

Table of Amendments to National Guidance Documents - Updated June 1st 2021

Minor includes improvements to readability, clarity and consistency

Revised means that at least part of the document has been revised to show a change in guidance, or that new guidance has been added to it

New means that this is a new document

Date	Document number	Document name <i>In order of date amended, with the most recent first</i>	Nature of change	Notes
27/05/21	4.4k	Coronavirus	Revised	Clarification of the latest guidance in Wales
27/05/21	4.2b	Residential	Revised	Clarification of the latest guidance in Wales
25/05/21	4.4k	Coronavirus	Revised	Updated to cover the latest changes to guidance in Wales
24/05/21	3.3f	Checklist – Young Person	Revised	Additional checklist points
18/05/21	4L	Transgender Young people and Visits	Minor	Removal of link to an external website
14/05/21	8r	Additional Provider Statement for Residential during Coronavirus	New	A new model form for seeking information from residential providers about their Covid-19 arrangements.
12/05/21	4.2b	Residential	Revised	Updated with links to new DfE guidance that includes allowing overnight residential stays.
12/05/21	4.4k	Coronavirus	Revised	Updated with links to new DfE guidance that includes allowing overnight residential stays.
09/05/21	4.4k	Coronavirus	Revised	Revision of guidance applying to Wales.
26/04/21	7m	Heritage Visits	Revised	Clarification of a number of points + links to relevant documents
26/04/21	7h	Field Studies	Revised	Some significant revisions + links to external resources
26/04/21	7c	Collaborative Provision	Minor	Improvements to readability
26/04/21	3.1c	Corporate Parenting	Minor	Improvements to readability + links to relevant documents
18/04/21	3.2e	Inclusion	Revised	Brought up-to-date and with links to related guidance
15/04/21	4.4k	Coronavirus	Revised	Updated to reflect the fact that establishments in England are now permitted to arrange educational day visits.
12/04/21	5.1b	Establishment Self Evaluation form (Microsoft Word Version)	Minor	Minor amendment to the scoring system.
12/04/21	5.1a	Establishment Self Evaluation form (PDF Version)	Minor	Minor amendment to the scoring system.

Date	Document number	Document name <i>In order of date amended, with the most recent first</i>	Nature of change	Notes
08/04/21	5.1b	Establishment Self Evaluation form (Microsoft Word Version)	New	Microsoft Word version of 5.1a
08/04/21	5.1a	Establishment Self Evaluation form (PDF Version)	Revised	Updated to bring in line with 3.3b and to add links.
07/04/21	7a	Adventure Activities	Revised	Added definition and reference to guidance for outdoor education adviser.
07/04/21	4.2e	Leadership and Management	New	New document
07/04/21	4.2f	Facilitating Learning and Development	New	New document
07/04/21	1a	Glossary and Definitions	Minor	Minor grammatical amendment
06/04/21	1a	Glossary and Definitions	Revised	Added a definition of adventure activities
06/04/21	3.4d	Outdoor Education Adviser	Revised	Added a link to Find an OEAP Adviser + minor wording improvements
06/04/21	3.2a	Underpinning Legal Framework and Duty of Care	Minor	Updated links to Government Guidance
31/03/21	4.4c	Insurance	Revised	Revised to strengthen advice to check that your insurance will cover visits booked during a pandemic.
31/03/21	6v	FAQs: Mental Health	New	A new FAQ about how outdoor learning can contribute to mental health.
30/03/21	8.3a	How to Use OEAP's National Guidance	New	A new how-to guide
29/03/21	2.5g	WHO (2016): Urban Green Spaces and Health	New	External document
29/03/21	4.4k	Coronavirus	Revised	Revised to take account of new DfE guidance and more helpful information.
28/03/21	7.3f	CLOtC (2021): Learning Beyond - Starting Your LOtC Journey	New	External document
28/03/21	2.5b	Harvey et al (2017): Outdoor Hub Learning Report	New	External document
28/03/21	2.4z	Carpenter & Harper (2016): Health and Wellbeing Benefits of Activities in the Outdoors	New	External document
13/03/21	7.3e	OEAP & CLOtC (2021): Get Outside - Taking Learning Beyond the Classroom in Support of the Recovery Curriculum	New	Guidance for schools returning after lockdown.
05/03/21	4.4k (Cym)	Coronafeirws	Revised	Revised guidance for schools reopening
24/02/21	4.4k	Coronavirus	Revised	Updated Government guidance after announcement of easing of lockdown.

Date	Document number	Document name <i>In order of date amended, with the most recent first</i>	Nature of change	Notes
19/02/21	6n	FAQs: Visits to Trampoline Parks	Revised	Revised to point to new guidance at 7d
19/02/21	7d	Trampoline Parks	New	New guidance replacing the previous FAQ at 6n
15/02/21	3.2h	Visits and the Package Travel Regulations	Revised	Clarification that the law is not explicit about teaching and learning
09/02/21	4.4k	Coronavirus	Revised	Added reference to the Covid Symptom Study for School Communities
08/02/21	8.2a	Learning Outcomes Mind Map	New	Mind map created from the contents of 2.1b Learning Outcomes
08/02/21	5.2b	Learning Outcomes Mindmap	Deleted	Deleted and replaced with 8.2a Learning Outcomes Mind Map
08/02/21	1b	Foundations	Revised	Added reference to systems and access to training + links to other relevant documents.
08/02/21	4.3a	Good Practice – the Basics	Revised	Added reference to systems and access to training + links to other relevant documents.
08/02/21	6f	FAQs: Systems, Roles and Training	New	Answers the question: What Systems, Roles and Training are needed for Managing Outdoor Learning and Off-Site Visits?
04/02/21	7f	Exchanges and Homestays	Minor	Links to the new 7s and other documents
03/02/21	4.3b	Ratios and Effective Supervision	Revised	Links to other documents + clarity around EYF ratios
03/02/21	4.2a	Group Management and Supervision	Minor	Addition of link to 4.2d Indirect Supervision of Younger Children
03/02/21	4.4h	Using External Providers	Revised	Improved clarity about provider ratios when establishment staff are not competent/confident in the activity
02/02/21	3.2h	Visits and the Package Travel Regulations	Revised	Clarification that whether PTR applies has yet to be established by the courts + other minor amendments
31/01/21	2.1b	Learning Outcomes	New	Summary of where outdoor learning can help achieve educational aims and learning outcomes.
28/01/21	6q	FAQs: Staff Supervising Mixed-Sex Groups	Revised	Reviewed to bring up to date.
28/01/21	6p	FAQs: Indirect Supervision and Younger Children	Revised	Revised to point to new guidance at 4.2d
28/01/21	4.2d	Indirect Supervision of Younger Children	New	New guidance replacing the previous FAQ at 6p
28/01/21	6r	FAQs: Hosting a Homestay	Revised	Revised to point to new guidance at 7s
28/01/21	7s	Hosting a Homestay	New	New guidance replacing the previous FAQ at 6r
26/01/21	4.2b	Residentials	Revised	Revised to provide further references to relevant guidance
26/01/21	4.4m	Young People in a Sexual Relationship	New	New guidance replacing the previous FAQ at 6m
26/01/21	6m	FAQs: Young People in a Sexual Relationship	Revised	Revised to point to new guidance at 4.4m

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22/01/21	6s	FAQs: Events organised by parents	Revised	Reviewed to bring up to date.
22/01/21	6g	FAQs: supervising minibus passengers	Revised	Reviewed to bring up to date.
22/01/21	6a	FAQs: Asking for providers' risk assessments	Revised	Reviewed to bring up to date.
22/01/21	6o	FAQs: Recognising and Managing Anaphylaxis	Revised	Updated including revised links to sources of advice
22/01/21	7.3a	Using OEAP Outdoor Learning Cards	Minor	Renumbered from 7d and minor revisions
21/01/21	6b	FAQs: Ratios for visits	Minor	Amendment to title
21/01/21	6j	FAQs: Taking a family member on a visit	Revised	Reviewed to bring up to date.
20/01/21	6i	FAQs: Unsupervised Time	Revised	Reviewed to bring up to date.
20/01/21	6h	FAQs: Adventure activity qualifications	Revised	Reviewed to bring up to date.
20/01/21	6e	FAQs: Special Needs provision	Revised	Reviewed to bring up to date.
20/01/21	6d	FAQ: Retention of Documents	Revised	Reviewed to bring up to date and add an additional paragraph about retention policy.
20/01/21	6c	FAQs: Duty of care when working with providers	Revised	Reviewed to bring up to date.
20/01/21	6b	FAQs: Ratios for visits	Revised	Reviewed to bring up to date.
13/01/21	6u	FAQ: Leaving the European Union	Revised	Additional info on customs restrictions
13/01/21	7r	Overseas Visits	Revised	Additional info on customs restrictions
11/01/21	6u	FAQs: Leaving the European Union	New	Answers the question "What is the impact on Outdoor Learning and Off-Site Visits of leaving the European Union?"
08/01/21	4.4k	Coronavirus	Revised	Revised to take account of new Government guidance resulting from new lockdown
04/01/21	4.5b	Transport in Minibuses	Revised	Impact of Brexit on visits abroad
04/01/21	4.5d	Seat Belts and Child Restraints	Revised	Impact of Brexit on visits abroad
04/01/21	7r	Overseas Visits	Revised	Impact of Brexit on visits abroad
21/12/20	4.4k	Coronavirus	Revised	Reference to the Government's introduction of tier 4 areas.
10/12/20	6d	FAQ: Retention of Documents	Minor	Amended incorrect link.
01/12/20	4.4k	Coronavirus	Revised	Reference to new Government guidance and reintroduction of tiers 1-3 in England
16/11/20	4.4k	Coronavirus	Revised	Reference to checking COVID promises included in terms and conditions + greater prominence to reasons for learning outside
16/11/20	4.4c	Insurance	Revised	Reference to checking COVID promises included in terms and conditions
16/11/20	3.2i	Contracts and Waivers	Revised	Reference to checking COVID promises included in terms and conditions

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11/11/20	2.4y	OEAP (2018): Dysgu Awyr Agored o Nsawdd Rhagorol	New	Welsh translation of "High Quality Outdoor Learning for Wales"
11/11/20	2.4x	OEAP (2018): High Quality Outdoor Learning for Wales	New	English language version of "High Quality Outdoor Learning for Wales"
10/11/20	3.4g	Head Teacher or Manager	Revised	Added references to new reviewing and evaluation documents + other links
09/11/20	4.4k	Coronavirus	Revised	Updated to include restrictions announced for the November 2020 lockdown.
02/11/20	3.4j	Educational Visits Coordinator (EVC)	Revised	Added references to new reviewing and evaluation documents
02/11/20	3.2b	Monitoring	Revised	Added references to new reviewing and evaluation documents + reworking of document
30/10/20	3.4k	Visit Leader or Activity Leader	Revised	Added references to new reviewing and evaluation documents
29/10/20	4.3a	Good Practice Basics	Revised	Added references to new reviewing and evaluation documents
29/10/20	3.3e	Checklist – Visit Leader	Revised	Added references to new reviewing and evaluation documents
28/10/20	3.3b	Checklist – Head Teacher or Manager	Revised	Added references to new reviewing and evaluation documents
28/10/20	3.3a	Checklist - EVC	Revised	Added references to new reviewing and evaluation documents
28/10/20	4.2c	Reviewing	New	New document about reviewing
28/10/20	5.1d	Evaluation	New	New document about evaluation
24/10/20	2.4r	Giving Evidence/Blagrove Trust (2015)	New	The existing evidence base about the effectiveness of outdoor learning.
22/10/20	3.2i	Contracts and Waivers	Revised	Reference to Competition and Markets Authority advice on PTR
21/10/20	4.4k	Coronavirus	Revised	Reference to Competition and Markets Authority advice on PTR
21/10/20	3.2h	Visits and the Package Travel Regulations	Revised	Reference to Competition and Markets Authority advice on PTR
19/10/20	7r	Overseas Visits	Revised	Updated to refer to latest Government guidance
19/10/20	4.4k	Coronavirus	Revised	Updated to refer to latest Government guidance

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09/10/20	7.3b	OEAP (2020): Get Outside - Supporting Teachers to Take Learning Outside the Classroom	Minor	Correction to page numbering
28/09/20	6k	FAQ: Visits and the Threat From Terrorism	Minor	Content deleted and referred to new document 4.4e
22/09/20	6L	FAQ: Transgender Young People and Visits	Minor	Content deleted and referred to new document 4.4L.
22/09/20	7q	Overseas Expeditions	Revised	Reference to Govt. guidance about overseas visits
22/09/20	7r	Overseas Visits	Revised	Reference to Govt. guidance about overseas visits
22/09/20	4.4e	Terrorism	Revised	Updated to delete out of date link and add a new one.
22/09/20	4.2b	Residentials	Revised	Reference to Govt. guidance on overnight stays.
22/09/20	3.2a	Underpinning Legal Framework and Duty of Care	Minor	Reference to 2020 KCSE guidance
15/09/20	4.4k	Coronavirus	Minor	Minor amendment to wording
14/09/20	4.4L	Transgender Young People and Visits	New	New guidance replacing the previous FAQ at 6L
11/09/20	4.4k	Coronavirus	Revised	Removal of out of date DfE link. Additional information about the 6 people rule.
11/09/20	4.4k(Cym)	Coronafeirws	Revised	Removal of out of date DfE link.
09/09/20	4.4k	Coronavirus	Revised	Updated to include reference to Scottish advice on travel.
09/09/20	4.4k(Cym)	Coronafeirws	Revised	Updated to take on board revised Government guidance
02/09/20	4.4k	Coronavirus	Revised	Updated to included new Government guidance on sixth form colleges
29/08/20	4.4k	Coronavirus	Revised	Updated to take on board revised Government guidance
10/08/20	7.3b	OEAP (2020): Get Outside - Supporting Teachers to Take Learning Outside the Classroom	Revised	Revised and renamed
20/07/20	4.4k	Coronavirus	Minor	Correction of a typo
12/07/20	2.4c	Research Supporting Outdoor Learning	Minor	Added links to other documents
12/07/20	2.1b	Every Child Matters and Outdoor Learning		Deleted
12/07/20	2.1a	Outdoor Learning - Outcomes for Children and Young People	Revised	Renamed and reworked to merge with 2.1b
12/07/20	2.4d	NFER & King's College London (2004): A Review of Research on Outdoor Learning	Revised	2.4d was originally a summary of the 2004 research document. It seemed superfluous to retain it after adding the full document as 2.4r, so we deleted the summary and renumbered the full document as 2.4d

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12/07/20	2.4r	NFER & King's College London (2004): A Review of Research on Outdoor Learning	Deleted	
10/07/20	2.4v	American Camp Association (2005): Directions - Youth Development Outcomes of the Camp Experience	New	Added as part of review of "Making the Case"
10/07/20	2.4u	OpenSpace (2006): Wild Adventure Space for Young People – Individual Reviews	New	Added as part of review of "Making the Case"
10/07/20	2.4t	OpenSpace (2006): Wild Adventure Space for Young People – Survey of Findings	New	Added as part of review of "Making the Case"
09/07/20	2.4w	International Journal of Science Education (2005): The Benefits of Residential Fieldwork for School Science	New	Added as part of review of "Making the Case"
07/07/20	2.3a	National Curriculum and Learning Outside the Classroom	Revised	Updated to bring it in line with the current curriculum.
05/07/20	4.4k	Coronavirus	Revised	Additional advice for schools returning in September
04/07/20	2.4s	Plymouth University (2016): Student Outcomes and Natural Schooling	New	Added as part of review of "Making the Case"
03/07/20	4.4k	Coronavirus	Revised	Refer to new DfE advice and new OEAP guidance
02/07/20	7.3b	OEAP (2020): How to Take Your Learning Outside the Classroom	New	New OEAP guidance for learning outside the classroom during Covid-19
02/07/20	7.3c	OEAP (2020): Learning Outside the Classroom – Activity Cards	New	New OEAP guidance for learning outside the classroom during Covid-19
02/07/20	7.3d	OEAP (2020): Taking Learning Outside the Classroom – Adapting Activities	New	New OEAP guidance for learning outside the classroom during Covid-19
02/07/20	2.4r	Field Studies Council (2004) A Review of Research on Outdoor Learning	New	Added as part of review of "Making the Case"
01/07/20	2.5f	The English Outdoor Council (2010) Nothing Ventured - Balancing the Risks and Benefits in the Outdoors	New	Added as part of review of "Making the Case"
01/07/20	2.4q	The Wildlife Trusts (2020) 30 Days Wild - A Five Year Review	New	Added as part of review of "Making the Case"

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01/07/20	2.4p	The Wildlife Trusts & UCL (2019) Children and Nature	New	Added as part of review of "Making the Case"
01/07/20	2.4o	Sylva Foundation (2019) Forest School - Bringing Children Closer to Nature	New	Added as part of review of "Making the Case"
01/07/20	2.4n	Social Mobility Commission (2019) An Unequal Playing Field: Extra Curricular Activities, Soft Skills and Social Mobility	New	Added as part of review of "Making the Case"
01/07/20	2.4m	Learning Away (2017) Brilliant Residentials and their Impact	New	Added as part of review of "Making the Case"
01/07/20	2.2b	LOtC Manifesto Summary	Deleted	Deleted – out of date. Covered by 2.2a
01/07/20	2.4L	The National Trust (2012) Natural Childhood	New	Added as part of review of "Making the Case"
01/07/20	2.4a	NFER (2005) Engaging and Learning with the Outdoors	New	Added as part of review of "Making the Case"
01/07/20	2.3b	Learning and Teaching Scotland (2010) Curriculum for Excellence Through Outdoor Learning	New	Added as part of review of "Making the Case"
01/07/20	4.2b	Residential Visits	Revised	Reference to additional transgender guidance
01/07/20	6L	FAQ Transgender and Visits	Revised	Reference to additional guidance
23/06/20	6t(Cym)	FAQ Coronafeirws	Minor	Amended to refer the reader to 4.4k(Cym)
23/06/20	4.4k(Cym)	Coronafeirws	New	New Welsh translation of 4.4k Coronavirus
22/06/20	4.3a	Good Practice – the Basics	Revised	Reworked to consolidate info from 5.2b and add links.
17/06/20	5.2b	Planning Basics for Outdoor Learning, Off Site Visits and Learning Outside the Classroom	Deleted	Contents consolidated into 1b, 1c, 4.3a and 4.3c
17/06/20	4.3c	Risk Management – An Overview	Revised	Reworked to consolidate info from 5.2b and add links.
17/06/20	1c	Status, Remit and Rationale	Revised	Reworked to consolidate info from 5.2b and add links.
17/06/20	1b	Foundations	Revised	Reworked to consolidate info from 5.2b and add links.
13/06/20	3.3e	Checklist – Visit Leader	Minor	Addition of links to other documents
13/06/20	3.3b	Checklist – Head Teacher or Manager	Minor	Addition of links to other documents
13/06/20	3.3a	Checklist EVC	Minor	Addition of links to other documents
07/06/20	6t	FAQ Coronavirus	Minor	Amended to show superseded by 4.4k
06/06/20	4.4k	Coronavirus	Revised	Distinguish between visits and use of local learning areas

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26/05/20	4.4f	Checklist – Assessing a Provider	Revised	Reference to epidemics
24/05/20	4.4k	Coronavirus	Revised	Additional guidance to help schools considering reopening
19/05/20	8p	Provider Statement (PDF version)	Revised	Reference to epidemics
19/05/20	8q	Provider Statement (Word Version)	Revised	Reference to epidemics
19/05/20	4.3b	Ratios and Effective Supervision	Revised	Reference to epidemics
18/05/20	3.2i	Contracts and Waivers	Revised	Reference to epidemics
18/05/20	4.2b	Residentials	Revised	Reference to epidemics
18/05/20	4.3f	Risk Management – Some Practical Advice	Revised	Reference to epidemics
18/05/20	4.4b	First Aid	Revised	Reference to epidemics
18/05/20	4.4c	Insurance	Revised	Reference to epidemics
18/05/20	4.4g	Selecting External Providers and Facilities	Revised	Reference to epidemics
18/05/20	4.5e	Hiring a Coach	Revised	Reference to epidemics
18/05/20	4.5f	Checklist – Assessing a Coach Hire Provider	Revised	Reference to epidemics
13/05/20	4.2a	Group Management and Supervision	Revised	Addition of link to 4.4k Coronavirus
13/05/20	3.3e	Checklist – Visit Leader	Revised	Addition of link to 4.4k Coronavirus
13/05/20	3.3b	Checklist – Head Teacher or Manager	Revised	Addition of link to 4.4k Coronavirus
13/05/20	3.3a	Checklist EVC	Revised	Addition of link to 4.4k Coronavirus
12/05/20	6t	FAQs: Coronavirus	Minor	Reduction in length to refer to the new 4.4k Coronavirus document
11/05/20	4.4k	Coronavirus	New	New guidance on the implications for visits during the coronavirus pandemic
07/05/20	7v	Snowsport Visits	Revised	Strengthening points about supervision
07/05/20	4.1c	Emergencies and Critical Incidents – Guidance for Leaders	Revised	Clarification of points about alternative means of raising alarm
01/05/20	1a	Glossary and Definitions	Revised	Updated critical incident definition and links to other documents
01/05/20	3.1a	Requirements and Recommendations for Employers	Minor	Updated links to other documents
01/05/20	3.3a	Checklist - EVC	Minor	Updated links to other documents
01/05/20	3.3b	Checklist – Head Teacher or Manager	Minor	Updated links to other documents
01/05/20	3.3c	Checklist – Management Board or Governing Body	Minor	Updated links to other documents

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01/05/20	3.3e	Checklist – Visit Leader	Minor	Updated links to other documents
01/05/20	3.4f	Member of Management Board or Governing Body	Minor	Updated links to other documents
01/05/20	4.1a	Avoiding Accidents and Emergencies	Revised	Major revision of the emergencies suite of documents
01/05/20	4.1b	Emergencies and Critical Incidents - Overview	Revised	Major revision of the emergencies suite of documents
01/05/20	4.1c	Emergencies and Critical Incidents – Guidance for Leaders	Revised	Major revision of the emergencies suite of documents
01/05/20	4.1d	Emergencies and Critical Incidents – Guidance for Establishments	Revised	Major revision of the emergencies suite of documents
01/05/20	4.1e	Emergencies and Critical Incidents – Guidance for Employers	Revised	Major revision of the emergencies suite of documents
01/05/20	4.1f	Emergencies and Critical Incidents – Guidance for First Contact	Revised	Major revision of the emergencies suite of documents
01/05/20	4.1g	Model Emergency Procedures for Visit Leaders	Revised	Major revision of the emergencies suite of documents
01/05/20	4.1h	Model Emergency Plan for Establishments	Revised	Major revision of the emergencies suite of documents
01/05/20	4.1i	Model Critical Incident Plan for Employers	Revised	Major revision of the emergencies suite of documents
01/05/20	4.3b	Ratios and Effective Supervision	Minor	Updated links to other documents
01/05/20	4.3f	Risk Management – Some Practical Advice	Minor	Updated links to other documents
01/05/20	5.3b	Writing an Establishment Visits Policy	Minor	Updated links to other documents
27/04/20	4.4b	First Aid	Revised	Reflecting Govt. temporary guidance update + use by dates.
31/03/20	6t(Cwm)	FAQs: Coronafeirws	New	Welsh translation of 6t FAQs: Coronavirus
30/03/20	7o	Natural Water Bathing	Revised	Clarity about students swimming out of their depth.
22/03/20	6t	FAQs: Coronavirus	Revised	Revised to take account of revised Government guidance on domestic visits.
19/03/20	6t	FAQs: Coronavirus	Minor	Minor update
14/03/20	3.2f	AALA Licensing	Minor	Updated to refer to recent developments
14/03/20	3.2a	Underpinning Legal Framework	Minor	Updated to refer to recent developments in AALA
13/03/20	6t	FAQs: Coronavirus	Revised	Updated to reflect revised Government guidance on overseas visits.
12/03/20	6t	FAQs: Coronavirus	Minor	Correction – Welsh guidance is NHS, not Wales Government
03/03/20	6t	FAQs: Coronavirus	New	New FAQ on the implications for educational visits
16/01/20	8n	Welsh Homestay Information Form (Word)	New	New Welsh translation of English Form

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	8o	Welsh Homestay Information Form (PDF)	New	New Welsh translation of English Form
13/01/20	4.4f	Assessing a Provider Checklist	Minor	Minor amendment to refer to 4.4g
	4.4g	Selecting External Providers and Facilities	New	New document taking a major chunk from 4.4h
	4.4h	Using External Providers	Revised	Over-long document split in half with part becoming the new 4.4g
11/01/20	4.3d	Parental Consent	Minor	Clarification of e-consent
09/01/20	4.3d	Parental Consent	Minor	Minor revisions, mainly to the section on Electronic Consent
	7r	Overseas Visits	Revised	Brexit and consent issues revised
30/12/19	4.5b	Transport in Minibuses	Revised	Advice on travelling abroad updated for leaving the EU
10/12/19	8a	English Homestay Information Form (Word)	Minor	Minor amendments including smoking.
	8b	English Homestay Information Form (PDF)	Minor	Minor amendments including smoking.
	8c	French Homestay Information Form (Word)	Minor	Minor amendments including gender and smoking.
	8d	French Homestay Information Form (PDF)	Minor	Minor amendments including gender and smoking.
	8e	German Homestay Information Form (Word)	Minor	Minor amendments including gender and smoking.
	8f	German Homestay Information Form (PDF)	Minor	Minor amendments including gender and smoking.
05/12/19	4.5e	Hiring a Coach	Minor	Update to bring in line with new checklist 4.5f
	4.5f	Checklist – Assessing a Coach Hire provider	New	New document following request from members
26/11/19	8L	Spanish Homestay Information Form (Word)	Minor	Minor amendments including changing “gender” for “sex”.
	8m	Spanish Homestay Information Form (PDF)	Minor	Minor amendments including changing “gender” for “sex”.
21/11/19	8j	Mandarin Homestay Information Form (Word)	Minor	Minor amendments including changing “gender” for “sex”.
	8k	Mandarin Homestay Information Form (PDF)	Minor	Minor amendments including changing “gender” for “sex”.
20/11/19	8a	English Homestay Information Form (Word)	Minor	Minor amendments including changing “gender” for “sex”.
	8b	English Homestay Information Form (PDF)	Minor	Minor amendments including changing “gender” for “sex”.
	4.5b	Transport in Minibuses	Minor	Greater clarity in first para + addition of Govt. link.
11/11/19	8g	Italian Homestay Information Form (Word)	Revised	Addition of comment about motorcycles and scooters
	8h	Italian Homestay Information Form (PDF)	Revised	Addition of comment about motorcycles and scooters
01/11/19	4.5e	Hiring a Coach	Revised	Change the recommendation that (in cases where there is no trusted supplier) establishments check that vehicles have four-weekly safety checks to say that checks should be in line with government guidance.
31/10/19	8L	Spanish Homestay Information Form (Word)	Revised	Addition of comment about motorcycles and scooters

Date	Document number	Document name <i>In order of date amended, with the most recent first</i>	Nature of change	Notes
	8m	Spanish Homestay Information Form (PDF)	Revised	Addition of comment about motorcycles and scooters
30/10/19	8j	Mandarin Homestay Information Form (Word)	New	
	8k	Mandarin Homestay Information Form (PDF)	New	
	4.4d	Medication	Minor	Revisions include written consent, aspirin and the use of non-prescription medicines
	4.5b	Transport in Minibuses	Minor	Additional new guidance about checks, inspections, insurance and seat belts
	7r	Overseas Visits	Minor	Improve accuracy about visa waivers and health arrangements
17/10/19	3.2a	Underpinning Legal Framework and Duty of Care	Minor	
09/10/19	3.3a	Checklist - EVC	Revised	
	3.3b	Checklist – Headteacher or Manager	Revised	
	7L	Camping	New	
	7k	Unaccompanied Expeditions	New	Created in order to reduce the length of 7b
	7b	Duke of Edinburgh's Award Expeditions	Revised	Reduced in size with material moved to the new 7k
02/10/19	3.2h	Visits and the Package Travel Regulations	Revised	Updated to take on board revised regulations 2018
01/10/19	3.2i	Contracts and Waivers	Minor	Added reference to revised 3.2h
27/9/19	7j	Weather and Group Safety	Minor	Minor changes to reflect NHS guidance
	6s	FAQs: Events organised by parents	New	New document
	6q	FAQs: Mixed groups and staff gender	Minor	'planned activities' added as a factor to consider
	5.1c	Learning Outside and Off-site visits: self evaluation using the Ofsted framework	Revised	Reviewed in line with 2019 Ofsted framework
	4.4d	Medication	Revised	General revision
	3.3e	Visit Leader Check List	Revised	General revision
	3.2d	Approval of leaders	Minor	Updated references to AALA notes
	3.2a	Underpinning Legal Framework and Duty of Care	Minor	Updated reference to 2018 PTR legislation
8/8/19	8p	Provider Statement	Minor	Improved clarity around consent and data protection
	8q	Provider Questionnaire – word version	Minor	Improved clarity around consent and data protection

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5/8/19	4.4j	Participant information	Minor	Improved clarity around consent and data protection
	4.3d	Parental Consent	Minor	Improved clarity around consent and data protection
	3.2i	Contracts and Waivers	Minor	Improved clarity around consent and data protection
18/7/19	3.2d	Approval of Leaders	Revised	Added section on 'other higher risk activities'
5/7/19	7b	Duke of Edinburgh Award expeditions	Revised	More on unaccompanied expedition supervision
2/7/19	3.2d	Approval of Leaders	Minor	More on assessing competence in adventure activities
1/7/19	1b	Foundations	Revised	General revision along with deletion of 5.3a
	6c	FAQ: Duty of care when working with providers	Minor	Addition of reference to 4.4h
	5.3a	Writing policies to reduce bureaucracy for routine off-site activities and visits	Deleted	Considered unnecessary as material covered elsewhere or subsumed into other revised docs
10/7/19	8a	English Home Form Exchange Visits (word)	Minor	Addition of comment about motorcycles and scooters
	8b	English Homestay Information form (pdf)	Minor	Addition of comment about motorcycles and scooters
19/5/19	4.5a	Transport – General Considerations	Revised	General update and rewrite with additional information
11/5/19	4.5e	Hiring a coach	Revised	New link to www.gov.uk/find-vehicle-operators
30/4/19	7r	Overseas visits	Revised	New material on arriving late in country and crime/terror
26/4/19	4.4e	Terrorism	New	New document
	6k	FAQs: Visits and the threat from terrorism	Revised	Shortened – most material moved to 4.4e
16/4/19	8a	English Home Form Exchange Visits (Word version)	Minor	Reinstated as 'fill and sign' doesn't work on all platforms
	8q	Provider Questionnaire – word version	Minor	Reinstated as 'fill and sign' doesn't work on all platforms
6/4/19	3.1a	Requirements and Recommendations for Employers	Minor	Removed ref to OEAP accreditation and general review
	3.1b	Establishment Roles and their inter-dependence	Revised	Removed ref to OEAP accreditation and general review
	3.3c	Management Board and Governing Body Check List	Minor	Removed ref to OEAP accreditation until fully implemented
	3.4b	Lead Member for Children's Services	Minor	Removed ref to OEAP accreditation until fully implemented
	6h	FAQs: Adventure activity qualifications	Revised	Updated references to AALA notes
16/3/19	4.4h	Using External Providers and Facilities	Minor	Updated to reflect LOtC QB and liability insurance
	8p	Provider Statement	Minor	Updated to reflect LOtC QB and liability insurance plus some amendments to wording of a couple of questions
11/3/19	3.3b	Head or Manager checklist	Minor	Removed ref to OEAP accreditation until fully implemented
	3.4g	Head Teachers/Managers	Minor	Removed ref to OEAP accreditation until fully implemented

Date	Document number	Document name <i>In order of date amended, with the most recent first</i>	Nature of change	Notes
	3.4j	Educational Visits Coordinator (EVC)	Minor	Removed ref to OEAP accreditation until fully implemented
	3.3a	EVC Checklist	Minor	Removed ref to OEAP accreditation until fully implemented
	3.4c	Outdoor Education Adviser Line Manager	Minor	Removed ref to OEAP accreditation until fully implemented
	3.4d	Outdoor Education Adviser	Minor	Removed ref to OEAP accreditation until fully implemented
5/3/19	4.4c	Insurance	Revised	General rewrite and inclusion of RPA reference
	4.4h	Using External Providers and Facilities	Minor	Inserted a reference to 8p – provider statement
	7g	Farm visits	Minor	Minor changes around accreditation schemes
	8b	English Homestay Information form (pdf)	Minor	Add 'fill & sign' ref and removal of reference to UK only
	8p	Provider Statement	Revised	GDPR and waivers added
	8a	English Home Form Exchange Visits (Word version)	Deleted	Pdf versions now reference fill and sign software
	8q	Provider Questionnaire – word version	Deleted	Pdf versions now reference fill and sign software
4/3/19	7i	Group Safety at Water Margins	Minor	Minor wording change to remove 'best' practice
	3.2g	Vetting and DBS Checks	Minor	Minor wording change to remove 'best' practice
3/3/19	4.4h	Using External Providers and Facilities	Revised	Major rewrite and new examples
	1a	Glossary and Definitions	Minor	Improvements to some definitions
	7f	Exchanges and home stays	Revised	Better advice on monitoring
	7a	Adventure Activities	Minor	Reference to other documents and minor changes
2/3/19	4.4f	Checklist – Assessing a Provider	Revised	Major update and widening of scope
26/2/19	4.2a	Group management and supervision	Minor	Clarification of meaning of term 'Activity Leader'
21/2/19	7g	Farm visits	Revised	Updated and more comprehensive
4/2/19	3.2g	Vetting and DBS Checks	Revised	New section clarifying possible costs of DBS checks
	4.2a	Group management and supervision	Revised	New section clarifying roles and responsibilities
21/1/19	3.2i	Contracts and Waivers	Minor	Improved wording of a sentence on risks / benefits
3/1/19	3.2a	Underpinning Legal Framework and Duty of Care	Revised	Data protection and photography
	3.2i	Contracts and Waivers	New	New document
	4.3d	Parental Consent	Revised	Data protection and photography
	4.3e	Safeguarding	Revised	Data protection and photography
	4.4h	Using External Providers and Facilities	Revised	Data protection and photography
	4.4j	Participant information	Revised	Data protection and photography

Date	Document number	Document name <i>In order of date amended, with the most recent first</i>	Nature of change	Notes
	5.3b	How to write an establishment visit policy	Revised	Data protection and photography
	6d	FAQ: Retention of Documents	Revised	Data protection and photography
4/12/18	4.4b	First Aid	Minor	Link to government guidance added
	6k	FAQs: Visits and the threat from terrorism	Minor	Link to government guidance added
23/11/18	3.4n	Guidance for Parents	Revised	Clarification on use and role of parent helpers
	4.2a	Group management and supervision	Revised	Clarification on use and role of parent helpers
	4.3b	Ratios and effective supervision	Revised	Clarification on use and role of parent helpers
19/11/18	7f	Exchanges and Home stays	Revised	Rewritten for clarity plus safeguarding advice for hosts
	7j	Weather and Group Safety	New	New document
1/11/18	8b	English Homestay Information form (pdf)	New	Replacement for deleted 8b – pdf version of new form
17/10/18	6r	FAQs: Hosting a Homestay	New	New document for those asked to host a homestay
	4.4i	Special Educational Needs and Disability	Revised	Clearer wording and more positive approach
	7z	Visitor attractions	Minor	Hopefully clearer wording
17/9/18	8a	English Homestay Information form (Word)	Revised	Rewritten in line with latest vetting guidance
	8b	English Home Form Exchange Visits (pdf version)	Deleted	
1/9/18	3.2g	Vetting and DBS Checks	Revised	Further clarification around 'disqualification by association'
	3.2a	Underpinning Legal Framework and Duty of Care	Minor	Two new (2018) statutes added to the reference list
19/7/18	7e	Jellyfish and Portuguese man-of-war stings	Revised	Added reference to new research
16/7/18	7f	Exchanges and Home stays	Revised	Revised in light of new KCSiE guidance
15/7/18	6f	FAQs: Use of private cars	Deleted	Redundant document – it repeated 4.5c
	3.2g	Vetting and DBS Checks	Revised	Revised in light of new KCSiE guidance
	4.5c	Transport in private cars	Revised	Clarified wording around transporting a sole passenger
	4.3b	Ratios and effective supervision	Minor	Remove reference to HASPEV suggested ratios
3/7/18	6q	FAQs: Mixed groups and staff gender	New	New document in response to a question
31/5/18	4.5b	Transport in minibuses	Revised	Added information on luggage and camping fuel.
24/5/18	3.1a	Requirements and Recommendations for Employers	Revised	Revision of section on notification and approval systems to suggest reasons why they may be used.
23/5/18	3.4d	Outdoor Education Adviser	Minor	Clarification of legal responsibilities bullet points

Date	Document number	Document name <i>In order of date amended, with the most recent first</i>	Nature of change	Notes
	3.4c	Outdoor Education Adviser Line Manager	Revised	Clarification of legal responsibilities. Revision of Adviser role in line with 3.4d revision of 18/5/18
	3.4a	Director of Children's Services	Revised	Revision of Adviser role in line with 3.4d revision of 18/5/18
22/5/18	6p	FAQs: Indirect Supervision and Younger Children	New	Produced following request for guidance
	3.2c	Charging for school activities	Minor	Reviewed following new DfE guidance – clarified wording only no change to practice.
18/5/18	3.4d	Outdoor Education Adviser	Revised	Revised to reflect new panel membership criteria
29/4/18	2.5b	Range of Potential LOtC Activity Benefits and Learning Outcomes – mind map	Deleted	
	4.4e	Planning and Negotiating Provider Learning Outcomes – mind map	Deleted	
	4.4g	Pre visiting an Adventure Activity Provider – mind map	Deleted	
	5.2c	Organising a Residential Visit – mind map	Deleted	
28/4/18	1a	Glossary and Definitions	Revised	
	1c	Status, Remit and Rationale	Revised	
	7c	Collaborative provision	Revised	
26/4/18	7n	Museums and galleries	Revised	
	7p	Drinking, Drugs and Smoking	Minor	
	7r	Overseas visits	Revised	
25/4/18	7i	Group Safety at Water Margins	Minor	
	7j	Geography Outside the Classroom – mind map	Deleted	
13/4/18	7e	Jellyfish and Portuguese man-of-war stings	Minor	
	7o	Natural water bathing	Minor	
	7q	Overseas Expeditions	Revised	
11/4/18	7h	Field studies	Revised	
	7m	Heritage visits	Revised	
9/4/18	7d	Using OEAP Outdoor Learning Cards	Revised	
	7f	Exchanges and Home stays	Revised	
	7t	Provider led study and sports tours	Revised	

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	7v	Snowsport visits	Revised	
	7x	Swimming pools	Minor	
8/4/18	7a	Adventure activities	Revised	
	7b	Duke of Edinburgh Award expeditions	Revised	
3/4/18	8a	English Home Form Exchange Visits (Word version)	Revised	
	8b	English Home Form Exchange Visits (pdf version)	Revised	
	4.2b	Residentials	Revised	
26/3/18	7y	Using armed services providers	Minor	
19/3/18	4.4h	Using External Providers and Facilities	Minor	
5/3/18	1a	Glossary and Definitions	Revised	
28/2/18	3.2a	Underpinning Legal Framework and Duty of Care	Revised	
	7o	Natural water bathing	Revised	
	3.4f	Member of a Management Board or Governing Body	Minor	
	3.4j	Educational Visits Coordinator (EVC)	Minor	
5/2/18	3.4b	Lead Member for Children's Services	Revised	
	4.3d	Parental Consent	Revised	
	4.2a	Group management and supervision	Minor	
31/1/18	4.5c	Transport in private cars	Minor	
	3.2a	Underpinning Legal Framework and Duty of Care	Revised	
29/1/18	3.4n	Parents	Revised	
25/1/18	3.4k	Visit or Activity Leader	Minor	
	3.4l	Assistant Leaders	Minor	
	6d	FAQ: Retention of Documents	Revised	
24/1/18	3.2b	Monitoring	Minor	
	4.5c	Transport in private cars	Revised	
19/1/18	3.1c	Corporate Parenting	New	

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	3.4a	Director of Children's Services	Revised	
	3.3d	Parent and Guardian Check List	Minor	
	4.3b	Ratios and effective supervision	Minor	
17/12/17	4.2b	Residentials	Minor	
16/12/17	4.2a	Group management and supervision	Revised	
	4.3b	Ratios and effective supervision	Minor	
15/12/17	3.2g	Vetting and DBS Checks	Revised	
	4.3d	Parental Consent	Revised	
	7f	Exchanges and Home stays	Minor	
28/11/17	7e	Jellyfish and Portuguese man-of-war stings	Revised	
3/11/17	6a	FAQs: Asking for providers' risk assessments	Revised	
	4.4h	Using External Providers and Facilities	Revised	
6/10/17	4.3d	Parental Consent	Minor	
3/10/17	6o	FAQs: Recognising and managing anaphylaxis	New	
	4.4d	Medication	Revised	
	4.4b	First Aid	Revised	
27/9/17	4.3d	Parental Consent	Minor	
	3.4p	Learning outside and off-site visits: self evaluation	Deleted	replaced by new 5.1c
12/9/17	7i	Group Safety at Water Margins	Revised	
	1c	Status, Remit and Rationale	Minor	
	5.1c	Learning outside and off-site visits: self evaluation using the Ofsted framework	New	
	5.1d	Ofsted Inspection	Deleted	replaced by new 5.1c
	5.1e	Ofsted inspector – reading list	Deleted	replaced by new 5.1c
11/9/17	3.3d	Parent and Guardian Check List	Minor	
	3.4p	Learning outside and off-site visits: self evaluation	New	
	4.3d	Parental Consent	Minor	

Date	Document number	Document name <i>In order of date amended, with the most recent first</i>	Nature of change	Notes
	6n	FAQs: Visiting trampoline parks	Minor	
	7q	Overseas Expeditions	Minor	
	7r	Overseas visits	Minor	
30/8/17	6n	FAQs: Visiting trampoline parks	New	
29/8/17	3.3c	Management Board and Governing Body Check List	Minor	
	4.3d	Parental Consent	Minor	
21/7/17	4.4d	Medication	Minor	
3/7/17	8q	Provider Questionnaire – word version	New	
	8p	Provider Questionnaire	Revised	
8/5/17	4.3b	Ratios and effective supervision	Minor	
28/2/17	3.1b	Establishment Roles and their inter-dependence	Revised	
6/2/17	4.5d	Seat belts and child restraints	Revised	
	3.3c	Management Board and Governing Body Check List	Revised	
	3.4f	Member of a Management Board or Governing Body	Revised	
3/2/17	3.4d	Outdoor education Adviser	Revised	
27/1/17	3.2c	Charging for school activities	Minor	
26/1/17	5.1e	Ofsted inspector – reading list	New	
	3.4p	Ofsted Inspector – towards inspection of teaching and learning outside	New	
25/1/17	5.1d	Ofsted Inspection	New	
	3.4k	Visit or Activity Leader	Revised	
	3.4j	Educational Visits Coordinator (EVC)	Revised	
	3.4g	Head Teachers/Managers	Revised	
	3.3e	Visit Leader checklist	Revised	
	3.3b	Head or Manager checklist	Revised	
	3.3a	EVC checklist	Revised	
	2.3a	National Curriculum and Learning Outside the Classroom	Revised	

Date	Document number	Document name <i>In order of date amended, with the most recent first</i>	Nature of change	Notes
	2.4a	Ofsted LOtC Summary	Deleted	
15/1/17	4.4h	Using External Providers and Facilities	Minor	
	6m	FAQs: Young people in a sexual relationship on visits	New	
7/12/16	2.4j	Natural Connections Final Report	New	
4/11/16	8m	Greek Home Form Exchange Visits	New	
	8n	Greek Home Form Exchange Visits (Word version)	New	
2/11/16	2.5c	Natural England – Tools for measuring impact	New	
	2.5d	Plymouth University – Priorities Assessment Tool - Guidance	New	
	2.5e	Plymouth University – Priorities Assessment Tool	New	
	4.6f	Good Practice – Victoria Park School	New	
	4.6g	Good Practice – Curledge Street Academy	New	
1/11/16	2.4k	Natural England Briefing Note EIN017	New	
31/10/16	2.4c	Research Supporting Outdoor Learning and LOtC	Revised	
	7x	Swimming pools	Revised	
28/10/16	8f	German Home Form Exchange Visits	Minor	
	8j	German Home Form Exchange Visits (Word version)	Minor	
7/7/16	4.3b	Ratios and effective supervision	Minor	
	4.3d	Consent	Minor	
	4.4b	First Aid	Minor	
1/7/16	6l	FAQs: Transgender Young People and visits	New	
22/6/16	4.3e	Safeguarding	Minor	
	8a	English Home Form Exchange Visits (Word version)	New	
	8b	English Home Form Exchange Visits	Minor	
	8f	German Home Form Exchange Visits	Minor	

Date	Document number	Document name <i>In order of date amended, with the most recent first</i>	Nature of change	Notes
	8j	German Home Form Exchange Visits (Word version)	New	
	8k	Spanish Home Form Exchange Visits (Word version)	New	
	8l	Spanish Home Form Exchange Visits	Minor	
20/6/16	3.2g	Vetting and DBS Checks	Minor	
	8c	French Home Form Exchange Visits (Word version)	New	
	8e	French Home Form Exchange Visits	Minor	
	8g	Italian Home Form Exchange Visits	Minor	
	8h	Italian Home Form Exchange Visits (Word version)	New	
24/4/16	3.2d	Approval of Leaders	Minor	
7/4/16	3.2b	Monitoring	Minor	
29/2/16	3.3e	Visit Leader Checklist	Minor	
28/2/16	3.4k	Visit or Activity Leader	Minor	
	4.3a	Good practice basics	Revised	
27/2/16	3.1b	Requirements and Recommendations for Establishments	Minor	
	4.2a	Group management and supervision	Revised	
	4.5e	Hiring a coach	New	
	6b	FAQs: Ratios for visits	Revised	
	6h	FAQ: Adventure activity qualifications	Minor	
26/2/16	3.4d	Outdoor Education Adviser	Minor	
25/2/16	3.1a	Requirements and Recommendations for Employers	Revised	
	3.2b	Monitoring	Revised	
	3.2d	Approval of Leaders	Revised	
	3.4c	Outdoor Education Adviser Line Manager	Revised	
	3.4e	Teacher Adviser and Health and Safety Coordinator	Revised	
	3.4i	Manager of an Outdoor Centre or Facility	Minor	

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

Date	Document number	Document name <i>In order of date amended, with the most recent first</i>	Nature of change	Notes
16/11/15	4.1c	Emergency procedures for visit leaders	Minor	
	7r	Overseas visits	Minor	
12/11/15	6e	FAQs: Special Needs provision	Minor	
12/10/15	4.3c	Risk Management – an overview	Minor	
1/10/15	4.3g	Risk Management – what to record and how	New	
	4.3f	Risk Management – some practical advice	New	
	4.3c	Risk Management – an overview	Revised	
27/9/15	7r	Overseas visits	Minor	
3/9/15	4.2b	Residentials	New	
18/8/15	4.6d	Good Practice – Netherfield Primary School	New	
28/3/15	3.2d	Assessment of Activity and Visit Leader Competence	Minor	
	3.4k	Visit or Activity Leader	Minor	
	2.4i	High Quality Outdoor Education Publication	Minor	
26/3/15	6h	FAQ: Adventure activity qualifications	Minor	
	2.4f	Raising Achievement through the environment	New	
13/3/15	7r	Overseas visits	Minor	
23/2/15	3.3e	Visit Leader Checklist	Revised	
	1a	Glossary and Definitions	Minor	
	3.4n	Parents	Revised	
	7f	Exchanges and Home stays	Revised	
	3.2g	Vetting and DBS Checks	Revised	
	4.5d	Seat belts and child restraints	New	
	7r	Overseas visits	Revised	
	8g	Italian Home Form Exchange Visits	New	
	4.3d	Consent	Revised	
	4.4j	Participant information	New	
	3.3a	EVC Checklist	Minor	
8d	Exchange Visit Generic RA form	Deleted		
22/1/15	6c	FAQ: Duty of care when working with providers	Minor	
16/12/14	6h	FAQ: Adventure activity qualifications	New	

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

Date	Document number	Document name <i>In order of date amended, with the most recent first</i>	Nature of change	Notes
	3.2c	Charges for off site activity	Minor	
	3.4g	Headteacher or Manager	Revised	
	3.4l	Assistant Leaders	Revised	
	3.4m	Helper	Revised	
	3.4o	Volunteer	New	
	4.1a	Critical Incident Management: The Employer's Role	Revised	
	4.1b	Emergency Planning: The Establishment's Role	Revised	
	4.1c	Emergency procedures for visit leaders	Revised	
	4.1d / 8.1d	Visit Leader Emergency Card	Revised	
	4.1e / 8.1e	First Contact Emergency Action card	Revised	
	4.1f / 8.1f	Establishment management Emergency Action Card	Revised	
	4.1g / 8.1g	Local Authority Senior Manager Emergency card	Revised	
	4.1h	Avoiding Accidents and Emergencies	New	
	4.1i	Emergencies and Critical Incidents	New	
	4.1j	Emergencies - Governor	New	
	7q	Overseas Expeditions	Revised	
24/3/14	3.4j	Educational Visits Coordinator (EVC)	Revised	
24/1/14	3.2a	Underpinning Legal Framework and Duty of Care <i>Combined with original 3.2h on duty of care)</i>	Minor	
9/1/14	2.4g	Learning Away – Interim report	New	
8/1/14	4.2a	Group management and supervision	Revised	
7/1/14	6i	FAQs: Unsupervised time	Minor	
	4.5b	Transport in minibuses	Minor	
1/12/13	4.4d	Medication	New	
29/11/13	4.4b	First Aid	Minor	
28/10/13	3.2a	Underpinning Legal Framework and Duty of Care <i>Combined with original 3.2h on duty of care)</i>	Revised	

Date	Document number	Document name <i>In order of date amended, with the most recent first</i>	Nature of change	Notes
	8e	French Home Form Exchange Visits	Minor	
4/10/13	7b	Duke of Edinburgh Award expeditions	Minor	
2/10/13	7b	Duke of Edinburgh Award expeditions	Revised	
16/8/13	3.2e	Inclusion	Minor	
	4.5b	Transport in Minibuses	Minor	
	7v	Snowsport visits	Revised	
	8i	Model Code of Conduct	Minor	
4/7/13	4.5b	Transport in Minibuses	Minor	
26/6/13	4.1c	Emergency procedures for visit leaders	Minor	
	4.5b	Transport in Minibuses	Minor	
21/6/13	7e	Treatment of Jellyfish Stings	New	
28/5/13	4.3d	Consent	Revised	
1/3/13	3.2g	Vetting and DBS Checks	Revised	
	3.3a	EVC check list	Minor	
	3.3b	Head or Manager Check List	Minor	
	3.3e	Visit Leader Check List	Minor	
	3.4g	Headteacher or Manager	Minor	
	3.4j	EVC Responsibilities	Minor	
	3.4k	Visit or Activity Leader	Minor	
	4.3a	Good practice basics	Minor	
	5.3b	How to write an establishment visit policy	Minor	
	7f	Exchanges and home stays	Minor	
	7y	Using armed services providers	Minor	
	8p	Provider Questionnaire	Minor	
27/2/13	4.4b	First Aid	Revised	
25/2/13	7o	Natural water bathing	Revised	
14/2/13	4.3c	Risk management	Revised	
	4.3e	Safeguarding	New	
	7h	Field studies	Minor	
24/1/13	4.6a	Good Practice – Neston High School	New	
	4.6b	Good Practice – St John's RC Primary School	New	

Date	Document number	Document name <i>In order of date amended, with the most recent first</i>	Nature of change	Notes
	4.6c	Good Practice – Lavington Park Federation	New	
21/1/13	4.3b	Ratios and effective supervision	Revised	
	6b	FAQs: Ratios for visits	Revised	
17/1/13	7r	Overseas visits	Minor	
19/10/12	1c	Status Remit and Rationale	Minor	
	3.1a	Requirements and Recommendations for Employers	Minor	
	3.2a	Underpinning Legal Framework and Duty of Care <i>Combined with original 3.2h on duty of care)</i>	Minor	
	7r	Overseas visits	Minor	
	7t	Provider led study and sports tours	Minor	
	7v	Snowsport visits	Minor	
	7x	Swimming pools	Minor	
17/10/12	7i	Group Safety at Water Margins	New	
4/5/12	3.2a	Underpinning Legal Framework and Duty of Care <i>Combined with original 3.2h on duty of care)</i>	Revised	
3/5/12	7a	Adventurous activities	Revised	
25/4/12	4.5c	Transport in private cars	Revised	
	5.1a	Establishment Self Evaluation form	Minor	
	5.1c	Rigorous Evaluation of LOtC meeting Ofsted expectations	Minor	
	5.2b	Planning Basics for Outdoor Learning, Off Site Visits and Learning Outside the Classroom	Minor	
	6g	FAQs: supervising minibus passengers	Revised	
	6j	FAQs: Taking a family member on a visit	Revised	
	7b	Duke of Edinburgh Award expeditions	Revised	
	7c	Collaborative provision for 14-19 curriculum	Revised	
	7d	Using OEAP Outdoor Learning Cards	New	
	7f	Exchanges and home stays	Revised	
	7g	Farm visits	Minor	

Date	Document number	Document name <i>In order of date amended, with the most recent first</i>	Nature of change	Notes
	7m	Heritage visits	Revised	
	7n	Museums and galleries	Revised	
	7y	Using armed services providers	Revised	
	7z	Visitor attractions	Revised	
24/4/12	3.2b	Monitoring	Revised	
	3.2c	Charges for off site activity	Revised	
	3.2e	Inclusion	Revised	
	3.2f	AALA Licensing	Revised	
	3.2g	Vetting and DBS checks	Revised	
	3.3d	Parent and Guardian Check List	Minor	
	3.3f	Young People Check List	Minor	
	4.1a	Critical Incident Management: The Employer's Role	Revised	
	4.1b	Emergency Planning: The Establishment's Role	New	
	4.1c	Emergency procedures for visit leaders	Revised	
	4.1d / 8.1d	Visit Leader Emergency Card	New	
	4.1e / 8.1e	First Contact Emergency Action card	New	
	4.1f / 8.1f	Establishment management Emergency Action Card	New	
	4.1g / 8.1g	Local Authority Senior Manager Emergency card	New	
	4.4h	Using External Providers and Facilities <i>(previous name - Preliminary visits and provider assurances)</i>	Revised	
	4.5a	Transport general considerations	Revised	
	4.5b	Transport in minibuses	Revised	
	6b	FAQs: Ratios for visits	Revised	
	8i	Model Code of Conduct	Minor	
17/2/12	4.3a	Good practice basics	Revised	
	4.4b	First Aid	Revised	
	4.4c	Insurance	Revised	

Date	Document number	Document name <i>In order of date amended, with the most recent first</i>	Nature of change	Notes
	4.4f	Assessing an adventure activity provider check list	Revised	
	4.4i	Special Educational Needs and Disability	Revised	
	6c	FAQs: Duty of care when working with providers	Revised	
	6e	FAQs: Special Needs provision	Revised	
	6f	FAQs: Use of private cars	Revised	
	6i	FAQs: Unsupervised time	Revised	
8/1/12	2.1a	ECM and Outdoor Learning Summary Matrix	Revised	
	2.1b	Every Child Matters and Outdoor Learning	Revised	
	2.4c	Research Supporting Outdoor Learning and LotC	Revised	
	3.1b	Requirements and Recommendations for Establishments	Revised	
	3.2d	Assessment of Competence	Revised	
	3.3e	Visit Leader Checklist	Minor	
	3.4l	Assistants	Minor	
	3.4m	Helper	Minor	
	4.2a	Group management and supervision	Revised	
	5.3b	How to write an establishment visit policy	Revised	
	8p	Provider Questionnaire	New	
6/9/11	3.4n	Parents and Guardians	Revised	
	5.3a	Writing policies to reduce bureaucracy for routine off-site activities and visits	Minor	
2/9/11	3.4a	Director of Children's Services	Minor	
	3.4b	Lead Member for Children's Services	Minor	
	3.4c	Outdoor Education Adviser Line Manager	Minor	
	3.4d	LA Outdoor Education Adviser	Minor	
	3.4e	LA Teacher Adviser and Health and Safety Coordinator	Minor	
	3.4i	Manager of an Outdoor Centre or LotC Facility	Minor	

Date	Document number	Document name <i>In order of date amended, with the most recent first</i>	Nature of change	Notes
26/8/11	1a (Was 1b)	Glossary and Definitions	Minor	
	1c	Status Remit and Rationale	Minor	
	3.1a	Requirements and Recommendations for Employers	Revised	
	3.2a	Underpinning Legal Framework and Duty of Care <i>Combined with original 3.2h on duty of care)</i>	Revised	
	3.3a	EVC check list	Minor	
	3.3b	Head or Manager Check List	Minor	
	3.3c	Management Board and Governor Check List	Minor	
	3.3e	Visit Leader Checklist	Revised	
	3.4f	Member of a Management Board or Governing Body	Minor	
	3.4g	Headteacher or Manager	Minor	
	3.4j	EVC Responsibilities	Minor	
	3.4k	Visit or Activity Leader	Minor	
	3.4l	Assistants	Revised	
	3.4m	Helper	Revised	
	4.3b	Ratios and effective supervision	Revised	
	4.3c	Risk management	Revised	
	4.3d	Consent	New	
7g	Farm visits	Revised		

Unrevised documents

	2.2a	LOtC Manifesto Publication		
	2.2b	LOtC Manifesto Summary		
	2.4b	Ofsted Report LOtC 2008		
	2.4d	Review of OL Research		
	2.4e	Time for change		
	2.5a	Cotton Wool Kids Publication		

	5.2a mind map	Learning Outcomes		
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Deleted documents				
	4.4a	Assessment of Competence	Deleted	See 4.4f
	5.3c	Outdoor Learning Cards	Deleted	see 7d
	5.3d	Visits to local library	Deleted	
	5.3e	Visits to local park	Deleted	
	5.3f	Visits to local place of worship	Deleted	
	6a	First Aid	Deleted	see 4.4b
	6d	Inclusion	Deleted	see 3.2e
	6h	Minibus driving	Deleted	see 4.5b
	8k mind map	Pupil Exchange Visits	Deleted	
1/3/13	7l mind map	Guidance principles governing collaborative provision for 14-19 curriculum delivery for establishments	Deleted	
1/3/13	7p mind map	Overseas expeditions	Deleted	
1/3/13	7u mind map	Student exchange visits	Deleted	
	3.2h	Duty of Care <i>Original 3.2h content combined with 3.2a – document number reused</i>	Deleted	see 3.2a
	8a	Emergency Procedures Crib Card	Deleted	See 8.1d, e, f and g
	8c	EVC Check List	Deleted	See 3.3a
23/2/15	8d	Exchange Visit Generic RA form	Deleted	
	8g	Head or Manager Check List	Deleted	See 3.3b
	8h	Management Board and Governor Check List	Deleted	See 3.3c
	8j	Parent & Guardian Check List	Deleted	See 3.3d
	8m	Visit Leader Check List	Deleted	see 3.3e
	8n	Young People Check List	Deleted	see 3.3f
	8o	Pre-visiting adventure provider check list	Deleted	See 4.4f
	3.4h	Manager of an establishment other than a school	Deleted	see 3.4g

25/1/17	2.4a	Ofsted LOtC Summary	Deleted	
12/9/17	5.1d	Ofsted Inspection	Deleted	replaced by new 5.1c
	5.1e	Ofsted inspector – reading list	Deleted	replaced by new 5.1c
27/9/17	3.4p	Learning outside and off-site visits: self evaluation	Deleted	replaced by new 5.1c
25/4/18	7j	Geography Outside the Classroom – mind map	Deleted	
29/4/18	2.5b	Range of Potential LOtC Activity Benefits and Learning Outcomes – Mind map	Deleted	
	4.4e	Planning and Negotiating Provider Learning Outcomes – Mind map	Deleted	
	4.4g	Pre visiting an Adventure Activity Provider – Mind map	Deleted	
	5.2c	Organising a Residential Visit – Mind map	Deleted	
15/7/18	6f	FAQs: Use of private cars	Deleted	Redundant document – it repeated 4.5c
17/9/18	8b	English Home Form Exchange Visits (pdf version)	Deleted	Replaced on 1/11/18 with pdf version of the new English Homestay Information Form
5/3/19	8a	English Home Form Exchange Visits (Word version)	Deleted	Pdf versions now reference fill and sign software
	8q	Provider Questionnaire – word version	Deleted	Pdf versions now reference fill and sign software