

Duke of Edinburgh's Award Scheme Expeditions and [Off Site Excursion](#) guidelines

Day trips

All excursions which take the participants away from what would normally be called 'base' need to be recorded on one of the Approval Forms;

- For a normal excursion use [Approval Form No.1](#)
- For an excursion where the participant will be doing some form of adventurous activity, use [Approval Form No.2](#) email the completed approval form to the Outdoor Education unit for comment, outdoor.ed@highland.gov.uk prior to passing the form onto your head teacher for authorisation

For Residential Trips

For all such excursions [Approval Form No.3](#) must be completed. If there is an element of adventurous activity taking place Section 6 or 7 has to be filled out. Email the completed approval form to the Outdoor Education unit for comment, outdoor.ed@highland.gov.uk prior to passing the form onto your head teacher for authorisation

For Camping Expeditions

For all such excursions [Approval Form No.3](#) must be completed. Walking and camping as done on D of E Expeditions is treated as an adventurous activity so Section 6 or 7 has to be filled out. Email the completed approval form to the Outdoor Education unit for comment, outdoor.ed@highland.gov.uk prior to passing the form onto your head teacher for authorisation

For Trips Abroad

For all such excursions [Approval Form No.4](#) must be completed. If there is an element of adventurous activity taking place then Section 7 or 8 has to be filled out. Email the completed approval form to the Outdoor Education unit for comment, outdoor.ed@highland.gov.uk prior to passing the form onto your head teacher for authorisation

Record Keeping

Each establishment, which will normally be a school or in the case of open awards a group of people, will keep an electronic copy of the approval forms.

Such files will be made available to the Highland Council's Health and Safety Advisor as and when required as it is their intention to monitor sample 'Off Site Excursion' approval forms (No.1, 3 and 4) where no adventurous activities take place.

Any approval forms (No 2, 3 and 4) that include an element of adventurous activities will have already been sent to the Outdoor Education Resource Centre, it is their responsibility to monitor these forms and the activities.

Staff Competencies

Each establishment is required to keep a file containing the following information re people who lead or assist with Off Site Excursions that involve adventurous activities, such as staff leading or supervising D of E Expeditions, whether in a paid or unpaid capacity.

Copies of the following should be kept;

- Qualifications relevant to the activities being provided ([Walking and Camping Accreditation](#), BCU Coach Level 2, Walking Group Leader, etc)
- [Revalidation of qualifications](#) (Walking and Camping Accreditation Refresher, BCU Coach updates etc)
- Current, relevant [first aid certificate](#)