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| **Document version control** | **updates made and where** | **Approved / Date** |
| 1.0 | Initial development. | March 2016 |
| 1.1 | Para 149, page 39 there be an observer in the vehicle who is awake at all times and trained to recognise the signs of driver fatigue | 16 February 207 |
| 1.2 | * Appendixes 4 and 5 are updated. EOTC safety management plan template (Appendix 5) and sample forms (Appendix 4) reflect current good practice and procedures for EOTC safety. The SMP template and tool kit are intended to assist schools to refine their systems for EOTC management and meet their legal and good practice responsibilities. * Page 47, paragraphs 200 & 203 information about volunteers updated. * Page 69, para 334 updated including the importance of ensuring staff student know where an Automated External Defibrillator (AED) is located and when and how to use it. * Throughout the guidelines the term “accepted best practice’ replaced with the term ‘good practice’. This change aligns with outdoor industry terminology use and practice; and * New templates correctly cross referenced throughout the text. | 1 July 2017 |