



National
Guidance

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Monitoring

It is a statutory requirement for an employer to monitor the work of their employees and the implementation of guidance that they issue.

Monitoring under direct control of the Employer

Employer-led monitoring of Outdoor Learning and Off-site visits should ensure that:

- Visits and activities are carried out safely and effectively and in line with the employer's policy and procedures.
- Relevant policies and procedures are reviewed and updated to remain current and in line with good practice.
- Employees have easy access to the employer's policy and to this guidance.
- Employees have access to relevant training that supports the implementation of this guidance e.g. Educational Visit Coordinator (EVC) training, Visit Leader training.
- Establishments have access to advice and further information to clarify the guidance issued.
- Establishments appoint, train and revalidate EVCs in accordance with the employer's policy and this guidance.
- Establishment practices, including notification and approval procedures, comply with the employer's policy and follow this guidance.
- Establishments keep proper records.

What do you Monitor?

Monitoring should ideally include an element of field observation. There are many ways of targeting or sampling the range of provision, for example:

- Sample monitor across the full range of provision.
- Focus on straightforward or routine activities, on-site or off-site.
- Focus on activity that is more complex and requiring enhanced planning and management.
- Focus on activity that is more frequent.

Monitoring under Establishment Control

Where an employer chooses to delegate some monitoring to establishments, the employer should communicate the expectations and standards expected of the monitoring clearly.

Each establishment should then set out their approach in their policy document. It should address the following issues:

- The monitoring role of the EVC, Head/Manager, other senior staff and the Governing Body.
- The type of visits subject to EVC scrutiny.
- Any arrangements for peer monitoring on a sample basis.
- The extent of sample monitoring through field observation by the EVC and/or Head/Manager.

