible and potentially serious.	Ensure students appropriately clad and have food and water.	Low
Crash caused by clothing caught in chain.	Possible – medium serious.	Tie shoe laces gather in trouser legs with tape.	Low
Crash at “Danger Hill”	Possible and potentially fatal.	Dismount to descend this hill.	Low
Collision with pedestrian.	Possible – medium serious	Dismount if pedestrian met on single track. Brief students. Choose a route with no pedestrians.	Low

Appendix 6 – Sample Letter for Individual Excursions

SAMPLE LETTER FOR INDIVIDUAL EXCURSIONS

Dear Parent/Guardian

As part of their ongoing work on Woodlands, your child will be visiting the Royal Botanical Gardens on (date).

The pupils will be working with trained staff from the Botanic in the Education Centre, as well as exploring the gardens in general. This field trip will allow them to build on the investigations they have been doing in class with their teacher.

We will be leaving school at 9.00 am prompt and travelling by public transport. School uniform should be worn and packed lunches are required.

Please complete the EE2 enclosed and return by (date).

Yours faithfully

Mr J Bloggs

Appendix 7 – Sample Letter for Multiple Excursions

SAMPLE LETTER FOR EE2 FOR MULTIPLE EXCURSIONS

Dear Parent/Guardian

SCHOOL VISITS - PARENTAL CONSENT

Without parental consent children may not take part in visits and excursions. An EE2 is a City of Edinburgh Council form which parents/guardians are required to complete and sign to give consent for most outings. There is now an electronic version that can be downloaded to save some time but parents must check all details and amend any information, particularly medical information, before signing and returning it. At the bottom of the form (Section D), asking for your consent for emergency medical treatment etc, you are given two options of which you must chose one and sign in the appropriate place.

We can now issue an EE2 to cover most routine visits for the year.

Each of these excursions will have been subject to Risk Assessment and, whilst you will be notified of the outing, you will not need to complete an EE2 for each individual excursion. It is your responsibility, however, to immediately inform us of any change to medication, parent contact details etc. On receipt of any changes, a new EE2 will be issued to you.

EE2s will continue to be issued separately for higher category trips, e.g. the beach.

Please complete the enclosed EE2 form and return it in the envelope by (date), as more trips are imminent. Also, please complete and return the attached slip, acknowledging the above changes.

Yours faithfully

✂-----

Child's Name: Class:

I acknowledge receipt of the changes in arrangements to EE2 forms for this year. I will inform the school immediately should there be any alterations necessary.

Signed: Date:
(Parent/Guardian)

Appendix 8 – Excursion Checklist

CHECKLIST FOR HEADTEACHER (to be completed by Business Manager)

HAVE I ENSURED THAT

- travel arrangements comply with local authority guidelines?
- teachers have completed leave of absence and insurance documentation?
- appropriate staff supervision/group leaders will accompany the party?
- as far as possible staff are familiar with the laws relating to children and young people and child protection in the host country (see section 7)?
- all volunteers have been properly vetted (e.g. through a Scottish Criminal records Office (SCRO) check)?
- all group members are adequately briefed about their responsibilities during the visit and appropriately equipped to deal with emergencies and sensitive situations?
- a list of group members' names, addresses and emergency contact number is lodged with the school office or other designated places?
- a designated member of staff with a copy of all contract names and parental consent forms is available 24 hours a day in case of emergency?
- a detailed itinerary of the visit (to include the programme, addresses, contact names and telephone numbers) is lodged with the school office or other designated places?
 - Excursion reference number has been allocated.

Signed _____ Date _____

APPENDIX 9 – Group Leader Checklist

The Group Leader should complete this checklist.

If for any reason you are unable to tick any of the boxes below, further reference should be made to HSP6.

Responsibilities for Off-Site Visits

Are you clear about your responsibilities as Group Leader?

Are other supervisors fully cognisant with their roles and responsibilities?

Do participants understand their responsibilities?

Are parents aware of their responsibilities?

Categories of Visit

Are you clear into which category the excursion falls?

Are you clear about the approvals necessary before the activity can go ahead?

Registration with the Sports/Outdoor Education Unit

Where appropriate, has the excursion been registered with the Department?

Planning and Procedures

Are you clear why you are running the activity?

Does the activity have a clear educational purpose?

Will the planned programme meet your educational objectives?

Will pupils see the activity as part of their learning?

Are the activities appropriate for the age, maturity and experience of the participants involved?

Have you made a list of what has to be done and by when?

Have you allowed enough time?

Are you familiar with the area/venue to be visited?

Risk Assessment

Are you satisfied that a suitable and sufficient risk assessment has been carried out?

Supervision

Are participant/supervisor ratios in line with those detailed in HSP6?

Are you satisfied that all participants involved in this activity can be adequately supervised?

Are you clear that not only the numbers but also the aptitude, gender and qualifications of supervisors is appropriate?

Have you made arrangements for headcounts to be taken at critical times such as arrival and departure from venues?

Has everybody, whether directly or indirectly involved, been adequately briefed?

Preparing Participants

Do participants understand the objectives of the visit/activity?

Have participants been given relevant background information about the place to be visited?

Do participants understand why safety precautions are in place?

Pupils with Additional Support Needs

Is the pupil capable of taking part in the activity?

Can the activity be adapted to enable the pupil to participate in the activity?

Is the pupil able to understand and follow instructions?

Is additional supervision necessary?

Have all additional safety measures identified been addressed?

Do you know enough about any medical conditions that pupils might have to enable you to look after them properly?

Have individual medical needs been discussed with the parents?

Have you checked that any child requiring medicines e.g. inhalers, will bring personal supplies with them?

Do you have permission from parents for appropriate medical treatment to be administered to children in the event of an emergency?

Communication with Parents

Have you asked for parental consent on the correct form and in the right way i.e. EE2?

Have parents been allowed sufficient time and information to allow them to make an objective decision about whether or not they want their child to go?

Have parents been informed about the arrangements for insurance and the nature and extent of cover?

Are parents aware of the full address and telephone number of the destination?

Are parents aware of the emergency contact arrangements at home base and at all venues the group will visit?

Have parents provided contact numbers for day and night use in the event of an emergency?

Transport

Have you made sufficient, appropriate and safe arrangements?

Have you checked that the form of transport being used is properly insured?

Will the journey be short enough, or have appropriate breaks, to ensure comfort and safety?

Have drivers provided proof of a valid clean driving license?

If driving a Council vehicle or if using a Council vehicle, does the driver have a minibus driving permit?

Insurance

Are you clear about what you are insured for, the amount and extent of cover, and any exclusions or other conditions applying to the policy?

If you are undertaking hazardous activities, have you checked the policy conditions regarding the use of safety equipment?

Do you have an emergency assistance number to call if circumstances require?

First -Aid

Is a first aider required for the excursion?

Will you have sufficiently ready access to first aid facilities and expertise?

Has a first aid kit been provided for the excursion?

Is the content of the first aid kit as specified in the Departmental Health and Safety Policy?

Emergency and/or Accident Procedures

Have you assessed the risks associated with your proposed activities and made arrangements to minimise these risks?

Are you developing a culture and expectation of safe practice among the staff and pupils involved?

Have you thought through emergency procedures?

Do you know who to contact and how at the establishment and/or in the Department for reporting emergency incidents and for referring press/media?

Do they know they are your emergency contact?

Are there fail-safe arrangements if they are not immediately available?

Does everyone who might have to use it have this information?

Foreign Travel

Has the group leader attended the mandatory “Educational Excursions (including Foreign Travel) – Group Leaders Training”?

Have briefing sessions been held with parents/pupils?

If you are going abroad and within the EU, have you obtained and completed form E111 for your party?

Have you made arrangements for the payment of medical bills abroad?

Outdoor Education

Does the outdoor activity instructor hold relevant and current qualifications for the activity being undertaken?

Does the Head of Establishment hold copies of the relevant qualifications of staff?

Does a member of the supervising team hold a valid first aid certificate?

Outdoor Education (cont'd)

Is the supervision ratio appropriate to the activity being undertaken?

Have checks been made to determine if the provider is licensable under law?

If so, does the provider actually hold a license?

Is the provider on the Council's Approved Provider List?

Has an EE1 form been submitted to the Sports/Outdoor Education Unit?

Skin Care - Sun Safety

Has consideration been given to those measures necessary to provide adequate protection from over-exposure to the sun?

Has the parent/guardian provided each child with appropriate sunscreens?

Signed: _____

Name: _____

Date: _____