

Table of Amendments to National Guidance Documents - Updated February 3rd 2019

1. **Minor amendment** includes improvements to readability, clarity and consistency
2. **Revised guidance** means that at least part of the document has been revised to show a change in guidance
3. **New guidance** means either that this is a new document, or that new guidance has been added to an existing document

Date	Document number	Document name <i>In order of date amended, with the most recent first</i>	1	2	3	Notes
21/1/19	3.2i	Contracts and Waivers	✓			Improved wording of a sentence on risks / benefits
3/1/19	3.2a	Underpinning Legal Framework and Duty of Care		✓		Data protection and photography
	3.2i	Contracts and Waivers			✓	New document
	4.3d	Parental Consent		✓		Data protection and photography
	4.3e	Safeguarding		✓		Data protection and photography
	4.4h	Using External Providers and Facilities		✓		Data protection and photography
	4.4j	Participant information		✓		Data protection and photography
	5.3b	How to write an establishment visit policy		✓		Data protection and photography
	6d	FAQ: Retention of Documents		✓		Data protection and photography
4/12/18	4.4b	First Aid	✓			Link to government guidance added
	6k	FAQs: Visits and the threat from terrorism	✓			Link to government guidance added
23/11/18	3.4n	Guidance for Parents		✓		Clarification on use and role of parent helpers
	4.2a	Group management and supervision		✓		Clarification on use and role of parent helpers
	4.3b	Ratios and effective supervision		✓		Clarification on use and role of parent helpers
19/11/18	7f	Exchanges and Home stays		✓		Rewritten for clarity plus safeguarding advice for hosts
	7j	Weather and Group Safety			✓	New document
1/11/18	8b	English Homestay Information form (pdf)			✓	Replacement for deleted 8b – pdf version of new form
17/10/18	6r	FAQs: Hosting a Homestay			✓	New document for those asked to host a homestay
	4.4i	Special Educational Needs and Disability		✓		Clearer wording and more positive approach
	7z	Visitor attractions	✓			Hopefully clearer wording
17/9/18	8a	English Homestay Information form (Word)		✓		Rewritten in line with latest vetting guidance
	8b	English Home Form Exchange Visits (pdf version)	Deleted			

Date	Document number	Document name <i>In order of date amended, with the most recent first</i>	1	2	3	Notes
1/9/18	3.2g	Vetting and DBS Checks		✓		Further clarification around 'disqualification by association'
	3.2a	Underpinning Legal Framework and Duty of Care	✓			Two new (2018) statutes added to the reference list
19/7/18	7e	Jellyfish and Portuguese man-of-war stings		✓		Added reference to new research
16/7/18	7f	Exchanges and Home stays		✓		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 in light of new KCSiE guidance
	4.5c	Transport in private cars		✓		Clarified wording around transporting a sole passenger
	4.3b	Ratios and effective supervision	✓			Remove reference to HASPEV suggested ratios
3/7/18	6q	FAQs: Mixed groups and staff gender			✓	New document in response to a question
31/5/18	4.5b	Transport in minibuses		✓		Added information on luggage and camping fuel.
24/5/18	3.1a	Requirements and Recommendations for Employers		✓		Revision of section on notification and approval systems to suggest reasons why they may be used.
23/5/18	3.4d	Outdoor Education Adviser	✓			Clarification of legal responsibilities bullet points
	3.4c	Outdoor Education Adviser Line Manager		✓		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		✓		Revision of Adviser role in line with 3.4d revision of 18/5/18
22/5/18	6p	FAQs: Indirect Supervision and Younger Children			✓	Produced following request for guidance
	3.2c	Charging for school activities	✓			Reviewed following new DfE guidance – clarified wording only no change to practice.
18/5/18	3.4d	Outdoor Education Adviser		✓		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		✓		

Date	Document number	Document name <i>In order of date amended, with the most recent first</i>	1	2	3	Notes
	1c	Status, Remit and Rationale		✓		
	7c	Collaborative provision		✓		
26/4/18	7n	Museums and galleries		✓		
	7p	Drinking, Drugs and Smoking	✓			
	7r	Overseas visits		✓		
25/4/18	7i	Group Safety at Water Margins	✓			
	7j	Geography Outside the Classroom – mind map	Deleted			
13/4/18	7e	Jellyfish and Portuguese man-of-war stings	✓			
	7o	Natural water bathing	✓			
	7q	Overseas Expeditions		✓		
11/4/18	7h	Field studies		✓		
	7m	Heritage visits		✓		
9/4/18	7d	Using OEAP Outdoor Learning Cards		✓		
	7f	Exchanges and Home stays		✓		
	7t	Provider led study and sports tours		✓		
	7v	Snowsport visits		✓		
	7x	Swimming pools	✓			
8/4/18	7a	Adventure activities		✓		
	7b	Duke of Edinburgh Award expeditions		✓		
3/4/18	8a	English Home Form Exchange Visits (Word version)		✓		
	8b	English Home Form Exchange Visits (pdf version)		✓		
	4.2b	Residentials		✓		
26/3/18	7y	Using armed services providers	✓			
19/3/18	4.4h	Using External Providers and Facilities	✓			
5/3/18	1a	Glossary and Definitions		✓		
28/2/18	3.2a	Underpinning Legal Framework and Duty of Care		✓		
	7o	Natural water bathing		✓		
	3.4f	Member of a Management Board or Governing	✓			

Date	Document number	Document name <i>In order of date amended, with the most recent first</i>	1	2	3	Notes
		Body				
	3.4j	Educational Visits Coordinator (EVC)	✓			
5/2/18	3.4b	Lead Member for Children's Services		✓		
	4.3d	Parental Consent		✓		
	4.2a	Group management and supervision	✓			
31/1/18	4.5c	Transport in private cars	✓			
	3.2a	Underpinning Legal Framework and Duty of Care		✓		
29/1/18	3.4n	Parents		✓		
25/1/18	3.4k	Visit or Activity Leader	✓			
	3.4l	Assistant Leaders	✓			
	6d	FAQ: Retention of Documents		✓		
24/1/18	3.2b	Monitoring	✓			
	4.5c	Transport in private cars		✓		
19/1/18	3.1c	Corporate Parenting			✓	
	3.4a	Director of Children's Services		✓		
	3.3d	Parent and Guardian Check List	✓			
	4.3b	Ratios and effective supervision	✓			
17/12/17	4.2b	Residentials	✓			
16/12/17	4.2a	Group management and supervision		✓		
	4.3b	Ratios and effective supervision	✓			
15/12/17	3.2g	Vetting and DBS Checks		✓		
	4.3d	Parental Consent		✓		
	7f	Exchanges and Home stays	✓			
28/11/17	7e	Jellyfish and Portuguese man-of-war stings		✓		
3/11/17	6a	FAQs: Asking for providers' risk assessments		✓		
	4.4h	Using External Providers and Facilities		✓		
6/10/17	4.3d	Parental Consent	✓			
3/10/17	6o	FAQs: Recognising and managing anaphylaxis			✓	
	4.4d	Medication		✓		
	4.4b	First Aid		✓		

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27/9/17	4.3d	Parental Consent	✓			
	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		✓		
	1c	Status, Remit and Rationale	✓			
	5.1c	Learning outside and off-site visits: self evaluation using the Ofsted framework			✓	
	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	✓			
	3.4p	Learning outside and off-site visits: self evaluation			✓	
	4.3d	Parental Consent	✓			
	6n	FAQs: Visiting trampoline parks	✓			
	7q	Overseas Expeditions	✓			
	7r	Overseas visits	✓			
30/8/17	6n	FAQs: Visiting trampoline parks			✓	
29/8/17	3.3c	Management Board and Governing Body Check List	✓			
	4.3d	Parental Consent	✓			
21/7/17	4.4d	Medication	✓			
3/7/17	8q	Provider Questionnaire – word version			✓	
	8p	Provider Questionnaire		✓		
8/5/17	4.3b	Ratios and effective supervision	✓			
28/2/17	3.1b	Establishment Roles and their inter-dependence		✓		
6/2/17	4.5d	Seat belts and child restraints		✓		
	3.3c	Management Board and Governing Body Check List		✓		
	3.4f	Member of a Management Board or Governing Body		✓		
3/2/17	3.4d	Outdoor education Adviser		✓		

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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		✓		

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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)			✓	
20/6/16	8l	Spanish Home Form Exchange Visits	✓			
	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		✓		

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	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		✓		
	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				

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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	✓			
	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		✓		

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	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	✓			
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	✓			

Date	Document number	Document name <i>In order of date amended, with the most recent first</i>	1	2	3	Notes
6/5/14	4.4h	Using External Providers and Facilities (previous name - Preliminary visits and provider assurances)		✓		
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		✓		
	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)		✓		

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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	✓			
	3.4g	Headteacher or Manager	✓			
	3.4j	EVC Responsibilities	✓			
	3.4k	Visit or Activity Leader	✓			

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	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		✓		

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25/4/12	4.5c	Transport in private cars		✓		
	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 minibuss 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			✓	

Date	Document number	Document name <i>In order of date amended, with the most recent first</i>	1	2	3	Notes
		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		✓		
	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		✓		

Date	Document number	Document name <i>In order of date amended, with the most recent first</i>	1	2	3	Notes
	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	✓			
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		✓		

Date	Document number	Document name <i>In order of date amended, with the most recent first</i>	1	2	3	Notes
	4.3c	Risk management		✓		
	4.3d	Consent			✓	
	7g	Farm visits		✓		
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				
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				
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 –</i>		Deleted		see 3.2a

Date	Document number	Document name <i>In order of date amended, with the most recent first</i>	1	2	3	Notes
		<i>document number reused</i>				
	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