

Table of Amendments to National Guidance Documents - Updated January 30th 2017

Minor amendment includes improvements to readability, clarity and consistency

Revised guidance means that at least part of the document has been revised to show a change in guidance

New guidance means either that this is a new document, or that new guidance has been added to an existing document

Date Amended	Document number	Document name <i>In order of date amended, with the most recent first</i>	Minor change	Revised guidance	New guidance
27/1/17	3.2c	Charging for school activities	✓		
26/1/17	5.1e	Ofsted inspector – reading list			✓
	3.4p	Ofsted Inspector – towards inspection of teaching and learning outside			✓
25/1/17	5.1d	Ofsted Inspection			✓
	3.4k	Visit or Activity Leader		✓	
	3.4j	Educational Visits Coordinator (EVC)		✓	
	3.4g	Head Teachers/Managers		✓	
	3.3e	Visit Leader checklist		✓	
	3.3b	Head or Manager checklist		✓	
	3.3a	EVC checklist		✓	
	2.3a	National Curriculum and Learning Outside the Classroom		✓	
	2.4a	Ofsted LOTC Summary		Deleted	
15/1/17	4.4h	Using External Providers and Facilities	✓		
	6m	FAQs: Young people in a sexual relationship on visits			✓
7/12/16	2.4j	Natural Connections Final Report			✓
4/11/16	8m	Greek Home Form Exchange Visits			✓
	8n	Greek Home Form Exchange Visits (Word version)			✓
2/11/16	2.5c	Natural England – Tools for measuring impact			✓
	2.5d	Plymouth University – Priorities Assessment Tool - Guidance			✓
	2.5e	Plymouth University – Priorities Assessment Tool			✓
	4.6f	Good Practice – Victoria Park School			✓
	4.6g	Good Practice – Curledge Street Academy			✓
1/11/16	2.4k	Natural England Briefing Note EIN017			✓
31/10/16	2.4c	Research Supporting Outdoor Learning and LOTC		✓	
	7x	Swimming pools		✓	

Date Amended	Document number	Document name <i>In order of date amended, with the most recent first</i>	Minor change	Revised guidance	New guidance
28/10/16	8f	German Home Form Exchange Visits	✓		
	8j	German Home Form Exchange Visits (Word version)	✓		
7/7/16	4.3b	Ratios and effective supervision	✓		
	4.3d	Consent	✓		
	4.4b	First Aid	✓		
1/7/16	6l	FAQs: Transgender Young People and visits			✓
22/6/16	4.3e	Safeguarding	✓		
	8a	English Home Form Exchange Visits (Word version)			✓
	8b	English Home Form Exchange Visits	✓		
	8f	German Home Form Exchange Visits	✓		
	8j	German Home Form Exchange Visits (Word version)			✓
	8k	Spanish Home Form Exchange Visits (Word version)			✓
	8l	Spanish Home Form Exchange Visits	✓		
20/6/16	3.2g	Vetting and DBS Checks	✓		
	8c	French Home Form Exchange Visits (Word version)			✓
	8e	French Home Form Exchange Visits	✓		
	8g	Italian Home Form Exchange Visits	✓		
	8h	Italian Home Form Exchange Visits (Word version)			✓
24/4/16	3.2d	Approval of Leaders	✓		
7/4/16	3.2b	Monitoring	✓		
29/2/16	3.3e	Visit Leader Checklist	✓		
28/2/16	3.4k	Visit or Activity Leader	✓		
	4.3a	Good practice basics		✓	
27/2/16	3.1b	Requirements and Recommendations for Establishments	✓		
	4.2a	Group management and supervision		✓	
	4.5e	Hiring a coach			✓
	6b	FAQs: Ratios for visits		✓	
	6h	FAQ: Adventure activity qualifications	✓		
26/2/16	3.4d	Outdoor Education Adviser	✓		
25/2/16	3.1a	Requirements and Recommendations for Employers		✓	
	3.2b	Monitoring		✓	
	3.2d	Approval of Leaders		✓	

Date Amended	Document number	Document name <i>In order of date amended, with the most recent first</i>	Minor change	Revised guidance	New guidance
	3.4c	Outdoor Education Adviser Line Manager		✓	
	3.4e	Teacher Adviser and Health and Safety Coordinator		✓	
	3.4i	Manager of an Outdoor Centre or Facility	✓		
	4.3b	Ratios and effective supervision		✓	
	4.3c	Risk Management – an overview	✓		
	4.3f	Risk Management – some practical advice	✓		
	5.2b	Planning Basics for Outdoor Learning, Off Site Visits and Learning Outside the Classroom		✓	
	7r	Overseas visits	✓		
24/2/16	3.4a	Director of Children’s Services		✓	
	3.4b	Lead Member for Children's Services		✓	
	4.3g	Risk Management – what to record and how	✓		
	5.3a	Writing policies to reduce bureaucracy for routine off-site activities and visits		✓	
	5.3b	How to write an establishment visit policy		✓	
23/2/16	1b	Foundations			✓
	9a (was 1d)	The Radar	✓		
1/2/16	4.1l/8.1l	Visit Leader Emergency Action Card – amendable version	Word versions of existing action cards		
	4.1m/8.1m	First Contact Emergency Action card – amendable version			
	4.1n/8.1n	Establishment Management Emergency Action Card – amendable version			
30/1/16	7p	Drinking, Drugs and Smoking			✓
29/1/16	2.4i/5.1b	High Quality Outdoor Learning Publication			✓
	2.4g	Learning Away – Final Report			✓
27/1/16	2.4c	Research Supporting Outdoor Learning and LOTC		✓	
5/1/16	4.6e	Good Practice – Farley Nursery School			✓
23/11/15	4.4h	Using External Providers and Facilities		✓	
	6a	FAQs: Asking for providers’ risk assessments			✓
20/11/15	6k	FAQs: Visits and the threat from terrorism	✓		
18/11/15	6k	FAQs: Visits and the threat from terrorism			✓
17/11/15	7f	Exchanges and Home stays	✓		
16/11/15	4.1c	Emergency procedures for visit leaders	✓		

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	7r	Overseas visits	✓		
12/11/15	6e	FAQs: Special Needs provision	✓		
12/10/15	4.3c	Risk Management – an overview	✓		
1/10/15	4.3g	Risk Management – what to record and how			✓
	4.3f	Risk Management – some practical advice			✓
	4.3c	Risk Management – an overview		✓	
27/9/15	7r	Overseas visits	✓		
3/9/15	4.2b	Residentials			✓
18/8/15	4.6d	Good Practice – Netherfield Primary School			✓
28/3/15	3.2d	Assessment of Activity and Visit Leader Competence	✓		
	3.4k	Visit or Activity Leader	✓		
	2.4i	High Quality Outdoor Education Publication	✓		
26/3/15	6h	FAQ: Adventure activity qualifications	✓		
	2.4f	Raising Achievement through the environment			✓
13/3/15	7r	Overseas visits	✓		
23/2/15	3.3e	Visit Leader Checklist		✓	
	1a	Glossary and Definitions	✓		
	3.4n	Parents		✓	
	7f	Exchanges and Home stays		✓	
	3.2g	Vetting and DBS Checks		✓	
	4.5d	Seat belts and child restraints			✓
	7r	Overseas visits		✓	
	8g	Italian Home Form Exchange Visits			✓
	4.3d	Consent		✓	
	4.4j	Participant information			✓
	3.3a	EVC Checklist	✓		
8d	Exchange Visit Generic RA form		Deleted		
22/1/15	6c	FAQ: Duty of care when working with providers	✓		
16/12/14	6h	FAQ: Adventure activity qualifications			✓
	3.2d	Assessment of Activity and Visit Leader Competence	✓		
	3.2e	Inclusion	✓		
	3.4k	Visit or Activity Leader	✓		

Date Amended	Document number	Document name <i>In order of date amended, with the most recent first</i>	Minor change	Revised guidance	New guidance
2/12/14	6d	FAQ: Retention of Documents			✓
	1c	Status, Remit and Rationale	✓		
17/11/14	3.4a	Director of Children's Services	✓		
8/10/14	4.4d	Medication	✓		
29/9/14	4.1h	Avoiding Accidents and Emergencies		✓	
23/9/14	7t	Provider led study and sports tours	✓		
19/9/14	3.2g	Vetting and DBS Checks	✓		
	3.2h	Self-Organised visits & Package Travel Regulations			✓
	3.3c	Management Board and Governor Check List	✓		
	3.4f	Member of a Management Board or Governing Body	✓		
	4.1k	Visit Leader Emergency Checklist			✓
	4.3d	Consent		✓	
	4.4d	Medication		✓	
	4.5a	Transport general considerations	✓		
6/5/14	4.4h	Using External Providers and Facilities <i>(previous name - Preliminary visits and provider assurances)</i>		✓	
14/4/14	4.1a	Critical Incident Management: The Employer's Role	✓		
	4.3b	Ratios and effective supervision	✓		
27/3/14	1a (Was 1b)	Glossary and Definitions		✓	
	2.4h	The Sutton Trust – EEF Toolkit: Outdoor Adventure Learning			✓
	3.1b	Requirements and Recommendations for Establishments		✓	
	3.2c	Charges for off site activity	✓		
	3.4g	Headteacher or Manager		✓	
	3.4l	Assistant Leaders		✓	
	3.4m	Helper		✓	
	3.4o	Volunteer			✓
	4.1a	Critical Incident Management: The Employer's Role		✓	
	4.1b	Emergency Planning: The Establishment's Role		✓	
	4.1c	Emergency procedures for visit leaders		✓	
	4.1d / 8.1d	Visit Leader Emergency Card		✓	
	4.1e / 8.1e	First Contact Emergency Action card		✓	
	4.1f / 8.1f	Establishment management Emergency Action Card		✓	

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	4.1g / 8.1g	Local Authority Senior Manager Emergency card		✓	
	4.1h	Avoiding Accidents and Emergencies			✓
	4.1i	Emergencies and Critical Incidents			✓
	4.1j	Emergencies - Governor			✓
	7q	Overseas Expeditions		✓	
24/3/14	3.4j	Educational Visits Coordinator (EVC)		✓	
24/1/14	3.2a	Underpinning Legal Framework and Duty of Care <i>Combined with original 3.2h on duty of care)</i>	✓		
9/1/14	2.4g	Learning Away – Interim report			✓
8/1/14	4.2a	Group management and supervision		✓	
7/1/14	6i	FAQs: Unsupervised time	✓		
	4.5b	Transport in minibuses	✓		
1/12/13	4.4d	Medication			✓
29/11/13	4.4b	First Aid	✓		
28/10/13	3.2a	Underpinning Legal Framework and Duty of Care <i>Combined with original 3.2h on duty of care)</i>		✓	
	8e	French Home Form Exchange Visits	✓		
4/10/13	7b	Duke of Edinburgh Award expeditions	✓		
2/10/13	7b	Duke of Edinburgh Award expeditions		✓	
16/8/13	3.2e	Inclusion	✓		
	4.5b	Transport in Minibuses	✓		
	7v	Snowsport visits		✓	
	8i	Model Code of Conduct	✓		
4/7/13	4.5b	Transport in Minibuses	✓		
26/6/13	4.1c	Emergency procedures for visit leaders	✓		
	4.5b	Transport in Minibuses	✓		
21/6/13	7e	Treatment of Jellyfish Stings			✓
28/5/13	4.3d	Consent		✓	
1/3/13	3.2g	Vetting and DBS Checks		✓	
	3.3a	EVC check list	✓		
	3.3b	Head or Manager Check List	✓		
	3.3e	Visit Leader Check List	✓		

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	3.4g	Headteacher or Manager	✓		
	3.4j	EVC Responsibilities	✓		
	3.4k	Visit or Activity Leader	✓		
	4.3a	Good practice basics	✓		
	5.3b	How to write an establishment visit policy	✓		
	7f	Exchanges and home stays	✓		
	7y	Using armed services providers	✓		
	8p	Provider Questionnaire	✓		
27/2/13	4.4b	First Aid		✓	
25/2/13	7o	Natural water bathing		✓	
14/2/13	4.3c	Risk management		✓	
	4.3e	Safeguarding			✓
	7h	Field studies	✓		
24/1/13	4.6a	Good Practice – Neston High School			✓
	4.6b	Good Practice – St John’s RC Primary School			✓
	4.6c	Good Practice – Lavington Park Federation			✓
21/1/13	4.3b	Ratios and effective supervision		✓	
	6b	FAQs: Ratios for visits		✓	
17/1/13	7r	Overseas visits	✓		
19/10/12	1c	Status Remit and Rationale	✓		
	3.1a	Requirements and Recommendations for Employers	✓		
	3.2a	Underpinning Legal Framework and Duty of Care <i>Combined with original 3.2h on duty of care)</i>	✓		
	7r	Overseas visits	✓		
	7t	Provider led study and sports tours	✓		
	7v	Snowsport visits	✓		
	7x	Swimming pools	✓		
17/10/12	7i	Group Safety at Water Margins			✓
4/5/12	3.2a	Underpinning Legal Framework and Duty of Care <i>Combined with original 3.2h on duty of care)</i>		✓	
3/5/12	7a	Adventurous activities		✓	
25/4/12	4.5c	Transport in private cars		✓	

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	5.1a	Establishment Self Evaluation form	✓		
	5.1c	Rigorous Evaluation of LOtC meeting Ofsted expectations	✓		
	5.2b	Planning Basics for Outdoor Learning, Off Site Visits and Learning Outside the Classroom	✓		
	6g	FAQs: supervising minibus passengers		✓	
	6j	FAQs: Taking a family member on a visit		✓	
	7b	Duke of Edinburgh Award expeditions		✓	
	7c	Collaborative provision for 14-19 curriculum		✓	
	7d	Using OEAP Outdoor Learning Cards			✓
	7f	Exchanges and home stays		✓	
	7g	Farm visits	✓		
	7m	Heritage visits		✓	
	7n	Museums and galleries		✓	
	7y	Using armed services providers		✓	
	7z	Visitor attractions		✓	
24/4/12	3.2b	Monitoring		✓	
	3.2c	Charges for off site activity		✓	
	3.2e	Inclusion		✓	
	3.2f	AALA Licensing		✓	
	3.2g	Vetting and DBS checks		✓	
	3.3d	Parent and Guardian Check List	✓		
	3.3f	Young People Check List	✓		
	4.1a	Critical Incident Management: The Employer's Role		✓	
	4.1b	Emergency Planning: The Establishment's Role			✓
	4.1c	Emergency procedures for visit leaders		✓	
	4.1d / 8.1d	Visit Leader Emergency Card			✓
	4.1e / 8.1e	First Contact Emergency Action card			✓
	4.1f / 8.1f	Establishment management Emergency Action Card			✓
	4.1g / 8.1g	Local Authority Senior Manager Emergency card			✓
	4.4h	Using External Providers and Facilities <i>(previous name - Preliminary visits and provider assurances)</i>		✓	
	4.5a	Transport general considerations		✓	

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	4.5b	Transport in minibuses		✓	
	6b	FAQs: Ratios for visits		✓	
	8i	Model Code of Conduct	✓		
17/2/12	4.3a	Good practice basics		✓	
	4.4b	First Aid		✓	
	4.4c	Insurance		✓	
	4.4f	Assessing an adventure activity provider check list		✓	
	4.4i	Special Educational Needs and Disability		✓	
	6c	FAQs: Duty of care when working with providers		✓	
	6e	FAQs: Special Needs provision		✓	
	6f	FAQs: Use of private cars		✓	
	6i	FAQs: Unsupervised time		✓	
8/1/12	2.1a	ECM and Outdoor Learning Summary Matrix		✓	
	2.1b	Every Child Matters and Outdoor Learning		✓	
	2.4c	Research Supporting Outdoor Learning and LOTC		✓	
	3.1b	Requirements and Recommendations for Establishments		✓	
	3.2d	Assessment of Competence		✓	
	3.3e	Visit Leader Checklist	✓		
	3.4l	Assistants	✓		
	3.4m	Helper	✓		
	4.2a	Group management and supervision		✓	
	5.3b	How to write an establishment visit policy		✓	
	8p	Provider Questionnaire			✓
6/9/11	3.4n	Parents and Guardians		✓	
	5.3a	Writing policies to reduce bureaucracy for routine off-site activities and visits	✓		
2/9/11	3.4a	Director of Children's Services	✓		
	3.4b	Lead Member for Children's Services	✓		
	3.4c	Outdoor Education Adviser Line Manager	✓		
	3.4d	LA Outdoor Education Adviser	✓		
	3.4e	LA Teacher Adviser and Health and Safety Coordinator	✓		
	3.4i	Manager of an Outdoor Centre or LOTC Facility	✓		

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26/8/11	1a (Was 1b)	Glossary and Definitions	✓		
	1c	Status Remit and Rationale	✓		
	3.1a	Requirements and Recommendations for Employers		✓	
	3.2a	Underpinning Legal Framework and Duty of Care <i>Combined with original 3.2h on duty of care)</i>		✓	
	3.3a	EVC check list	✓		
	3.3b	Head or Manager Check List	✓		
	3.3c	Management Board and Governor Check List	✓		
	3.3e	Visit Leader Checklist		✓	
	3.4f	Member of a Management Board or Governing Body	✓		
	3.4g	Headteacher or Manager	✓		
	3.4j	EVC Responsibilities	✓		
	3.4k	Visit or Activity Leader	✓		
	3.4l	Assistants		✓	
	3.4m	Helper		✓	
	4.3b	Ratios and effective supervision		✓	
	4.3c	Risk management		✓	
4.3d	Consent			✓	
7g	Farm visits		✓		
Unrevised documents					
	2.2a	LOtC Manifesto Publication			
	2.2b	LOtC Manifesto Summary			
	2.3a	National Curriculum and LOtC Matrix			
	2.4a	Ofsted LOtC Summary			
	2.4b	Ofsted Report LOtC 2008			
	2.4d	Review of OL Research			
	2.4e	Time for change			
	2.4i – previously numbered 5.1b / 2.4f	High Quality Outdoor Education Publication	Renumbered 28/3/2015 to avoid confusion with new 2.4f		

Date Amended	Document number	Document name <i>In order of date amended, with the most recent first</i>	Minor change	Revised guidance	New guidance
	2.5a	Cotton Wool Kids Publication			
	2.5b mind map	Range of Potential LOtC Activity Benefits and Learning Outcomes			
	4.4e mind map	Planning and Negotiating Provider Learning Outcomes			
	4.4g mind map	Pre visiting an Adventure Activity Provider			
	5.1b / 2.4f	High Quality Outdoor Education Publication			
	5.2a mind map	Learning Outcomes			
	5.2c mind map	Organising a Residential Visit			
	7j mind map	Geography Outside the Classroom			
	8d	Exchange Visit Generic RA form			
Deleted documents					
	4.4a deleted	Assessment of Competence		Deleted - See 4.4f	
	5.3c deleted	Outdoor Learning Cards		Deleted - see 7d	
	5.3d deleted	Visits to local library		Deleted	
	5.3e deleted	Visits to local park		Deleted	
	5.3f deleted	Visits to local place of worship		Deleted	
	6a deleted	First Aid		Deleted - see 4.4b	
	6d deleted	Inclusion		Deleted - see 3.2e	
	6h deleted	Minibus driving		Deleted - see 4.5b	
	8k mind map	Pupil Exchange Visits			
1/3/13	7l mind map Deleted	Guidance principles governing collaborative provision for 14-19 curriculum delivery for establishments		Deleted - 1/3/13	
1/3/13	7p mind map Deleted	Overseas expeditions		Deleted - 1/3/13	
1/3/13	7u mind map deleted	Student exchange visits		Deleted - 1/3/13	
	3.2h deleted	Duty of Care <i>Original 3.2h content combined with 3.2a – document number reused</i>		Deleted 4/5/12 – see 3.2a	
	8a deleted.	Emergency Procedures Crib Card		Deleted - See 8.1d, e, f and g	
	8c deleted	EVC Check List		Deleted - See 3.3a	
23/2/15	8d deleted	Exchange Visit Generic RA form		Deleted – 23/2/15	

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	8g deleted	Head or Manager Check List		Deleted - See 3.3b	
	8h deleted	Management Board and Governor Check List		Deleted – See 3.3c	
	8j deleted	Parent & Guardian Check List		Deleted - See 3.3d	
	8m deleted	Visit Leader Check List		Deleted – see 3.3e	
	8n deleted	Young People Check List		Deleted – see 3.3f	
	8o deleted	Pre-visiting adventure provider check list		Deleted - See 4.4f	
	3.4h deleted	Manager of an establishment other than a school		Deleted – see 3.4g	