



GUIDANCE FOR OFF-SITE EXCURSIONS

Moray Council Policy and Additional Guidance
for Off-Site Excursions
including Adventurous Activities

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SECTION 1: INTRODUCTION

Moray Council recognises the value of children and young people enjoying positive learning and play experiences in a wide variety of settings from museums to natural spaces, to adventure activities and residential experiences. Moray Council supports and encourages the use of well planned excursions and activities by its establishments and services to enable children and young people to learn from these experiences.

Moray Council has adopted the Scottish Government's '[Going Out There](#)'¹ framework as its main policy document for advice and guidance on outdoor learning. The framework covers best practice for planning, delivery and management of excursions and outdoor learning, including adventurous activities.

This document provides additional specific guidance on Moray Council's policy, structure and processes.

The framework adopts a low bureaucracy, enabling approach to outdoor experience and off-site visits. This is in line with Moray Council's vision to simplify administration to enable schools and other establishments to take advantage of the benefits of outdoor learning.

Heads of Establishments are to ensure that 'Going Out There' and this document are freely available to their Staff and Volunteers involved in off-site activities.

SECTION 2: EFFECTIVE PRACTICE IN MANAGING OUTDOOR LEARNING SAFELY

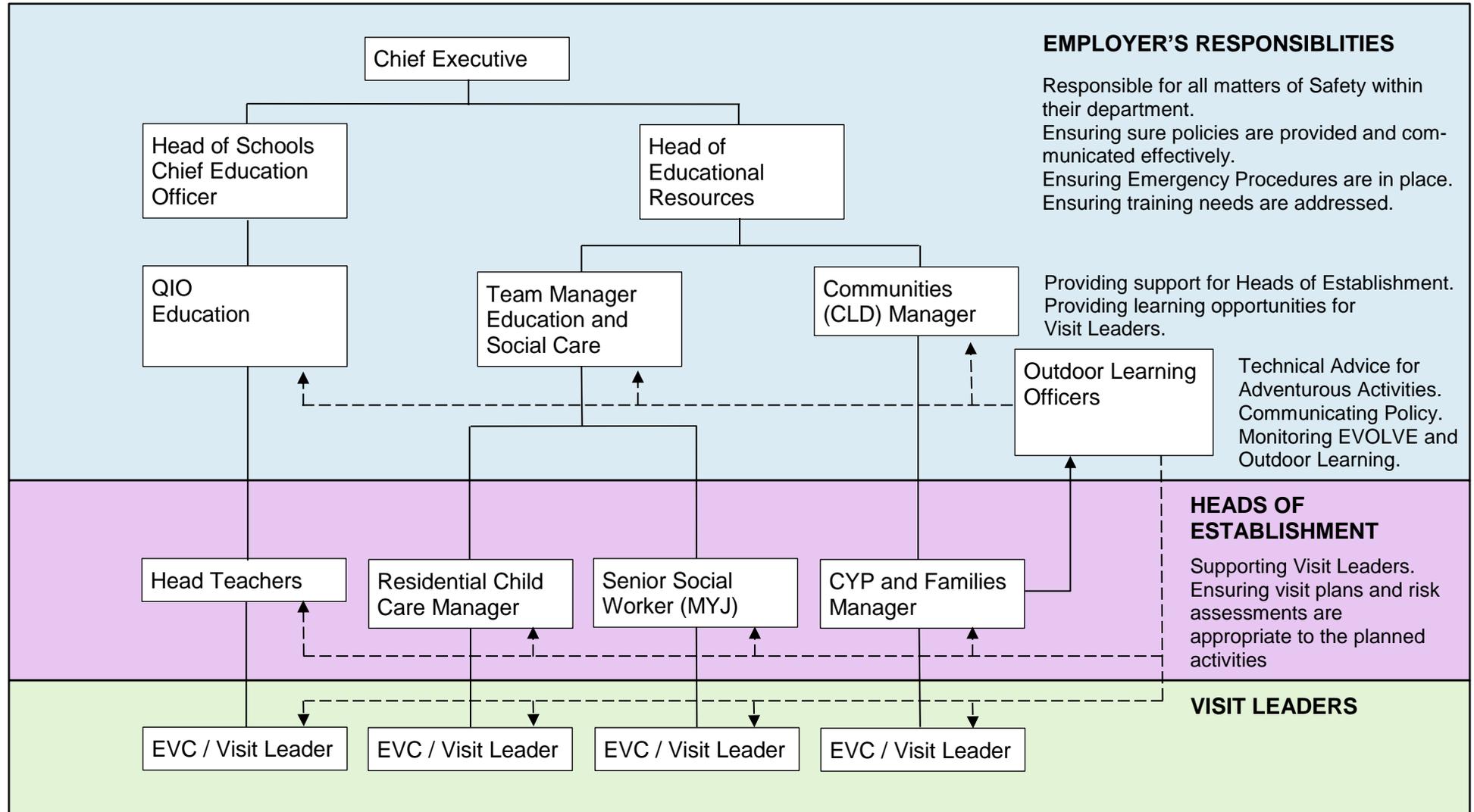
'Going Out There' and the following guidance should be viewed within the context of Moray Council's broader culture of safety and good practice.

External providers used to deliver all or part of an excursion they must be able to demonstrate that their safety system and processes meet the standards set out in these documents and by the relevant National Governing Body.

Note: Volunteers registered with the Moray Council or its Establishments are considered as Council employees when supporting outdoor learning and must observe the guidance in 'Going Out There' and this document.

¹ Going Out There - the Scottish Framework for safe practice in off-site visits

SECTION 3: ROLES AND RESPONSIBILITIES



SECTION 4: PLANNING VISITS

4.1 Introduction

All off-site excursions, adventurous or otherwise, are managed through EVOLVE. EVOLVE provides an electronic template to assist the planning process and records details of excursions, activities, risk assessments and appropriate staff qualifications. EVOLVE enables visit requests to be approved at the appropriate level.

EVOLVE provides ready access to 'Going Out There', Moray Council excursions guidance documents and supporting forms and appendices.

EVOLVE's templates match the type of visit being planned. This enables an appropriate level of planning for Local Area Visits, Routine and Expected Visits, Day Visits, Residential Visits, Overseas Visits or Adventurous Activity.

Note: The Local Area Visit (LAV) function allows simple visits that can be carried out using a school's standard risk assessments, to be recorded with the minimum of paperwork.

Note: Repeated simple visits can also be managed using the standard visit function. This allows multiple similar to be entered on one visit form and can help reduce administration time.

Selecting Adventurous Activity on EVOLVE will open additional pages to record the activities in more detail. Details of activities that should be recorded as Adventurous are available in the Moray Council Standard Operating Procedures for Adventurous Activities document. If a Visit Leader is in any as to whether activity could be classed as adventurous, then the visit should be as an Adventurous Activity.

Time Scales for Submitting EVOLVE

In order to allow sufficient time for the Outdoor Learning Officer or the Head of Schools to make their recommendations and allow the Visit Leader to answer any queries the following timescales for submitting EVOLVE requests should be observed:

- a. For local excursions including Adventurous Activity - 4 weeks before the excursion start date.
- b. For other UK excursions (outside of the Grampian region and the Cairngorm National Park) - 6 weeks before start date.
- c. For excursions abroad - 12 weeks before the excursion start date.

4.2 Preparation

The time spent planning an excursion should be appropriate to the aim and objective of the excursion, the location and the activities being planned. Useful check lists to help plan an excursion are available in the 'Going Out There' framework and on EVOLVE as Appendices to this guidance document.

4.3 Establishing Supervision Ratios

Supervision ratios must be appropriate for the nature of the excursion and any activities taking place. Ratios must be informed by the risk assessment and individual support plans for participants, reflect the needs of the group and individual participants as well as the planned activity.

In addition, Moray Council recommends that at least 2 members of staff should accompany any excursion. This will provide cover to respond to any safety or child protection incident. Exceptions to this guidance must be informed by a comprehensive risk assessment.

The table below is a guide to minimum supervision ratios for excursions not involving adventure activities. The ratios may need to be reduced in accordance with the risk assessment.

Group	Visit local to the school / establishment	Non local visit with transport.	UK Excursion including overnight stay.	Foreign Excursion
Nursery Under 5	1:6	1:4	Not allowed	Not allowed
P1 - 3	1:10	1:10	Not allowed	Not allowed
P4 - 7	1:15	1:15	1:10	1:8
S1 - 4	1:20	1:20	1:10	1:10
S4 - 6	1:30	1:30	1:12	1:10
Post school	At the discretion of the Head of Establishment			

In normal circumstances at least 50% of the adult supervisors should be employees of the establishment (teachers, youth leaders or learning support assistants).

Visits of a longer duration may need additional staff to provide duty of care and manage additional other tasks such as driving duties.

Additional guidance on Supervision Ratios for Adventure Activities is included in the Standard Operating Procedures².

² Moray Council Standard Operating Procedures for Adventurous Activities

4.4 Communicating with Parents

An example Information Letter to parents is available at Appendix 6.

4.5 Parental Consent and Medical Information

An example parental consent form is available at Appendix 7. Versions of this form are available via Moray Council in a number of different languages and these should be obtained and sent to parents who may have difficulty reading an English language version.

4.6 Preparing Participants

No additional comments.

4.7 Supervision

Volunteer Leaders There will be circumstances, especially when an excursion includes adventurous activities, where staff do not have the appropriate qualifications to lead the excursion. Moray Council encourages the use of volunteers to assist outdoor learning and promote community engagement.

Volunteer leaders must be registered in Moray Council's Volunteer Scheme. Volunteers must be registered under the Disclosure Scotland PVG scheme. They must be competent to lead the excursion or activity. This includes parent volunteers unless they are only supervising their own child.

For non-adventurous activities this competence may be based on experience and Heads of Establishments must satisfy themselves of the volunteer's competence.

To lead adventurous activities, volunteers must hold the appropriate qualifications for that activity and a valid first aid certificate.

4.8 Remote Supervision

No additional comments.

4.9 Unaccompanied Visits

Establishments should have a process for recording Parental Permission, Out of School Cards and approval by the Head of Establishment. Example forms for Unaccompanied Visits are available at Appendix 8.

4.10 Exploratory Visits

The visit leader should carry out an exploratory visit, especially if they have not used the venue before. This will help assess the venue's suitability for the excursion's objectives and the needs of participants. It will also inform a comprehensive and meaningful risk assessment. Exploratory visits are especially important if the visit includes participants with additional support needs.

If an exploratory visit is not possible Visit Leaders must research other sources of information; for example, other users of the venue, tourist information services or the management of the venue.

4.11 Gender of Accompanying Staff

No additional comments.

4.12 Vetting Accompanying Adults

No Additional comments.

4.13 Using an External Provider

Moray Council maintains a list of Approved Activity Providers (AAP) which is available on EVOLVE. The safety arrangements of these providers have been checked as part of the approvals process, therefore there is no requirement for individual leaders to request sight of their risk assessments. Nonetheless, leaders should contact the provider to discuss any special arrangements (for example; where individuals have specific support needs).

If a school or centre chooses to use an external provider not on the list of approved providers, the Visit Leader is responsible for ensuring that the provider is reputable and their arrangements meet the standards listed in 'Going Out There'. The Outdoor Learning Officers can provide Technical Advice to assist this process.

Public Liability Insurance Moray Council require that any external provider must provide proof of current public liability insurance cover with an indemnity limit of at least £5 million.

4.14 Inclusion

No additional comments

4.15 First Aid

The Head of Establishment must agree the level of First Aid cover with the staff accompanying the visit. The following factors are to be consider in deciding the level of first aid provision:

- a. The risk assessment.
- b. Ease of access to Emergency Services.
- c. Pre-existing medical conditions and/or support needs.
- d. The aims and objectives of the visit.

There are 2 designations recognised by The Moray Council.

- a. **First Aider** A First Aider is a person who has been trained in emergency aid and basic resuscitation. The minimum requirement for this role is Emergency First Aid at Work (EFAW) training which comprises 6 hours of training. This qualification would be appropriate in circumstances where medical assistance would be readily available within 15 -20 minutes. This includes visits to a town or rural close to the school or a route accessible to the emergency services. For more complex excursions, such as an Overseas Visit, the First Aider should hold a First Aid at Work (18 hours of training)

qualification. More details on First Aid provision for adventurous activities is provided in the Standard Operating Procedures.

b. **Appointed Person** For exceptional circumstances, and when no qualified First Aider is available, an appointed person may be used. An appointed person need not have any formal first aid training. The nominated individual is responsible for calling for assistance when required. An appointed person would be appropriate in circumstances where outside first aid and/or medical assistance would be readily available throughout the excursion. For example; members of staff or parents taking pupils on a visit in a town location or in rural situations close to the school, where help can easily and quickly be summoned by use of a mobile phone. The use of an Appointed Person must be justified by the risk assessment and approved by the Head of Establishment.

Approved Activity Providers will have appropriate first-aid cover in. Most coach companies carry first aid kits in their vehicles and train their drivers in basic first aid, but this should not be relied on when deciding the level of First Aid provision.

The Visit Leader should check the level of First Aid cover available from providers and venues.

4.16 ELECTRONIC EQUIPMENT

No additional comments

4.17 SECURITY AND TERRORISM

No additional comments

SECTION 5: RISK ASSESSMENT

5.1 Introduction

The safety of participants, volunteers and staff must be a primary concern. Participants must not be put into a position that exposes them to an unreasonable level of risk. Risk assessments should be proportional to the nature of the activity and focus on real risks, rather than be over-protective. Exposure to risk should be offset against the benefits of the visit.

5.2 Preparing Risk Assessments

A written risk assessment must be in place prior to each event or series of events. Risk assessments should take into account the factors listed in 'Going Out There'.

Moray Council provide generic risk assessments that cover most common excursion activities. These are available on EVOLVE.

Note: Generic risk assessment provide a good starting point for planning and should be reviewed before each excursion to take into consideration local factors and individual needs.

Further advice on compiling risk assessments is available at Appendix 5 and from the Outdoor Learning Officers.

5.3 Dynamic Risk Assessment

No additional comments

5.4 Using an External Provider

No additional comments

SECTION 6: TRANSPORT

6.1 Introduction

Transport is likely to be a key component of any excursion in Moray because of its rural location. Therefore, the following guidance is to be used when planning an excursion involving transport:

- a. **Driver fatigue** Fatigue is a very high contributory factor to road traffic accidents and this should be taken account of as part of the transport plan. On long journeys due consideration must be given to drivers' duty hours, rest breaks and the length of the driver's day. Visit Leaders should ensure that there are sufficient drivers available to prevent driver hours being exceeded.

- b. **Driver Hours** The Highway Code recommends a minimum of a 15 minute break in every 2 hours of driving. Drivers on down time should take proper rest and be engaged in supervising participants or fulfilling a role, such as of co- driver, that requires them to remain alert. Drivers' sleeping arrangements should allow them proper rest. As a general rules drivers are limited to a working day of 10 hours under the Highway Code, although the European Work Time Directive can impose a limit of 9 hours per day. Where transport is contracted to a provider, the provider has responsibility for the driver. However, the party leader has a duty of care for the party and a responsibility to intervene if they consider the party is being placed at risk.

6.2 Supervision on Transport

No additional comments

6.3 Hiring Coaches and Buses

No additional comments

6.4 Licenses and Permits for Driving Minibuses

The following guidance includes vehicles owned by Moray Council, Establishment owned vehicles and hire vehicles hired through Moray Council's Transport Department.

- a. Only persons who have completed Moray Council's minibus training are permitted to drive minibuses.

- b. All drivers must have a valid driver's license.

- c. Drivers must inspect the vehicle before use and report any faults or defects.

- d. Never use a faulty vehicle. Alternate arrangements must be used if a fault is found.

- e. Drivers should take careful account of weather and road conditions. On no account should staff place themselves or passengers at unnecessary risk.

f. Whenever possible, minibuses should be parked with the vehicle exit door on the kerbside, so that passengers do not have to enter the carriageway. When this is not possible, extra care should be exercised when passengers are getting on or off the vehicle. Vehicles should where possible be parked on the same side of the carriageway as the activity to minimise the need for persons to cross the carriageway.

g. When driving a minibus with a trailer, drivers must familiarise themselves with the specific rules for towing trailers.

h. For further advice and assistance contact Moray Council's Transport Department.

6.5 Establishment Minibuses

No additional comment

6.6 Private Cars

No additional comment

SECTION 7: INSURANCE

7.1 Introduction

Moray Council's Public Liability policy will cover any injury or loss incurred by individuals due to the negligence of Moray Council or its employees (including volunteers who are working under the instructions of Moray Council).

Moray Council strongly recommends, especially where complex activities and/or multi-day trips are planned, that establishments ensure that participants and supervisors have appropriate insurance. This insurance should include personal accident, loss or damage to luggage/money and cancellation/curtailment cover. For overseas trips cover should include medical expenses and repatriation cover.

Personal accident and/or travel insurance for young people remains the responsibility of parents. If the purchase of travel insurance is to be left to individual parents and supervisors then they should be informed of this requirement. Alternatively party leaders may consider purchasing group cover. One option is the "Voluntary Excursion Insurance" available from Moray Council's insurer, AIG Insurance.

Further information about insurance can be sought from Moray Council's Insurance section within the Education, Communities and Organisational Development Service.

7.2 Using an External Provider

Moray Council policy is that external Providers must have Public Liability Insurance of £5 million.

7.3 Using a Travel Company

Establishments must arrange, or advise parents/guardians to arrange, Travel Insurance that includes personal accident insurance which covers the range of planned activities.

7.4 Information for Parents

No additional comments

SECTION 8: ROUTINE AND EXPECTED VISITS

8.1 Introduction

Routine and Expected Visits can be recorded on EVOLVE using the standard Visit Form or the Local Area Visit (LAV) facility. LAV should be used for visits near to the school or establishment that can be covered by normal establishment risk assessments.

Any visit plan more complicated than this should be recorded using the standard Visit Form.

8.2 Approval

Approval of a LAV can be delegated to the EVC. Standard Visit Forms for routine visits must be approved by the Head of Establishment.

8.3 Visit Plans

A sample check list for planning visits is at Appendix 4. This check list can be modified to suit the establishment's needs.

8.4 Risk Assessment

As LAVs should be covered by standard school risk assessments there is no need to add a risk assessment to the form. Risk assessment should still be discussed by staff before the event.

8.5 Information for Parents / Parental Consent

A sample parent information letter is available at Appendix 6 and a sample Parental Consent form is at Appendix 7.

8.6 First Aid

No additional comments

SECTION 9: DAY VISITS

9.1 Introduction

No additional comments

9.2 Approval

No additional comments

9.3 Visit Plans

A sample check list for planning visits is available at Appendix 4. This check list can be modified to suit the needs of the establishment.

9.4 Risk Assessment

No additional comments

9.5 Information for Parents / Parental Consent

A sample parent information letter is available at Appendix 6 and a sample Parental Consent form are available at Appendix 7.

9.6 Emergency Details

No additional comments

9.7 First Aid and Medical Facilities

Moray Council recommends that a trained first aider is included in a Day Visit. Information on relevant qualifications can be found in Section 4.

SECTION 10: RESIDENTIAL VISITS

10.1 Introduction

No additional comments

10.2 Approval

No additional comments

10.3 Visit Plans

A sample check list for Residential and Overseas visits is available at Appendix 4. This check list can be modified to meet the needs of the establishment.

10.4 Risk Assessment

No additional comments

10.5 Supervision

No additional comments

10.6 Information for Parents

A sample parent information letter is available at Appendix 6.

10.7 Parental Consent

A sample Parental Consent form is available at Appendix 7.

10.8 Preparing Participants

No additional comments

10.9 Points to Consider about Accommodation

No additional comments

10.10 Emergency Details

No additional comments

10.11 First Aid and Medical Facilities

A trained first aider must be available for Residential Visits. Where an Approved Activity Provider is being used as a venue for the Residential, it can be assumed that the provider will provide the first aider for any activity period. Visit Leaders must check with the provider that first aider cover is available during non-activity time. Information on relevant qualifications can be found in Section 4.

SECTION 11: OVERSEAS VISITS

11.1 Introduction

No additional comments

11.2 Approval

Overseas visits must be approved by the appropriate Head of Schools.

11.3 Visit Plans

A sample check list for Residential and Overseas visits is available at Appendix 4. This check list can be modified to meet the needs of the establishment.

Child Protection Child Protection must be considered at the planning stage. Other countries will have different rules on staff training and disclosure. Heads of Establishment and Visit Leaders must ensure that appropriate Child Protection procedures are in place.

11.4 Risk Assessment

No additional comments

11.5 Establishing Ratios

No additional comments

11.6 Information for Parents

A sample parent information letter is available at Appendix 6.

11.7 Parental Consent

A sample Parental Consent form is available at Appendix 7.

11.8 Alternate Activities / Changes to Plans

No additional comments

11.9 Preparing Participants

No additional comments

11.10 Transport

See comments on Transport in Section 6

11.11 Accommodation

No additional comments

11.12 Adventure Activities

See comments on Adventurous Activities in Section 12

11.13 Food and Drinking Water

No additional comments

11.14 Language and Local Customs

No additional comments

11.15 Weather, Climate and Clothing

No additional comments

11.16 Currency and Contingency Funds

No additional comments

11.17 Communication

No additional comments

11.18 Emergency Details

No additional comments

11.19 First Aid and Medical Facilities

No additional comments

11.20 Natural Waters Swimming Activities

See additional comments in Section 13

11.21 Unsupervised Swimming Pools and Pools Abroad

See additional comments in Section 13

11.22 Exchange Visits and Home-stays

No additional comments

SECTION 12: ADVENTUROUS ACTIVITIES

12.1 Introduction

Adventurous activities involving young people need to be carefully planned and managed. Moray Council's Standard Operating Procedures for Adventurous Activities gives additional advice and guidance on the legal requirements of Moray Council's Adventure Activities License (AAL). The advice and guidance also reflects current best practice for adventurous activities.

Moray Council's Technical Experts can provide additional advice. They can be contacted on DofEMoray@moray.gov.uk

For further information about AALA go to <http://www.hse.gov.uk/aala/index.htm>.

12.2 Approval

All off-site visits involving Adventurous Activity must be approved on EVOLVE. EVOLVE is set up to ensure that the visit cannot be approved until the Technical Expert has reviewed the visit plan and made a comment recommending its approval.

12.3 Licensing

The Activity Centres (Young Persons' Safety) Act 1995 and the Adventure Activities Licensing Regulations 2004 make it a legal requirement for Moray Council to hold a license for the delivery of certain adventure activities.

There are four broad groups of activities that are covered under the AALA license:

- **Trekking** Trekking activities include hill walking, mountaineering, fell running, orienteering, pony trekking, off-road cycling and off-piste skiing.
- **Watersports** All watersports, including kayaking, open canoeing, sailing, wind surfing, surfing, water ski-ing, fishing, boat fishing and swimming in natural waters.
- **Climbing** Climbing activities include rock climbing, abseiling, ice climbing, gorge walking, ghyll scrambling and sea level traversing.
- **Caving** Caving is the exploration of underground passages using rock climbing or diving equipment. **Please note:** Moray Council's license does not include this activity.

12.4 Adventurous Activity Qualifications

Moray Council' Standard Operating Procedures for Adventurous Activities contain details of the qualifications requires to lead adventurous activities. Further information is available from the Technical Experts.

12.5 Establishment Led Adventurous Activities

Moray Council's Standard Operating Procedures for Adventurous Activities contain details of the qualifications requires to lead adventurous activities. Further information is available from the Technical Experts.

12.6 Information for Parents/Parental Consent

No additional comment.

12.7 Preparing Participants

No Additional Comment.

12.8 Remote Supervision during Adventurous Activities

Remote supervision should only be used with young people who have sufficient training to be able to operate safely at distance from a supervisor.

Effective remote supervision relies on good judgement and a constant dynamic risk assessment to ensure the right balance between allowing young people the freedom to make their own decisions and ensuring their safety.

SECTION 13: VENUES WITH SPECIFIC PLANNING CONSIDERATIONS

Introduction

A number of incidents in the past 3 years have highlighted that the risks associated with running activities near coastal waters, lakes, rivers and streams are often underestimated leading people to expose themselves to unnecessary themselves at risks.

Swimming and paddling or otherwise entering the waters of a river, canal, sea or loch should never be allowed as an impromptu activity. In-water activities should take place only when a proper risk assessment has been completed and measures put in place to control the risks.

Any planned swimming activity that takes place in areas that are not specifically designated for bathing and do not have lifeguard surveillance in place should be regarded as an Adventurous Activity and therefore notifiable. Guidance and procedures for Swimming in Natural Waters activities can be found in Moray Council's Standard Operating Procedures for Adventure Activities, which is available on EVOLVE.

13.1 Coastal Visits

An example risk assessment for working at the water margin is available on EVOLVE.

13.2 Natural Water Swimming Activities

Any activity that includes working near natural waters must be risk assessed. Swimming in natural waters must be supervised by a qualified adult. Appropriate qualification can be found in the Standard Operating Procedures for Adventure Activities. Swimming must never be included as an ad hoc activity.

13.3 Unsupervised Swimming Pools Abroad

No additional comments

13.4 Farm, Agricultural and Animal Visits

No additional comments

SECTION 14: EMERGENCY PROCEDURES

14.1 Introduction

This section provides guidance for preparing plans for emergencies. The level of detail will depend on the location, the activity and number, age and abilities of participants.

14.2 Preparation

Pre-prepared check lists can be used to aid planning. As a minimum emergency plans should include the following information:

- a. Contact details of the Visit Leader and other supervising adults during the excursion.
- b. Details of the nominated first aider.
- c. Contact details of the Base Contact. If the excursion involves travel and/or overnight stays this should include any pre-planned check-in times.
- d. Contact details for parents/guardians.
- e. Contact details for emergency services and child protection issues.
- f. Details of any excursion specific incident or emergency procedures.
- g. Note: Events may take place out of normal office hours. Planned emergency contact arrangements must include out of hours contact details.

All members of staff involved in the excursion should be aware of their roles and responsibilities and the actions in the event of an emergency during the excursion. For simple excursions this can be achieved with a brief to team members before starting the excursion. As excursions become more complex, issuing team members with a written guide is a useful additional precaution.

Emergency Response Cards Moray Council has a **pre prepared emergency response card** which can be used as an aide memoire in the event of an incident. The card contains a flow chart that identifies the different Levels of Emergency, the actions required and who to contact.

Visit Leaders and other supervising adults must take a copy of the emergency response card on the excursion; the card should be easily available at all times for easy reference. The card can be found at Appendix 2 and on EVOLVE.

14.3 Establishment Base Contact

The Base Contact has a crucial role in the safety management system. Therefore this role should be filled by the Head of Establishment or a nominated member of the establishment's Senior Leadership Team.

The Base Contact should be contactable 24hrs a day throughout the duration of the excursion or event. They are responsible as an emergency contact between the Visit Leader, the establishment and parents. In the event of an incident or emergency they are to support the leader as required. Moray Council has produced a guide to actions in the event of an incident for Base Contacts and Visit Leaders; which is available at Appendix 3 to this document.

The Base Contact must inform Moray Council of any incident and refer any contact from the media to the Council's Media Officer.

14.4 Immediate Action in an Emergency

No additional comments

14.5 External Contact

No additional comments

14.6 After a Serious Incident

No additional comments

14.7 Reporting Accidents and Incidents

All incidents, near misses and accidents must be reported through the Establishment's leadership team and Moray Council's Health and Safety department or, for child protection concerns, the Social Work team.

In addition, RIDDOR reportable incident must be reported using the Health and Safety Executive's on line system. See [Moray Council's Health and Safety web page](#) for details.

Investigation of Incidents All incidents should be investigated so that lessons can be identified to help prevent similar incidents in the future. Investigations must be carried out separately from the response to the incident.

Investigations must be carried out in a sensitive and appropriate manner. The table below provides guidance on the staff that should be involved for the various levels of incident.

Level of Incident	Investigating Officer	Investigation Contributors	Circulation of Report
Levels 1 & 2 inc. Near misses	Head of Establishment	Relevant Establishment staff Participants	Head of Outdoor Learning Technical Expert Principal H&S Advisor
Level 3	Principal Health and Safety Advisor	Head of Establishment and relevant Staff Participants. Technical Expert	All above PLUS Head of Service
Level 4	QIO in conjunction with the Principal Health and Safety Advisor	Head of Service. Head of Establishment and relevant Staff Participants AA Officer	All above PLUS Director Chief Executive

The investigation should be an information gathering exercise. It should be carried out in a reasonably informal and non-judgmental manner. The intent is to seek the causes of incidents in order to inform the ongoing development of good practice.

Investigation does not automatically imply incompetence or negligence.

Where, as a result of the investigation, there is a possibility of disciplinary or other action being followed the investigating officer must exercise caution to ensure that one process does not compromise another. Advice from Senior Officers and/or Personnel Services should be sought before proceeding with the investigation of the incident.

Near misses must be investigated as low level incidents by the Head of Establishment. The investigating officer will draw upon the observations of staff and participants in a form they feel appropriate.

SECTION 15: GLOSSARY

Going Out There	Scottish Government Policy website for outdoor education
Visit Leader	Person nominated by Head of Establishment to coordinate visit planning and lead the visit
Visit Assistant	Person who supports the Visit Leader in managing the group and/or an individual
Supervisor	Person with a qualification that enables them to lead an activity
Supervising Adult	Person who supervises young people during an excursion, either during an activity, while travelling, resting or in a residential setting
Base Contact	Person (normally a member of the centre's Senior Leadership Team) nominated by the Head of Establishment as the point of contact for the visit
Technical Expert	Person(s) nominated by Moray Council to provide advice and support to Heads of Establishment, Visit Leaders and Supervisors

SECTION 16: APPENDICES

Appendix 1	Management of Excursions - Roles and Responsibilities
Appendix 2	Emergency Response Card
Appendix 3	Base Contact Form
Appendix 4	Excursion Planning Check Lists
Appendix 5	Compiling Risk Assessments
Appendix 6	Example Letter to Parents
Appendix 7	Example Parental Consent Form
Appendix 8	Example Forms for Unaccompanied Visits
Appendix 9	Adventurous Activity Monitoring Check List
Appendix 10	AAP Review Form