Planning, Managing and Evaluating Your Excursion

Outline Proposal for Excursion (using Initial Approval Request form) submitted by Visit Leader and agreed in principle by Head of Establishment, or by Head of Service for Category 5 destinations Category of Excursion is agreed All category 1 – 5 trips must be on Evolve External Providers engaged to deliver Adventurous Activities must appear on (or make an application to) Aberdeenshire Council's list of Approved Providers Category 5 Category 1 Category 2 Category 3 Category 4 All Excursions to countries Excursions within the UK Excursions within the UK Excursions to Europe, USA Excursions to Europe, USA outwith Europe, USA or or Canada adventurous non-adventurous adventurous or Canada non-adventurous Canada. All exchange visits to any location Initial Approval Request Form to Letter to parents for expression Letter to parents for expression Letter to parents for expression Annual parental approval form be submitted to Head of of interest in excursion of interest in excursion of interest in excursion completed Education before excursion Additional specific parental consent planning begins. form completed where trip is Specific parental consent Specific parental consent Specific parental consent outwith those covered in annual Letter to parents for expression of form completed form completed form completed interest in excursion Specific parental consent form Visit Leader agreed Visit Leader agreed Visit Leader agreed Visit Leader agreed completed Roles and responsibilities Training attended c.18 months ☐ Roles and responsibilities □ Roles and responsibilities prior to excursion date agreed Visit Leader agreed Roles and responsibilities agreed Qualifications (eg 1st Aid) Qualifications and experience Qualifications and experience Overseas Adventurous Excursion Qualifications and experience and experience appropriate appropriate for activity Training attended c.18 months appropriate for activity appropriate for activity for activity prior to excursion date Roles and responsibilities agreed Qualifications and experience **Risk Assessment Forms Risk Assessment Forms** appropriate for activity **Risk Assessment Forms Risk Assessment Forms** completed and Security completed and Security completed and Security completed and Security assessment carried out. Run, assessment carried out. Run, assessment carried out. Run, assessment carried out. Run, Hide, Tell briefing where Hide, Tell briefing where Hide, Tell briefing carried out Hide, Tell briefing carried out **Risk Assessment Forms** destination appropriate destination appropriate completed and Security assessment carried out. Run, Hide, Tell briefing carried out Ratios agreed taking into Ratios agreed taking into Ratios agreed taking into Ratios agreed taking into account: account: account: account: □ Category of excursion Ratios agreed taking into □ Category of excursion ☐ Category of excursion □ Category of excursion □ Gender mix Gender mix Gender mix account: Gender mix □ Risk assessment Risk assessment □ Risk assessment Risk assessment □ Category of excursion ■ Nature of needs of people ■ Nature of needs of people Nature of needs of people ■ Nature of needs of people ■ Gender mix on excursion on excursion on excursion Risk assessment on excursion ☐ Child Protection & wellbeing Child Protection & wellbeing ☐ Child Protection & wellbeing ☐ Child Protection & wellbeing ■ Nature of needs of people ■ Nature of environment ■ Nature of environment on excursion ■ Nature of environment ■ Nature of environment Child Protection & wellbeing Preparation of pupils ■ Nature of environment Preparation of pupils Preparation of pupils Preparation of pupils **Additional helpers Additional helpers sought Additional helpers sought** Additional helpers sought Preparation of pupils obtained if required if required if required if required Volunteer Registration ■ Volunteer Registration ■ Volunteer Registration ■ Volunteer Registration Forms completed and PVG Forms completed and Forms completed and Forms completed and Additional helpers sought Check carried out PVG Check carried out PVG Check carried out PVG Check carried out if required ■ Requirements for first aiders ■ Requirements for first ■ Requirements for first ■ Requirements for first ■ Volunteer Registration agreed Forms completed and PVG aiders agreed aiders agreed aiders agreed Qualifications checked (eg Check carried out Qualifications checked Qualifications checked Qualifications checked 1st Aid) ■ Requirements for first aiders □ Child protection trained Child protection trained Child protection trained □ Child protection trained Qualifications checked □ Child protection trained **Identify: Identify: Identify: Identify:** Adequate first aid ■ Adequate first aid ■ Adequate first aid ■ Adequate first aid ■ Appropriate transport ■ Appropriate transport ■ Appropriate transport ■ Appropriate transport ■ Emergency procedures ■ Emergency procedures ■ Emergency procedures ■ Emergency procedures **Identify:** A Base Contact available for ■ A Base Contact available for ■ A Base Contact available for A Base Contact available for Adequate first aid the duration of the trip ■ Appropriate transport ■ Emergency procedures A Base Contact available for Is the travel company the duration of the trip ABTA/ATOL registered? Excursion entered on Evolve early Excursion entered on Evolve early Excursion entered on Evolve early in planning and must be submitted in planning and must be submitted at least 6 weeks before excursion in planning and be submitted at Excursion entered on Evolve early Excursion entered on Evolve early at least 6 weeks before excursion for satisfactory scrutiny by OAE least 2 weeks before excursion for in planning and must be submitted in planning and must be submitted date for approval by Head of Team, then approval by Head of approval by Head of Establishment at least 6 weeks before excursion at least 6 weeks before excursion Establishment Establishment for satisfactory scrutiny by OAE for satisfactory scrutiny by OAE Team, then approval by Head of Team, then approval by Head of Establishment Establishment Parents/Pupils briefed on details of trip, any special Parents/Pupils briefed Parents/Pupils briefed Parents/Pupils briefed Parents/Pupils briefed requirements or clothing Base Contact identified and details of excursion and participants passed on Excursion evaluated on Evolve to identify further improvements improvements improvements improvements improvements