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## Management Board and Governor Check List

- As a management board or governing body we discuss issues related to visits/outdoor learning to reach agreement and provide a unified focus for the organisation.
- I am aware of my responsibilities as explained in this guidance and my establishment's visits/outdoor learning policy.
- If we are the legal employers, I am fully aware of my responsibilities under health and safety law.
- I have access to training to ensure that I understand the importance and function of visits/outdoor learning and any guidance provided.
- There is an EVC in place that meets with employer requirements.
- We consider annually the place and contribution of visits/outdoor learning to the establishment's ethos.
- I can identify the wide range of outcomes for young people through visits/outdoor learning and how they contribute towards their development/attainment and to establishment effectiveness.
- If I am a school governor, I recognise the difference that Pupil Premium can make to the provision of visits and outdoor learning and the outcomes for relevant pupils.
- We have arrangements to support young people with special needs including medical and behavioural needs and our visits are inclusive.
- Visits/outdoor learning are included on our meeting agendas and are a standing item in the head/manager's report.

- As part of the monitoring our risk management systems, I am aware of which visits may require our specific approval or involvement as a “critical friend”.
- Emergency procedures are in place and we are involved in periodic review and challenge to ensure that they remain suitable and sufficient.
- I am aware that we may be involved in adjudicating parental complaints or dealing with an emergency.
- There is access to expert advice, such as from an accredited outdoor education adviser.
- There are procedures in place to monitor the effectiveness and quality of visits/outdoor learning.

