



National  
Guidance

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## Checklist - Headteacher/Manager

Information about good practice can be found elsewhere in OEAP National Guidance (the numbers in brackets refer to some relevant documents).

- Outdoor learning and educational visits are an integral part of the work of the establishment. They are evaluated, good practice is shared and there is clarity about how they can support a wide range of outcomes for participants ([4.3a](#)).
- I have appointed an Educational Visits Coordinator (EVC) who is an experienced visit leader ([3.4j](#)).
- Roles relevant to visits/outdoor learning are clear ([3.1b](#)).
- I have access to advice such as from a competent outdoor education adviser ([3.1a](#)).
- My establishment has a policy for visits/outdoor learning, and it adopts OEAP National Guidance ([5.3b](#)).
- Any training required by the policy has been undertaken.
- My establishment has standard operating procedures for straightforward and routine visits/activities ([1b](#)).
- 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.
- Procedure and responsibility for engaging leaders and determining their competence is clear. Supported by my EVC, I make approval decisions ([3.2d](#)).
- All adults including volunteers are vetted, and those engaging in regulated activity have enhanced Disclosure and Barring Service (DBS) checks with barred list check ([3.2g](#)).
- Inexperienced visit leaders receive training/mentoring alongside experienced colleagues.
- Information about the range of visits/outdoor learning and their contribution to establishment effectiveness is regularly considered by senior leadership/management and by governors/trustees.
- External providers are appropriately selected and used ([4.4g](#), [4.4h](#)).

- Systems are in place for informing parents, and for obtaining their consent when required ([4.3d](#)).
- Systems are in place for obtaining and securely handling up-to-date participant data including contact details, medical information, dietary requirements and information about special needs ([4.4j](#)).
- Medical, dietary, first aid, inclusion and accessibility issues are all addressed ([3.2e](#), [4.4b](#), [4.4d](#), [4.4i](#)).
- The planning and management of visits takes into account current government guidance about epidemics (such as coronavirus [4.4k](#)).
- Safeguarding issues are addressed ([3.2g](#), [4.3e](#)).
- Any travel, transport, and residential arrangements are appropriate ([4.2b](#), [4.5a](#))
- Plans for visits/outdoor learning include alternative options (a 'Plan B') for potential changes of circumstances ([4.1a](#)).
- There is an establishment emergency plan, which is periodically tested ([4.1d](#), [4.1h](#)).
- There are arrangements for emergency contact including for activity beyond normal establishment hours and 24/7 for residential, with access to all relevant information and documentation ([4.1d](#)).
- Accidents and incidents are reported and investigated, learning is shared and RIDDOR requirements are met.
- Visit Leaders have access to sufficient funds and an effective means of communication in case of emergency.
- My establishment has suitable insurance in place to cover the normal range of visits and activities, and specific additional insurance is arranged when necessary ([4.4c](#)).
- Any charges to participants/parents comply with my establishment's charging policy ([3.2c](#)).
- Contracts with providers and participants/parents are satisfactory ([3.2i](#)).
- The EVC advises me if any adventure activities that my establishment itself provides require it to obtain an Adventure Activities Licence ([3.2f](#)).
- The EVC advises me if any visits are in scope of the Package Travel Regulations ([3.2h](#)).
- Monitoring is in place to ensure that all requirements of my employer and establishment are met, and that the quality of visits/outdoor learning meets expectations ([3.2b](#)).
- Visits/outdoor learning are reviewed and evaluated, and good practice is shared ([4.2c](#), [5.1d](#)).

