



National
Guidance

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Glossary and Definitions

Remit

This Guidance applies to situations where adults, acting in the course of their employment or as volunteers, have responsibility for children and young people away from their normal base or when taking part in outdoor activities. The guidance is also relevant to work with vulnerable adults.

These situations include:

- Adventure Activities
- Educational Visits
- Excursions
- Expeditions
- Field Studies
- Learning Outside the Classroom (LOtC)
- Off-site Visits
- Outdoor Education
- Outdoor Learning
- Outings
- Residentials
- School Trips

Definitions

Activity

Any specific element within a Visit. This might be a particular activity (such as pond dipping) but could equally refer to a specific element of the Visit (such as travel or residence). Visits should be regarded as comprising a number of consecutive and interdependent activities.

Activity Leader

A member of the Visit Leadership Team who is responsible for the management, supervision and safe conduct of the group (or sub-group) taking part in a

specific activity within a Visit. See definition of Visit Leader.

Assistant Leader

A member of the Visit Leadership Team who supports the Visit Leader and is capable of taking over from the Visit Leader whenever this may be necessary.

Critical Incident

An incident which overwhelms the coping mechanisms of both the Visit Leadership Team and the Establishment, and which requires the Employer's Critical Incident Plan to be initiated. The Employer takes control of the situation and supports the Establishment, the Visit Leadership Team and Participants.

Critical Incident Plan

A plan agreed in advance by an Employer, detailing the actions to be taken when alerted in the event of a Critical Incident.

Critical Incident Response Team (CIRT)

A team of people who will manage the Employer's response to a Critical Incident. The Critical Incident Plan should identify how the CIRT will be formed and alerted.

Educational Visit Coordinator (EVC)

A member of Establishment staff appointed to co-ordinate all Visits and with the status to effect change and be the focus of good practice.

Emergency

An incident which overwhelms the coping mechanisms of the Visit Leadership Team and which requires the Establishment's Emergency Plan to be initiated. This may, perhaps, involve some communication with the Employer and support from it, but the Establishment takes control of the situation and is able to cope.

Emergency Contact

The person or people at the Establishment or Employer who can be contacted by the Visit Leadership Team at any time (day or night) during a Visit, and who has the competence to provide support and, if necessary, take initial charge of the situation until an Incident Controller takes over.

Emergency Plan

A plan agreed in advance by an Establishment, detailing the actions to be taken when alerted in the event of a Emergency.

Emergency Procedures

A plan for actions to be taken by the Visit Leadership Team in the event of an Incident or Emergency. The plan should be based on a Risk Assessment. It should include procedures for alerting the Establishment's and the Employer's Emergency Contact in the event of an Emergency.

Emergency Support Team (EST)

A team of people who will manage the Establishment's response to an Emergency. The Emergency Plan should identify how the EST will be formed and alerted.

Employer

An organisation, which is responsible under the Health and Safety at Work etc. Act, 1974 for any of the Participants and Visit Leadership Team.

Establishment

The setting where children or young people are based, such as a school, youth centre or children's home.

First Contact

Any person at the Establishment or Employer who might receive a message from the Visit Leadership Team or third party in the event of an emergency, and who is therefore responsible for relaying the message to the Emergency Contact.

Hazardous Environment

Any environment that in itself presents a significant physical risk. Principal examples involve water or potential to fall from a height.

Helper

An adult who has an agreed role during a Visit, but who is not a Visit Leader, Assistant Leader, Activity Leader or Participant. For example, a Helper might be: an inexperienced member of staff; a Parent; an apprentice, student or trainee; a carer. Any child or young person in a helping role should be regarded as a Participant.

High Risk Activity

Any activity with a risk of serious or long term harm to participants, which requires the activity leader to have specialist competence to manage it. Often associated with Hazardous Environments.

Incident

An incident that is dealt with by the Visit Leadership Team. This may, perhaps, involve some communication back to the Establishment or to

Parents, and some support from the Establishment, but the Visit Leadership Team remains in control and is able to cope.

Incident Controller

The person who, at any particular time, is in overall charge of the response to an Emergency or Critical Incident.

Major Incident

An incident which (if in the UK) is declared as a Major Incident by the Police, who will take control, and where the relevant Local Authority's Major Incident Plan is initiated, or where (if outside the UK) the relevant authorities take control. Both the Establishment's Emergency Plan and the Employer's Critical Incident Plan will be required in order to coordinate with the Police or other authorities.

Off-Site

The term describing any Visit or Activity taking place outside the physical boundaries of the organising Establishment.

Parent

Those parents, legal guardians or others who have parental responsibility for a Participant. If a Parent takes part in a Visit as a member of the leadership team, they will have another role within the supervision arrangements for the visit: care must be taken to ensure that the role of Parent does not conflict with this other role.

Participants

All members of the party who are not members of the Visit Leadership Team. As well as the children or young people from one or more Establishments, this might also include Parents or other adults (on a family outing, for example) or children of adults on the staff team.

Provider

Any third-party person or organisation contracted to organise and/or deliver a Visit or Activity, and/or supervision of Participants.

Travelling Team

A team put together as part of a Critical Incident Plan, to travel to the site of an incident to provide support.

Visit

The term that describes the entire period between departing from and returning to the Establishment or

home setting, including time devoted to travel. The Visit will usually comprise a number of Activities.

Visit Leader

The designated person responsible for the Visit and who will have overall responsibility for the safety and conduct of Participants and the Visit Leadership Team.

Visit Leadership Team

All the adults on a visit who share the responsibility for supervision, including the Visit Leader and any Assistant Leaders, Activity Leaders and Helpers. All should be well briefed by the Visit Leader to be clear about their roles and the task allocated to them.

