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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 |
| **1.3** | * **Par 124 page 33 advice regarding board’s approval for overseas trips - updated** | **10 April 2018** |
| Appendix 5  EOTC SMP Template Version 1.4 | EOTC safety management plan template (Appendix 5)   * Addition of a ‘yellow’ explanation note on page 26 * Form name changes *Risk Assessment form* to *Risk Assessment and supervision form* throughout the document. * Addition of Assessing Likelihood, Assessing Severity tables page 20 * Change to the Risk Assessment Matrix, page 21, from a 4 by 4 table to a 5 by 5 table to align more closely with the MOE guidance in HSWA, A practical guide for boards of trustees and school leaders page 57. * Additional information added to the Risk levels table page 21 * Definitions moved to page 22. * Addition of Standard Operating Procedures, page 26 | 29 January 2018 |
| Appendix 4 | * Form 3. EOTC Event Competency Requirements and Staffing added to Form 2. Risk Assessment Form. Now called Form 2. EOTC Risk Assessment and Supervision form. * Additions to cover driver’s licence information added to Form 4. EOTC Volunteer Assistant Agreement form and Form 12. EOTC Drivers and Passenger Permission form. * A new Form 3. EOTC Standard Operating Procedures template. | 29 January 2018 |
| Appendix 4  Appendix 5 | * Creative Commons copyright added to EOTC safety management plan template (Appendix 5) and all the Toolkit forms (Appendix 4) | 12 February 2018 |
| Appendix 6 updated | * He Rauemi Āwhina – Ngā pūka pūnaha haumaru | 5 June 2018 |