



Off Site Visits and Activities Policy



Date Reviewed:	February 2022
Review Frequency:	Every 2 years
Date of next review:	February 2024
Governor Signature:	

Our Ethos:

‘Everyone in our school community has a right to learn and grow, be treated with respect and feel safe. Each has a responsibility too to conduct themselves in a way that helps promote these rights helping us to ensure that we continue to develop a culture and ethos in which every person feels valued and knows how to value the contribution of others.’

INTRODUCTION

Off-site visits/activities are arranged by or on behalf of a Local Authority School, Academy or Educational Establishment, and would normally take place away from the establishment grounds. Off-site activities for children and young people can supplement and enrich their education by providing experiences that would otherwise be impossible. All off-site activities must serve an educational purpose, providing experiences beyond the classroom that enrich learning and personal development.

In this policy, we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits to manage and minimise risk, ensuring the safety and health of all pupils at all times. Within these limits, we seek to make off-site visits available to all pupils and wherever possible to make them accessible to those with disabilities. Off-site visits usually take place within the school/working day, but the school may also organise and deliver off-site activities that take place outside of normal school/working day hours or involve overnight residence away from home.

AIMS AND OBJECTIVES

The aims of our off-site visits are to:

- Enhance curricular and recreational opportunities for our pupils;
- Provide a wider range of experiences for our pupils that could not be provided on the school site alone;
- Promote the independence of our children as learners, enabling them to grow and develop in new and different learning environments.

Curriculum Links

For each subject in the curriculum, there is a corresponding programme of activities that may include visits to specialist venues. One of our key measures as a school is Thrive. The Thrive Approach allows us to measure social and emotional progress of our pupils. Much of this work is completed through our Outdoor Thrive programme which delivers a variety of challenging, cultural and creative activities that help to develop the social and emotional skills of all our pupils based on the latest neuroscience and attachment theory work. All activities should be in line with guidance published by the Local Authority.

ROLES AND RESPONSIBILITIES

The key role involved in the planning and management of all off-site visits is the External Visit Co-ordinator. The establishment head will ensure that it has a trained External Visit Co-ordinator, whose role is to:

- Ensure that risk assessments are completed and, when appropriate, individual safety plans and safe working practices.
- Support the governing body in any decision on approval.
- Assign competent staff to lead and help with trips.
- Verify that all accompanying adults have been DBS checked.
- Make sure that all consent and medical forms are obtained.
- Keep records of visits and provide after-visit evaluation to aid future visits.

The school's trained EVC is: Jason Roberts/Steve Green

Other key stakeholders involved in an off-site activity are listed below. Further guidance on the roles and responsibilities for each stakeholder can be found on the SCC Outdoor Education website:

- Area Management Group (Governing Body)
- External Visit Coordinator (EVC)
- Headteacher/SLT
- Outdoor Education Advisor (OEA)
- Visit Leader
- Teacher, TA, HLTA, PL and other employees of SSPS
- Adult Volunteer
- Young People
- Parent/Guardian

HOW VISITS ARE AUTHORISED

In line with guidance from Somerset County Council SSPS has created a bank of regularly used Category A and Category B visits that are authorised by SCC on a yearly basis. This bank of risk assessments is held on EEC Live and is reviewed and updated where necessary by the SSPS EVC Team. Any trip that is not contained within this list will require the approval of the SSPS EVC Team. The EVC Team will review the request and submit a risk assessment for approval from SCC. Certain Category B requests may need to be brought to the attention of the Headteacher and Area Management Group (as necessary), in advance, before any commitment is made on behalf of the school. Off-site requests of this nature require no less than 2 weeks in advance of the planned date. For certain Category B requests an EV5 may be required. The EVC Team will advise when an EV5 is necessary.

CLASSIFICATION OF EXTERNAL VISITS:

External/off-site visits fall under one of three categories:

- Category A – non-adventurous, local activities;
- Category B – Adventurous activities, residential, activities that require an overnight stop, or off-site visits that take place abroad;
- Category C - Duke of Edinburgh Award activities.

CATEGORY A & B VISITS/ACTIVITIES

Approval for Category A & B visits and activities has been delegated by the Area Management Group to the Head Teacher and/or EVC. Governors must review delegation arrangements annually as part of Health and Safety Policy for school.

Delegated responsibilities form:

[https://www.somerset.org.uk/sites/sccoea/SiteAssets/SitePages/Templates%20and%20Forms/Governor_to_Head_Delegation_for_Cat_A\[1\]%20\(3\).doc](https://www.somerset.org.uk/sites/sccoea/SiteAssets/SitePages/Templates%20and%20Forms/Governor_to_Head_Delegation_for_Cat_A[1]%20(3).doc)

CATEGORY B VISITS/ACTIVITIES

Approval for certain Category B visits or activities must be obtained from the Area Management Group and the Head Teacher before they take place. Endorsement is also required from the Outdoor Education Adviser, managed by the Local Authority.

CATEGORY C DUKE OF EDINBURGH AWARD ACTIVITIES

Approval for Category C visits or activities must be obtained from the Area Management Group and the Head Teacher before they take place. Endorsement is also required from the Outdoor Education Adviser, managed by the Local Authority.

Further guidance on the classification of visits can be found on Page 3 of the **Notification, Approval and Endorsement** document, found on the Outdoor Education website, or via the following link: [Classification of Visits](#)

PLANNING A VISIT OR ACTIVITY

The Visit Leader must ensure that the visit or activity is planned in accordance with SSPS guidance. If the trip is contained within the bank of Category A and Category B trips that are signed off by SCC then the Visit Leader would be required to print that Risk Assessment off EEC live along with all relevant accompanying risk assessments. These risk assessments will be reviewed and signed by all staff involved in the proposed trip during the planning meeting. SSPS guidance around appropriate staff/pupil ratios must be followed.

Category A Non-adventurous, local activities are covered by the EV6 which is signed by parents on induction.

Certain Category B and C activities should be carried out using the European Education Consultants (EEC) Health and Safety Management system for Risk and Educational Visit management as the system provides a means to approve applications online for both the establishment's EVC and Local Authority.

Link to EEC: <https://www.eeclive.co.uk/public/plogon.asp?aid=14>

Link to Outdoor Education and External Visits Website:

<https://www.somerset.org.uk/sites/sccoea/SitePages/Home.aspx>

VISIT PLAN

The visit plan for intended visits must include the following:

- Risk assessments for transport, site of visit and activities
- Curriculum/development objectives
- Supervision/pupil ratios
- Itinerary
- Supervisory details
- Emergency contact details

RISK ASSESSMENT

All relevant risk assessments must be carried out by the Visit Leader before any proposed visit or activity takes place. Existing risk assessments should be checked to ensure that they are still suitable and sufficient.

Key issues from the completed risk assessments or safe working procedures must be shared with adults/supervisors involved in the visit/activity.

As before, the EEC provides comprehensive frameworks for venues and activities which should be used for visit/activity planning (where available).

TRANSPORT

Risk assessments must be carried out for the mode of transport. When hiring a coach or minibus, you must only use companies that have been endorsed by Transporting Somerset.

Please also consider the use of a second support vehicle, where possible, to account for emergencies or contingency planning when on an off-site visit. All activities are based within one hour of our school sites and will only be a further distance if we have a second driver on the visit/activity.

If using a self-drive minibus whether, owned, leased or hired, drivers must have received training within the last four years through Transporting Somerset. Please contact the Driver Training Coordinator on 01823 358133 for further information.

If using staff vehicles, ensure that [Driver Risk Assessment \(F14a\)](#) has been completed before visit.

Using vehicles belonging to parents is discouraged. If, however, the decision is made to use a parent's vehicle the driver risk assessment (F14a) **must** be completed and a DBS check performed before the visit/activity takes place.

COMMUNICATION WITH PARENT/GUARDIANS

The parent/guardian of young people taking part in an off-site activity should be provided with all appropriate information about the intended visit. A parent or guardian signs an EV6 (Appendix 3) at induction, additional consent is not required for off-site activities that take place during the school day.

However, parent/guardians **MUST** give their permission in writing before a child can be involved in any off-site activities scheduled to take place outside of normal school hours or considered to be 'higher risk' e.g. overnight trips, residentials and adventurous activities classed as Category B and C trips and activities. Our EV6 form will cover all Category A off-site trips and activities, but an EV5 (Appendix 4) will need to be completed for Category certain B or C trips.

FURTHER HEALTH AND SAFETY CONSIDERATIONS

Adults accompanying the group(s) on the visit/activity must be informed of the emergency procedures by the Visit Leader and provided with an emergency telephone number. This will normally be the main school number 01935 410793, but where an activity extends beyond the normal working day, the telephone number of a designated emergency contact should be provided.

The School Office/Administrator in each centre to be provided with a list of everyone, pupils and adults, travelling with the group, together with a copy of the itinerary for the activity (print out of the summary sheet from software).

The safety of the group(s), especially the pupils, is of paramount importance. During the activity, the Visit Leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information relating to medical or dietary requirements, and ensuring that pupils are both safe, well and are always looked after.

Prior to an activity, if it is felt that the behaviour of an individual pupil is likely to compromise the safety of others, the Visit Leader should discuss with the Head Teacher/Pastoral Leader measures to put in place to enable the pupil to take part, especially if part of the curriculum. An example of these measures could be an Individual Safety Plan supporting extra supervision.

DATA PROTECTION

Personal data includes information by which an individual can be identified. Items commonly used for off-site visits where personal data may be managed by the school includes:

- Consent Forms (likely to reference names, addresses, dietary and medical requirements)
- Emergency Contact Information
- Care Plans

Retention and use of this information will only be used for the safety and welfare of the child where consent has been given by the child's parent or guardian. This data will be:

- Stored securely
- Only kept for reasons of child protection and welfare in association with off-site visits
- Will be destroyed once the data is no longer required.

ACCIDENTS/INCIDENTS

In the event of an accident or incident during an off-site activity, the school will follow its own accident or incident reporting procedures. Where significant accidents occur (e.g. hospitalisation of the injured party, major injury etc), the school will record the incident on the EEC Health and Safety Management System, to account for further investigation and possible reporting to the Health & Safety Executive.

MONITORING AND REVIEW

It is good practice to monitor and review the successes and failures of your off-site activities in line with your curriculum/development objectives. This is to ensure that off-site visits provide enrichment and positive experiences that off-site visits are designed to deliver.

An external review form is available on the SCC Outdoor Education website:

[https://www.somerset.org.uk/sites/sccoea/SiteAssets/SitePages/Templates%20and%20Forms/EVR_External_Visit_Review%20\(4\).doc](https://www.somerset.org.uk/sites/sccoea/SiteAssets/SitePages/Templates%20and%20Forms/EVR_External_Visit_Review%20(4).doc)

This policy is monitored by the appropriate Committee of the Governing Body and will be reviewed every two years, or before if necessary.

FURTHER GUIDANCE AND HELP

Health & Safety Executive: School trips and outdoor learning activities:

<http://www.hse.gov.uk/services/education/school-trips.pdf>

Learning outside the classroom:

<http://www.lotc.org.uk/>

Outdoor Education National Advisors Panel:

<http://oeapng.info/>

Somerset County Council Outdoor Education Website (SCCOEA):

<https://slp.somerset.org.uk/sites/sccoea/SitePages/Home.aspx>

Appendix 2 – Visit Leaders Checklist

Visit Leaders Checklist

Must Do:

Ensure that the purpose of your visit has clear educational aims and objectives. ☐

Document the Year group/Key Stage of the young people in the purpose of visit and educational objectives area. ☐

Conduct a pre-visit to the venue; or contact the venue; or research the venue website beforehand to confirm that the venue will meet the educational aims and objectives. ☐
is inclusive for young people of all abilities and provides a safe and secure environment for the planned activities (and residence if the group is staying).

Ensure that the certain Category B visit requests are submitted to the External Visit Co-ordinator for approval online two weeks prior to the date of departure and in good time for OEA approval (Certain Category B and C visits). ☐

Any required new risk assessments to be completed and shared with visit supervisors*. ☐

All critical supervisors are listed and appear in the ratio box. Other supervisors or additional support must be listed in the application. ☐

All attendee numbers to be recorded in the ratio box. ☐

If the activity is adventurous and is being led by a qualified member of staff from your educational establishment, ensure that they have completed an EV3 form (Appendix 5). ☐

Ensure both the insurance box and the category of visit is selected. ☐

Itinerary to be completed denoting travel stages (to and from venue) and a stage(s) denoting planned activities and supervision arrangements. ☐

Emergency contact number to be recorded for the visit - home and away. ☐

Emergency arrangements, including first aid, have been communicated to relevant supervisors and participants in case of emergency during the off-site visit. ☐

Confirmed travel or transport arrangements with an operator (if required). ☐

Confirmed accommodation arrangements, including accessibility (if required). ☐

Considered alternative plans if factors such as bad weather, venue or transport issues arise. ☐

Checked the weather for outdoor activities, considering temperature, daylight hours, rain, snow etc. prior to the off-site visit. ☐

***Note: A risk assessment must be completed for the planned activity, whilst a generic risk assessment can be used to cover an activity that is regular or will be run by one or more groups or classes.** *(Example – a residential to Kilve Court would require a Kilve Court risk assessment and coach or minibus travel risk assessment).*

Visit Leaders need to ensure that they have looked at the risk assessments relevant to the activity and shared them with all supervisors who are involved – it will NOT require reviewing or completion of a new assessment for each visit.

Should Do *(Helpful to trip planners in the future)*

Add links to information regarding the trip to be found on your school web site into the links page. ☐

On return rate your transport operator and add comments on their performance by visiting the Operator details. ☐

Monitor and evaluate the visit or activity to identify successes/whether the aims were met/learning areas for future trips. ☐

Add the location of documents regarding the trip to be found within your school into the documents page. ☐

Engage the young people in the planning and risk assessment elements of the organised activity to enrich the off-site visit experience.

☐

Add your completed risk assessments to the 'assessments' page of your external visit application.

☐

On return rate your external provider and add comments on their performance by visiting the Provider Details

☐

Appendix 3 – EV6

EV6: PARENT/CARER CONSENT FORM FOR REGULAR EXTERNAL ACTIVITIES

This two-page form should be read with the accompanying information regarding the proposed activities.

Please answer with details or by stating N/A (Not Applicable) for the medical section.

This information is requested to enable staff to be fully informed and act in the best interest of all participants.

All sections must be completed. Please complete the GDPR section at the end of the document specific to your establishment.

EXPLANATORY NOTES - This form serves several important functions.

1. It confirms your knowledge of and your agreement to your child's participation in the planned visit.
2. It gives the supervising staff immediate information on how to contact you in an emergency.
3. It contains information about your child together with your consent to medical treatment if required.
4. It advises you that the Somerset County Council will NOT necessarily be legally liable for every type of loss suffered by a child whilst on a visit.
5. The completion and returning of this form is essential to enable your child to participate in the visit/activity.
6. If you wish to discuss any of the contents of this form please contact the child's Head Teacher/Senior Manager.

GENERAL INFORMATION

Name of Son/Daughter: _____ Date of Birth: _____

School/Establishment: _____

Covering the Activities Listed during the period of: Start Date: _____
Finish Date: _____

MEDICAL INFORMATION

1. If your child has any condition or impairment that may require specific management, medical treatment and/or medication during any of the regular activities/trips/visits please give brief details:

2. If your son/daughter has any allergies or is allergic to any medication please supply details:

3. If your child has had any recent illness, accident or injury which staff should be aware of please supply details:

4. Date of your child's last anti-tetanus injection: _____

5. Family doctor: _____ Telephone: _____

Address: _____

If you feel that further detail or a discussion is required regarding any of the information that you have supplied, please contact the school/organisation.

EMERGENCY CONTACT

Name of Parent/Guardian: _____

Address: _____

Emergency telephone: Daytime: _____ Evening: _____

Mobile: _____

Alternative emergency contact should parents/guardians not be available:

Name: _____ Relationship to child: _____

Address: _____

_____ Telephone: _____

_____ Mobile: _____

EV6: PARENT/CARER CONSENT FORM FOR REGULAR EXTERNAL ACTIVITIES *(cont'd)*

DECLARATION – Please read and delete where appropriate

Having been informed through the details supplied. I consent to my son/daughter participating in standard activities off the school/organisation site, but within the County or neighbouring area, for example, environmental studies, swimming and sporting fixtures, joint activities with other schools/organisations. A list of the proposed activities and venues has been supplied to me.

I understand that:

- Such activities will normally take place within the school/working day, but that if, occasionally, they are likely to extend beyond this, adequate advance notice will be given so that I may make appropriate arrangements for my child's return home.
- My specific permission will be sought for any external activities beyond those outlined above and which could involve commitment to extended journeys or times, expense or adventure activities.
- All reasonable care will be taken of my child in respect of the activity/visit.
- My child will be under an obligation to follow all directions given and observe all rules and regulations governing the visit/activity and will be subject to all normal school/organisation discipline procedures during the visit/activity.
- I must inform the school/organisation of any changes to the medical and emergency contact details supplied.
- All young people are covered by the Somerset County Council's third party public liability insurance in respect of any claim arising from an accident caused by a defect in the school premises or equipment or attributable to negligence by the Council or one of their employees. These arrangements do not provide personal accident cover.

I agree/do not agree to my son/daughter receiving medical care if required. This would include first aid and any emergency dental, medical or surgical treatment as considered necessary by the medical authorities present in the best interest of your son/daughter.

I give permission/do not give permission for my child to be photographed/film during visits/activities (for possible use in displays/presentations, marketing materials and press releases).

Full name of parent or carer (print please):

Signed: _____ **Date:** _____

EV5: PARENT/CARER CONSENT FORM FOR AN EXTERNAL VISIT

This two-page form should be read with the accompanying information/letter about the visit.

Please answer with details or by stating N/A (Not Applicable) for the medical and dietary sections.

This information is requested to enable staff to be fully informed and act in the best interest of all participants

All sections must be completed. Please complete the GDPR section at the end of the document specific to your establishment.

GENERAL INFORMATION

Name of Son/Daughter: _____ Date of Birth: _____

School/Establishment: _____ Date(s) of visit: Start _____
Finish _____

Activity/Visit: _____ Venue: _____

MEDICAL INFORMATION

1. If your child has any condition that may require specific management, medical treatment and/or medication during the activity/visit please give details:

2. If your son/daughter has any allergies to food, plasters or to any medication please give details:

3. If your child has had any recent illness, accident or injury which staff should be aware of please give details:

4. Date of your child's last anti-tetanus injection: _____

5. Family doctor: _____ Telephone: _____

Address: _____

If you feel that further detail or a discussion is required regarding any of the information that you have supplied, please contact the Visit Leader or your child's Head Teacher/Senior Manager prior to the departure date.

EMERGENCY CONTACT

Name of Parent/Carer:

Address:

Emergency telephone: Daytime: _____ **Evening:** _____ **Mobile:**

Alternative emergency contact should parents/carers not be available:

Name: _____ **Relationship to child:**

Address:

_____ **Telephone:** _____ **Mobile:**

DIETARY INFORMATION (residential visits only)

If your child has any important dietary requirements, please give details:

EV5: PARENT/CARER CONSENT FORM FOR AN EXTERNAL VISIT *(cont'd)*

DECLARATION – PLEASE READ AND DELETE WHERE APPROPRIATE

I understand that all reasonable care will be taken of my child during the visit/activity and that he/she must follow all directions and instructions given, as well as all rules and regulations concerning the visit/activity.

I understand that if my child seriously misbehaves or is a cause of danger to him/herself or to others, then he/she may be sent home early from the visit/activity. In such a situation, the school will not be required to refund any money.

I understand that all visits are covered by public liability insurance. I understand the extent and limitations of the insurance cover provided & that the school staff in charge of the group will take all reasonable care of my child's property, so they cannot necessarily be held responsible for any loss or damage suffered by my child during the visit. I can contact the school if I need further details.

I agree/do not agree (please circle as necessary) to my child receiving medical care if required. This would include first aid and any emergency dental, medical or surgical treatment as considered necessary by the medical authorities present, in his/her best interest.

I give permission/do not give permission (please circle as necessary) for my child to be photographed/filmed during this visit/activity (for possible use in displays/presentations & press releases).

I consent to my child taking part in this activity/visit, including any or all of the activities described.

Full name of parent/carers (print please):

Signed: _____ Date: _____

EXPLANATORY NOTES - This form serves several important functions.

General Data Protection Regs (GDPR): Notification regarding the processing of any personal data supplied on this form

Data Controller - **Name of School/Establishment. (Somerset County Council for SCC corporate service areas)**

Data Protection Officer contact - informationgovernance@somerset.gov.uk or establishment contact

Purpose for processing - **to ensure the safety and welfare of the young person during off-site visits and activities**

Legal basis for processing - **e.g. to ensure the health, safety & wellbeing of the young person in our care - Children's Act 2004 Section 11**

By Law - **used where statutory instrument allows for processing, e.g. Children's Act 2004, Section 11**

Legitimate Interests - **Used where legal basis for processing is legitimate interest i.e. SCC/establishment will also use your data for the purposes of monitoring quality, audit and for dealing with any enquiries or complaints. E.g. To identify any limitations or reasons where consent is NOT given for a chosen activity**

Data Sharing - the personal data provided will be shared with e.g. **emergency services/key school contacts**

1. It confirms your knowledge of and your agreement to your child's participation in the planned visit.
2. It gives the supervising staff immediate information on how to contact you in an emergency.
3. It contains information about your child together with your consent to medical treatment if required.
4. It advises you that the Somerset County Council will NOT necessarily be legally liable for every type of loss suffered by a child whilst on a visit.
5. The completion and returning of this form is essential to enable your child to participate in the visit/activity.
6. If you wish to discuss any of the contents of this form please contact the child's Headteacher/Senior Manager.

APPLICATION FOR REGISTRATION AS AN SCC APPROVED LEADER (Part 1 of 2)

EV3

This form must be completed by LA employees who wish to lead adventurous activities/visits. Completed forms should be sent, along with any required supporting documentation to:-

The Outdoor Education Adviser Office, office address: B2 South (B/C Link), County Hall, Taunton, Somerset. TA1 4DY.

Email: oea@somerset.gov.uk Tel: 01823 355089

Important note: No visit must be carried out by this leader until confirmation of approval has been received from the Outdoor Education Adviser. Approval may involve a practical observation of the leader's competence. Notification of approval will be by letter and/or by email.

Name of Applicant:	
Contact Telephone Number:	E-Mail:
School/Establishment:	
Named Activity/Activities for which registration is being sought:	
Details of Proposed Activity - Please give details on proposed venues, dates (if known), maximum participant numbers etc:	
Relevant National Governing Body (or Equivalent) Award(s) held (Personal Proficiency/Coaching Awards) <ul style="list-style-type: none">Please ensure the original copies of NGB training or assessment certificates are available if requested.Please forward a photo copy of your original/valid certification along with this EV3 form Title of Training/Qualification <ul style="list-style-type: none">Include date completed and whether training only or full awardPlease note if you hold training only and have not been appropriately assessed for the leadership of the activity you will not currently be able to be a registered leader of the activity Are these Awards still valid? (in date and knowledge appropriately updated: YES / NO	

First Aid

Please confirm type and title of your First Aid qualification held, whether it is 6hr, 16hr etc and the expiry date:

Please note the majority of adventurous activity leadership awards require the holder to have an appropriate 'in date' first aid qualification.

Brief Summary of Overall Experience of Participation and Leadership of the Activity

Personal:

Teaching/Leading:

Recent (within the last 3 years) experience to summarised on accompany Part 2 log sheet(s)

This Section must be completed by all holders of South West Mountain and Moorland Leadership Scheme Awards (SWMMMLS)

Which of the Awards do you hold? Please tick to confirm (please forward a photocopy of your SWMMLS Award):

- ☐ Coastal & Countryside Leadership Training
 - ☐ Coastal & Countryside Leadership Award (having been assessed as a competent leader)
 - ☐ Coastal & Countryside Leadership Camping Endorsement
 - ☐ Summer Moorland Walking Leader Training
 - ☐ Summer Moorland Walking Leader Award (having been assessed as a competent leader)
 - ☐ Summer Moorland Walking Leader Camping Endorsement
 - ☐ Winter Moorland Walking Leader Training
 - ☐ Winter Moorland Walking Leader Award (having been assessed as a competent leader)
- What is your SWMMLS Registration Number? :

LA Administration use only

The stated competence DOES / DOES NOT match current good practice for the leadership of the activity/s specified.

APPROVAL GRANTED / NOT GRANTED

.....Date.....
for Somerset County Council

SUBJECT TO THE FOLLOWING CONDITIONS:

- 1) Adherence to SCC's Safe Practice Guidance for External Visits
- 2) Adherence to National Governing Body (or their equivalent) guidelines (where these exist)
- 3) First Aid training and certification is of an appropriate level and in date
- 4) The above named must operate within the remit of his/her qualifications/experience at all times
- 5) The EV3 Registration is valid for the duration of your outdoor qualification and First Aid certificate.

OEA Administration only

- ☐ Copy forwarded to applicant
- ☐ Copy forwarded to EVC/Head
- ☐ Details added to SCC Database

Signature of Administrator..... Date:

APPLICATION FOR REGISTRATION AS APPROVED LEADER Recent Experience Log Sheet

Name:

Activity:

Date (s)	Venue / area	Details of route / activity and comments / notable events	Group size and age range (if applicable)	Your role in group e.g. participant, assistant leader leader

I certify that all the information given in this application form is true and accurate

Signature of applicant:

Date:

