



# **RULES AND GUIDANCE FOR OFF-SITE EXCURSIONS, INCLUDING ADVENTUROUS ACTIVITIES**

Guidance for:  
Moray Education Establishments

Appendix Two - Management of Excursions  
Excursions Planning Check List

## APPENDIX 2 - MANAGEMENT OF EXCURSIONS EXCURSION PLANNING CHECK LISTS

### Introduction

The following checklists are provided for use as a management aid. They can be used as a guide and example for establishments to adjust to fit local requirements.

### CHECKLIST FOR HEAD OF ESTABLISHMENT/SERVICE MANAGER

**ESTABLISHMENT** \_\_\_\_\_  
**EXCURSION NAME:** \_\_\_\_\_  
**START DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_  
**VENUE:** \_\_\_\_\_  
**FINISH DATE:** \_\_\_\_\_

SER	DETAIL	RESPONSIBLE PERSON	DATE COMPLETED
1	Visit Leader and (if applicable) staff to assist with planning nominated and informed of roles and responsibilities.		
2	The appropriate risk assessments completed.		
3	Appropriate numbers of staff and volunteers allocated to accompany the party and provide supervision ratios that reflect the risk assessments.		
4	All staff and volunteers have the competencies required for their roles, including vetting and Disclosure.		
5	Finance and funding plans produced and agreed.		
6	Transport and accommodation arrangements completed and agreed.		
7	External providers are on Moray Council's list of approved providers, or establishment has carried out its own checks to ensure they comply with Moray Council requirements.		
8	The visit has been carefully planned and arrangements comply with Moray Council policies and guidance. Visit details have been uploaded on to EVOLVE.		
9	A person has been nominated as 24 hour Base Contact and understands their roles and responsibilities as detailed in Moray Council's excursion policy. Visit Leader and staff informed.		
10	Base Contact has been given copies of relevant documentation, including itinerary, nominal role and student profiles, emergency contact details for Visit Leader and staff, accommodation or host family's' address and contact number. This information is to be lodged in a designated place that allows 24/7 access.		

SER	DETAIL	RESPONSIBLE PERSON	DATE COMPLETED
11	Host nation point of contact has been nominated and Visit Leader has been in contact. Details of visit plan, accommodation and activities have been agreed (Overseas visits only).		
12	Host families have been checked. A disclosure or equivalent Has been provided. Assurances received from the host school or appropriate authority that hosts and homes are suitable (Internal Exchange Visits only).		
13	Parents and guardians have received written details of the visit and invited to briefs. They have details of where their child is staying, a full itinerary of the trip and emergency contact details.		
14	All group members and students have been fully briefed and are clear about their roles and responsibilities during the visit?		
15	Appropriate training has been given to relevant staff regarding medical, physical, mental health issues and child protection issues.		
16	Appropriate training has been provided for staff, pupils and/or parents/guardians.		
17	All group members have been prepared to deal with unforeseen contingencies, emergencies, sensitive issues and initiate appropriate emergency procedures.		
18	Visit Leader has back up copies of all relevant documentation.		
19	Visit Leader has sufficient funds and an effective means of communication in case of an emergency.		
20	Staff and young people are suitably and sufficiently aware of the cultural and legal differences and sensitivities of the host country?		
21	EVOLVE entry complete and any recommendations by Moray Council or their Technical Expert have been taken into consideration.		
22	Excursion Approved.		
23	A review/debrief will take place on return.		

**PRE-EXCURSION CHECKLIST COMPLETE:**

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**CHECKLIST FOR VISIT LEADER**

ESTABLISHMENT \_\_\_\_\_

NAME: \_\_\_\_\_

EXCURSION NAME: \_\_\_\_\_

VENUE: \_\_\_\_\_

START DATE: \_\_\_\_\_

FINISH DATE: \_\_\_\_\_

SER	DETAIL	RESPONSIBLE PERSON	DATE COMPLETED
1	Staff involved with planning are aware of roles and responsibilities.		
2	The appropriate risk assessments completed.		
3	Appropriate numbers of staff and volunteers allocated to accompany the party and provide supervision ratios that reflect the risk assessments.		
4	All staff and volunteers have the competencies required for their roles, including vetting and Disclosure.		
5	Finance and funding plans produced and agreed.		
6	Transport and accommodation arrangements completed and agreed.		
7	Pupils, parents and guardians have been informed of the arrangements and activities planned to the excursion. Parents and guardians have been invited to attend a brief about the excursion.		
8	External providers are on Moray Council's list of approved providers, or establishment has carried out its own checks to ensure they comply with Moray Council requirements.		
9	Visit details have been uploaded on to EVOLVE.		
10	A person has been nominated as 24 hour Base Contact and understands their roles and responsibilities as detailed in Moray Council's Excursion Policy.		
11	Base Contact has been given copies of relevant documentation, including itinerary, nominal role and student profiles, emergency contact details for Visit Leader and staff, accommodation or host family's' address and contact number.		
12	Details of visit plan, accommodation and activities have been agreed with any external provider and/or (for overseas visits) host nation point of contact.		
13	Parental consent forms, medical details and contact details have been copied and shared with relevant staff and host families?		

SER	DETAIL	RESPONSIBLE PERSON	DATE COMPLETED
14	The Child Protection officer for the Authority and the appropriate staff in the establishment have been consulted and that any recommendations made have been followed.		
15	Where applicable, external providers or host families have been informed of any medical, physical or mental health requirements.		
16	Host families have names and contact numbers of staff in case problems arise.		
17	Point of contact at Ser 12 has confirmed arrangements for assuring the health, safety and well-being of young people met the requirements of Moray Council's Excursion Policy.		
18	Host families have been checked. A disclosure or equivalent Has been provided. Assurances received from the host school or appropriate authority that hosts and homes are suitable (International Exchange Visits only).		
19	Host families are aware that staff may carry out a home visit to check on welfare of pupils (International Exchange Visits only).		
20	Parents and guardians have received written details of the visit and invited to briefs. They have details of where their child is staying, a full itinerary of the trip and emergency contact details.		
21	All group members and students have been fully briefed and are clear about their roles and responsibilities during the visit?		
22	Appropriate training has been given to relevant staff regarding medical, physical, mental health issues and child protection issues.		
23	All staff and volunteers are aware of their roles and responsibilities and appropriate training has been provided.		
24	Appropriate training has been provided for pupils and/or parents/guardians.		
25	All group members have been prepared to deal with unforeseen contingencies, emergencies, sensitive issues and initiate appropriate emergency procedures.		
26	Visit Leader has back up copies of all relevant documentation, including copies of travel documents for the whole group. Copies are to be kept in a safe location and separate to the originals.		
27	Staff and volunteers have copies of the nominal role, parental consent forms and contact information for all group members. Staff and volunteers have details of 24 hour contacts and emergency arrangements.		

SER	DETAIL	RESPONSIBLE PERSON	DATE COMPLETED
28	Visit Leader has sufficient funds, including contingency funds, and an effective means of communication in case of an emergency.		
29	Staff and young people are suitably and sufficiently aware of the cultural and legal differences and sensitivities of the host country?		
30	EVOLVE entry complete and any recommendations by Moray Council or their Technical Expert have been taken into consideration.		
31	Excursion Approved.		
32	A review/debrief will take place on return.		

**PRE-EXCURSION CHECKLIST COMPLETE:**

**DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

## CHECKLIST FOR EVC

**ESTABLISHMENT** \_\_\_\_\_  
**EXCURSION NAME:** \_\_\_\_\_  
**START DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_  
**VENUE:** \_\_\_\_\_  
**FINISH DATE:** \_\_\_\_\_

SER	DETAIL	RESPONSIBLE PERSON	DATE COMPLETED
1	When informed of a planned visit, liaise with Visit Leader to set time table for EVOLVE entries.		
2	Check EVOLVE entry is complete, paying particular attention to the following:		
3	Staff to pupils ratios are adequate.		
4	Check nominated staff have relevant qualifications uploaded on their EVOLVE profile.		
5	Check that there are qualified staff or AAP to lead adventurous activities.		
6	Ensure that nominated first aider has appropriate qualifications.		
7	Check required documentation is uploaded:		
8	Green Form for DofE Expeds in Wild Country.		
9	Risk Assessment(s).		
10	Outline plan or Itinerary.		
11	Copies of relevant qualifications for any Volunteers (where these are not attached to the individual's profile).		
12	Maps and Route Cards for any trekking excursion (especially DofE).		
13	Advise Visit Leader if any required information is missing.		
14	Submit to visit request for processing. To Moray Council for Adventurous Activity Excursions To Head of Establishment for Non-Adventurous Activities.		
15	When Technical Expert's comments have been added pass visit request to the Head of Establishment.		

**PRE-EXCURSION CHECKLIST COMPLETE:**

**DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

## CHECKLIST FOR PARTICIPANTS

Young people should be given an opportunity to consider or ask the following questions:

**ESTABLISHMENT** \_\_\_\_\_  
**EXCURSION NAME:** \_\_\_\_\_  
**START DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_  
**VENUE:** \_\_\_\_\_  
**FINISH DATE:** \_\_\_\_\_

SER	DETAIL	RESPONSIBLE PERSON	DATE ANSWERED
1	Do I know who will be responsible for me on the journey and on the visit?		
2	What clothing and/or equipment do I need to take? Have I been given a kit list?		
3	Do I know the dates, the itinerary and what activities will be taking place?		
4	Do I have a valid passport and photocopies of these?		
5	Do I know how to alert the Visit Leader or my supervisor if I am not happy?		
6	Have I been told what to do in case of an emergency? Who do I contact? How do I contact local emergency services? Have I been given a list of contact numbers? Do I know the 24-hour emergency contact number for the Visit Leader in case of a problem?		
7	Do I know what to do if I get lost?		
8	Have I been informed of any safety issues? Including those applying any adventurous activities they may be part of the visit?		
9	Do I know what is expected of me with regards to my behaviour and the implication of me agreeing to the code of conduct/contract?		
10	Do I know the address and telephone number of where I will be staying?		
11	Do I know who my host family will be? (International Exchange Visits Only)		
12	Do I know where I will be sleeping and who I will be sharing a bedroom with?		
13	Have my parents/guardian been given all of this information?		



SER	DETAIL	RESPONSIBLE PERSON	DATE ANSWERED
14	All group members and students have been fully briefed and are clear about their roles and responsibilities during the visit?		

**PRE-EXCURSION CHECKLIST COMPLETE:**

**DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

## CHECKLIST FOR PARENTS/GUARDIANS

Parents and Guardians should consider or ask the following questions:

SER	DETAIL	RESPONSIBLE PERSON	DATE ANSWERED
1	Have I received details of the visit? Do I know who will be responsible for my child on the journey and during the visit?		
2	What clothing and/or equipment do they need to take? Have we been given a kit list?		
3	Does my child have a valid passport and photocopies of these?		
4	Have I completed all the requested documentation, including consent forms, medical details, etc and returned these to the school/establishment?		
5	Does my son/daughter fully understands his/her responsibilities while abroad?		
6	Do I have full contact details and know who to contact if there is an emergency?		
7	Do I have a complete itinerary and timetable of the visit and understand the purpose of the visit?		
8	Do I know of all the activities my son/daughter will participate in and have given appropriate consent?		
9	Do I know and agreed to the Code of Conduct which applies to the visit?		
10	Do I understand my responsibilities in relation to the code of conduct including my specific responsibilities in the case of the early return of my child?		
11	Is my son/daughter is fully prepared to participate in the trip?		
12	Have I had the opportunity to attend a parents' meeting and have all my questions answered?		
13	I am contactable throughout the duration of the visit and when necessary I will be available to support the code of conduct.		
14			

**PRE-EXCURSION CHECKLIST COMPLETE:**

**DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_