



National
Guidance

<http://oeapng.info>

Glossary and Definitions

Remit

For a description of the remit of this guidance see document 1c "Status, Remit and Rationale".

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 of the group (or sub-group) taking part in a specific Activity within a Visit, including for their supervision, health, safety, learning and development. See definition of Visit Leader.

Assistant Leader

A member of the Visit Leadership Team who supports the Visit Leader and who may be required to take over from the Visit Leader or an Activity Leader if 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 an 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 that is responsible under the Health and Safety at Work etc. Act 1974 for the health and safety of any of the Participants and Visit Leadership

Team. An Employer may be responsible for one or more Establishments.

Establishment

The setting where Participants and/or Visit Leadership Team are based, such as a school, youth centre, children's home or local branch of a voluntary organisation.

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.

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.

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.

Learning Outside the Classroom

Learning Outside the Classroom is teaching and learning that takes place in settings other than the classroom. It is about getting children and young people out and about, and providing them with challenging, exciting and different experiences to help them learn.

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.

Outdoor Education Adviser

A person engaged by an Employer to provide advice and training about Visits, learning outdoors and related matters to the Employer and its Establishments.

Parent

A parent, legal guardian or other person who has parental responsibility for a Participant. If a Parent takes part in a Visit as a member of the Visit 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

Those for whom the Visit Leadership Team is responsible. Normally Participants are those for whose benefit (development, learning or recreation) the Visit has primarily been organised; however, they may include others (e.g. Parents) who are not members of the Visit Leadership Team.

Provider

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

Supervision - Direct

Supervision where the Participants remain in sight and contact of a leader during an Activity.

Supervision - Indirect

Supervision where Participants are given the freedom to explore an environment or engage in an Activity out of sight of leaders but within clearly defined boundaries, and where it is possible to quickly re-establish Direct Supervision.

Supervision - Remote

Supervision where Participants work at such a distance from leaders that it can take a significant time to provide assistance in the event of an Incident. Remote Supervision is typically used during Activities designed to develop independence, such as Duke of Edinburgh Award expeditions.

Travelling Team

A team formed as part of a Critical Incident Plan, to travel to the site of a Critical Incident to provide support.

Visit

The entire period between departing from and returning to the Establishment or home setting, including time devoted to travel. A Visit will usually comprise one or more Activities.

Visit Leader

The person who has overall responsibility for managing the Visit, including for the health and safety of the Participants and Visit Leadership Team and the learning and development of the Participants.

Visit Leadership Team

All the adults on a Visit who share responsibility for supervision, including the Visit Leader and any Assistant Leaders, Activity Leaders and Helpers.

