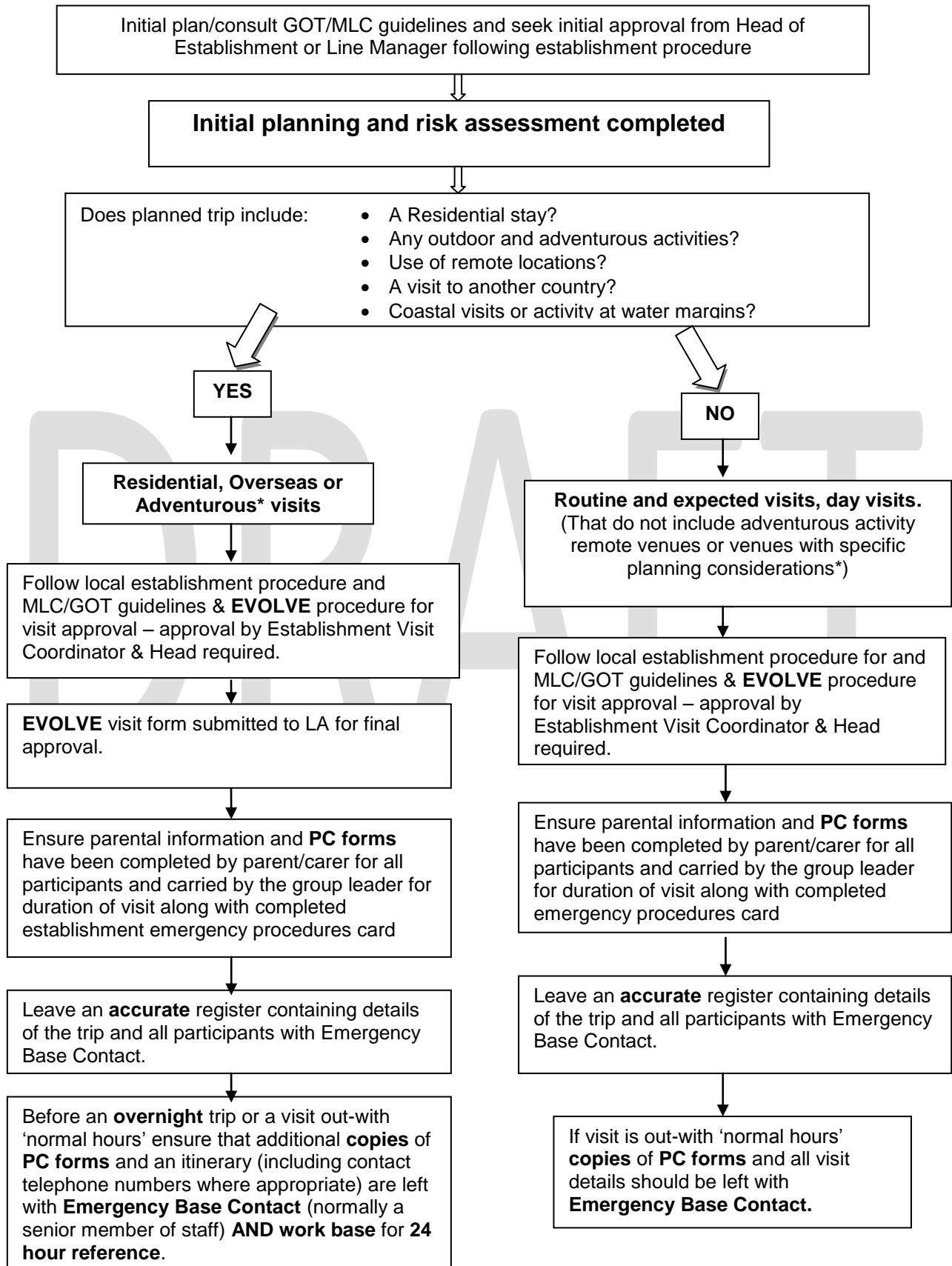


# MIDLOTHIAN COUNCIL EDUCATIONAL VISITS PROCEDURES 2017

## WHAT TO DO – A SIMPLE GUIDE FOR EDUCATIONAL VISITS



Where PC forms indicate a child/young person in need of medication, group leaders should ensure that the appropriate medicine is taken with the child/young person or group leader.

## CATEGORIES OF VISIT:

In line with the Going Out there Guidelines Midlothian Council recognises **Six** specific categories of visit:

**Routine & Expected** Routine and Expected Visits will generally be to local venues, involve easily managed activities, happen on a regular basis and be completed within normal session times

Examples

- Visits to local park, swimming pool, high school, library

**Day Visits** Day Visits might include an annual trip to a visitor attraction or attending an event, and are more likely to extend beyond the normal session time

Examples

- Theatre visits, zoo visits, historical visits, sporting visits, inter-school sports, after school clubs (away from base), cinema visits, Time Capsule etc.

**Adventurous Activities\*** Adventure Activities can be part of any category of visit. In addition to the information contained within this section, reference should also be made to the relevant procedures within each specific type of visit.

Examples

- Visits to outdoor centres, camping
- Remote\* woodland, inland water or moorland areas
- Hazardous terrain e.g. steep ground, cliffs or drops
- Outdoor activities Canoeing, rock climbing, cycling and biking, bushcraft, forest schools , orienteering, skiing, field studies, Horse-riding and trekking
- Duke of Edinburgh expeditions, Forest schools programmes, JMA

**Residential** Residential Visits include any form of overnight stay regardless of the type of accommodation

Examples

- Hostel, hotel, camping etc

**Overseas** Overseas Visits include any form of overnight stay outside of the UK regardless of the type of accommodation

Examples

- International visits, expeditions and tours

**Venues with Specific Planning Considerations\*** Visits that will require additional planning considerations

Examples

- Coastal areas, swimming and paddling in natural waters, unsupervised swimming pools, pools abroad, and farm, agricultural and animal visits

### \*Remote Locations & venues with specific planning considerations

An activity that may not normally by its nature be defined 'adventurous' is deemed to be so if it takes place in a location that is remote from immediate assistance.

The terrain may also determine its nature e.g. coastal walks or field work, bushcraft environmental work in remote areas of woodland, terrain that has cliffs, significant drops, and steep ground or where a navigational error could result in participants venturing into remote areas would also be classed as remote or adventurous.

If the location of activities is likely to involve **being more than 15 minutes walking time from a public road or vehicle access point** and /or includes potentially hazardous terrain it should be regarded as remote.

All such activities must be approved via the EVOLVE/Midvisits system Where any doubt exists about whether to notify, advice should be sought from the LA/PTOL or “Adventurous” should be selected as type of visit when entering for approval on EVOLVE/midvisits system

\*When venues require specific planning considerations “adventurous” should be selected in the EVOLVE approval process.

**No educational visit should take place without the relevant procedures and approval in place**

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