



National  
Guidance

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## Headteacher / Manager Check List

### General

- Outdoor Learning is an integral part of the work of the establishment. It is evaluated, good practice shared and there is clarity about how it can support a wide range of outcomes for children and young people.
- I have appointed an EVC and have access to advice such as from an accredited outdoor education adviser.
- My establishment has a policy for visits/outdoor learning and it adopts OEAP National Guidance.
- I have undertaken any training required by the policy.
- Staff induction and training needs are identified and addressed. Sampling of activity identifies any further training needs.
- Procedures are followed correctly and visits are formally notified and approved as required by the policy.
- Supported by my EVC, I agree the competency of the leaders.
- All adults including volunteers are vetted and those engaging in regulated activity have enhanced Disclosure and Barring Service (DBS) checks with barred list check.
- There is an establishment emergency response procedure, appropriate to the nature of activity undertaken, which is periodically tested.
- There is emergency contact including for activity beyond school hours and 24/7 for residential experience, with access to all information and documentation relating to the visit.
- Accidents and incidents are reported and investigated, learning is shared and RIDDOR requirements are met.
- Information about the range of outdoor learning and its contribution to school/establishment effectiveness is regularly considered by Senior Leadership and by Governors/Trustees.

### **Visit/Activity Specific**

- Preliminary visits have taken place if required.
- Inclusion issues have been addressed.
- The EVC has been kept informed during the planning of the visit.
- Any third party providers have been appropriately selected. (Ref 8p `Provider Questionnaire`)
- Information has been shared with parents and consent has been given where required.
- There are clear learning/development aims, which contribute to the wider aims/ethos of the establishment.
- Leaders - and where appropriate young people - have been involved in the planning, including assessing the risks and what to do.
- Arrangements have been made for the medical needs and the special educational needs of all participants and leaders.
- There are sufficient competent leaders to ensure effective supervision and to deal with incidents and emergencies.
- Everyone is aware of their roles and responsibilities.
- Any travel, transport, and residential arrangements are appropriate.
- Suitable insurance is in place.
- There is a contingency plan `Plan B` to deal with changing circumstances.
- Visit Leaders have sufficient funds and effective means of communication in case of emergency.

### **Finally**

- The Staffing and Activities are appropriate for the Group – its age, competence and the needs of the young people – in the setting/Environment (SAGE).
- I am confident that this visit is well prepared and I can approve it.

