Aberdeenshire COUNCIL

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 1 Excursions within the UK non-adventurous

Annual parental approval form completed

Additional specific parental consent form completed where trip is outwith those covered in annual form

Visit Leader agreed

- *Roles and responsibilities agreed*
- *Qualifications (eg 1st Aid)*
- *and experience appropriate for activity*

Risk Assessment Forms completed and Security assessment carried out. Run, Hide, Tell briefing where destination appropriate

Ratios agreed taking into account:

- Category of excursion
- Gender mix
- Risk assessment
- Nature of needs of people on excursion
- Child Protection & wellbeing
- Nature of environment

Preparation of pupils

Additional helpers obtained if required

- Volunteer Registration Forms completed and PVG Check carried out
- Requirements for first aiders agreed
- Qualifications checked (eg 1st Aid)
- Child protection trained

Identify:

- Adequate first aid
- Appropriate transport
- Emergency procedures
- A Base Contact available for the duration of the trip

Excursion entered on Evolve early in planning and be submitted at least 2 weeks before excursion for approval by Head of Establishment

Parents/Pupils briefed on details of trip, any special requirements or clothing

Base Contact identified and details of excursion and participants passed on

Excursion evaluated on Evolve to identify further improvements

Category 2 Excursions within the UK adventurous

Letter to parents for expression of interest in excursion

Specific parental consent form completed

Visit Leader agreed

- *Roles and responsibilities agreed*
- *Qualifications and experience appropriate for activity*

Risk Assessment Forms completed and Security assessment carried out. Run, Hide, Tell briefing where destination appropriate

Ratios agreed taking into account:

- Category of excursion
- Gender mix
- Risk assessment
- Nature of needs of people on excursion
- Child Protection & wellbeing
- Nature of environment

Preparation of pupils

Additional helpers sought if required

- Volunteer Registration Forms completed and PVG Check carried out
- Requirements for first aiders agreed
- Qualifications checked
- Child protection trained

Identify:

- Adequate first aid
- Appropriate transport
- Emergency procedures
- A Base Contact available for the duration of the trip

Excursion entered on Evolve early in planning and must be submitted at least 6 weeks before excursion for satisfactory scrutiny by OAE Team, then approval by Head of Establishment

Parents/Pupils briefed

Base Contact identified and details of excursion and participants passed on

Excursion evaluated on Evolve to identify further improvements

Category 3 Excursions to Europe, USA or Canada non-adventurous

Letter to parents for expression of interest in excursion

Specific parental consent form completed

Visit Leader agreed

- *Roles and responsibilities agreed*
- *Qualifications and experience appropriate for activity*

Risk Assessment Forms completed and Security assessment carried out. Run, Hide, Tell briefing carried out

Ratios agreed taking into account:

- Category of excursion
- Gender mix
- Risk assessment
- Nature of needs of people on excursion
- Child Protection & wellbeing
- Nature of environment

Preparation of pupils

Additional helpers sought if required

- Volunteer Registration Forms completed and PVG Check carried out
- Requirements for first aiders agreed
- Qualifications checked
- Child protection trained

Identify:

- Adequate first aid
- Appropriate transport
- Emergency procedures
- A Base Contact available for the duration of the trip

Excursion entered on Evolve early in planning and must be submitted at least 6 weeks before excursion date for approval by Head of Establishment

Parents/Pupils briefed

Base Contact identified and details of excursion and participants passed on

Excursion evaluated on Evolve to identify further improvements

Category 4 Excursions to Europe, USA or Canada adventurous

Letter to parents for expression of interest in excursion

Specific parental consent form completed

Visit Leader agreed

- Overseas Adventurous Excursion Training attended c.18 months prior to excursion date
- Roles and responsibilities agreed
- Qualifications and experience appropriate for activity

Risk Assessment Forms completed and Security assessment carried out. Run, Hide, Tell briefing carried out

Ratios agreed taking into account:

- Category of excursion
- Gender mix
- Risk assessment
- Nature of needs of people on excursion
- Child Protection & wellbeing
- Nature of environment

Preparation of pupils

Additional helpers sought if required

- Volunteer Registration Forms completed and PVG Check carried out
- Requirements for first aiders agreed
- Qualifications checked
- Child protection trained

Identify:

- Adequate first aid
- Appropriate transport
- Emergency procedures
- A Base Contact available for the duration of the trip

Is the travel company ABTA/ATOL registered?

Excursion entered on Evolve early in planning and must be submitted at least 6 weeks before excursion for satisfactory scrutiny by OAE Team, then approval by Head of Establishment

Parents/Pupils briefed

Base Contact identified and details of excursion and participants passed on

Excursion evaluated on Evolve to identify further improvements

Category 5 All Excursions to countries outwith Europe, USA or Canada. All exchange visits to any location

Destination agreed with Head of Service

Letter to parents for expression of interest in excursion

Specific parental consent form completed

Visit Leader agreed

- *Overseas Adventurous Excursion Training attended c.18 months prior to excursion date*
- *Roles and responsibilities agreed*
- *Qualifications and experience appropriate for activity*

Risk Assessment Forms completed and Security assessment carried out. Run, Hide, Tell briefing carried out

Ratios agreed taking into account:

- Category of excursion
- Gender mix
- Risk assessment
- Nature of needs of people on excursion
- Child Protection & wellbeing
- Nature of environment

Preparation of pupils

Additional helpers sought if required

- Volunteer Registration Forms completed and PVG Check carried out
- Requirements for first aiders agreed
- Qualifications checked
- Child protection trained

Identify:

- Adequate first aid
- Appropriate transport
- Emergency procedures
- A Base Contact available for the duration of the trip

Excursion entered on Evolve early in planning and must be submitted at least 6 weeks before excursion for satisfactory scrutiny by OAE Team, then approval by Head of Establishment

Parents/Pupils briefed

Base Contact identified and details of excursion and participants passed on

Excursion evaluated on Evolve to identify further improvements