



National  
Guidance  
[oeapng.info](http://oeapng.info)

## Checklist - Management Board/Governing Body

See also document [3.4f "Member of a Management Board or Governing Body"](#).

- We regularly discuss the place of off-site visits and outdoor learning in relation to the establishment's ethos, aims, programme and effectiveness.
- We are aware of our role and responsibilities for off-site visits and outdoor learning, including our particular responsibilities if we are the employer of establishment staff.
- Our establishment has a policy for off-site visits and outdoor learning, which includes a policy for charging for visits and activities.
- We have access to training to develop our understanding of off-site visits and outdoor learning and its associated guidance.
- We support and challenge the establishment's head/manager to provide safe high-quality off-site visits and outdoor learning.
- There is an Educational Visits Coordinator (EVC) in place who meets with employer requirements.
- If we are school governors, we understand that Pupil Premium can be used to support the provision of off-site visits and outdoor learning, and recognise the benefits that this can bring for pupils.
- We have arrangements and consider adjustments for young people with special needs, including medical and behavioural needs, so that our visits are inclusive.
- Offsite visits and outdoor learning are included in our meeting agendas and are a standing item in the head's/manager's report.
- The establishment has procedures in place to monitor the safety, quality and effectiveness of its off-site visits and outdoor learning.

- We are aware of which types of visit or activity require our specific approval or involvement, as part of the establishment's monitoring and approval procedures.
- An emergency plan is in place, and we periodically review and rehearse it to ensure that it remains suitable and sufficient.
- We are aware that we may be involved in adjudicating parental complaints or dealing with emergencies.
- The establishment has access to expert advice, such as from a competent outdoor education adviser appointed by the employer.

