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Outdoor Education Adviser Line Manager

This guidance is for the individual with delegated responsibility to manage an Outdoor Education Adviser (OEA).

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer. It is critical that employees understand who their employer is.

Employers have duties to ensure, so far as is reasonably practicable:

- the health, safety and welfare of all employees and volunteers.
- the health and safety for all young people for whom the local authority is responsible under the Children Act 2004.

As the person with responsibility to line manage an OEA, you should ensure that:

- There is a clear understanding of your role and responsibilities in relation to Outdoor Learning, off-site visits and Learning Outside the Classroom, and that these are clearly defined and specified within your employer's guidance (cross referenced with your job description).
- There is clear understanding of the extent to which the responsibilities of the Director of Children's Services have been delegated.

This may require you to ensure that:

- You have an understanding of the legal framework within which employees work in relation to Outdoor Learning, Off-site visits and LOtC. You can find further guidance in document 3.2 *'Underpinning legal framework and duty of care'*.
- You are aware of your responsibilities under the Corporate Manslaughter and Corporate Homicide Act 2007.
- You are aware of the full breadth of your responsibilities for all young people.
- There are clear policies and procedures, including an audit trail, to ensure that all employees are directed to follow the employer's guidance for outdoor learning off-site visits and learning outside the classroom.
- Information and advice is made available to support outdoor learning, off-site visits and learning outside the classroom, and understanding of the guidance e.g. there is a designated adviser with appropriate resources to support policy implementation and compliance.

- Training is provided to ensure that employees understand the guidance e.g. EVC Training, Visit Leader Training.
- Policies and procedures are in place to ensure that statutory duties with regard to training, monitoring and guidance are complied with.
- Where duties are delegated, the roles and responsibilities of all are clearly defined and specified within guidance documents, cross referencing with all relevant job descriptions.

It is good practice for employers with multiple establishments to have an **Outdoor Education Adviser**, or, failing that, for a member of staff to have the functions of an Outdoor Education Adviser in their job description. Such a person would need experience in teaching or youth work and have a record of leading safe and beneficial off-site visits, as well as occupying a position of sufficient authority in the organisation to influence change and people.

A recommended person specification for an Outdoor Education/Visits Adviser includes the following:

- A good understanding of the legal responsibilities and powers of the employer and the Local Authority.
- Good understanding of the practical difficulties affecting the management of groups of young people and vulnerable adults in a wide range of venues and environments.
- Competent in sensible and proportional risk management in a variety of contexts relevant to Outdoor Learning, off-site visits and learning outside the classroom.
- Significant practical experience of leading Outdoor Learning activities and visits, to enable them to advise on a broad range of provision. This may need to include adventure activities and expeditions, as well as more local excursions.
- An ability to interpret, refine and present national guidance at a local level.
- Able to organise, facilitate and/or deliver effective training of EVCs, Visit Leaders and Assistant Leaders.

The effectiveness of the Outdoor Education Adviser (or equivalent) is at the heart of an employer's ability to carry out their responsibilities. The post holder job description should reflect this.

