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## Guidance for Lead Member for Children's Services

As a Lead Member for Children's Services, you will provide the political context that steers and supports the role of the Director of Children's Services (DCS) (or equivalent role) in relation to their responsibilities for provision of outdoor learning, off-site visits and Learning Outside the Classroom (LOtC).

In particular you should be aware of:

- Your responsibilities as an employer under the Health and Safety at Work etc. Act 1974. These extend to all establishments, including schools, for which the Local Authority is the legal employer. You are responsible for the health, safety and welfare of employees and any volunteers, and for those affected by their work, including children and young people.
- Your responsibilities under the Corporate Manslaughter and Corporate Homicide Act 2007.
- Your responsibilities for all young people under the Children Act 2004.
- The Local Authority's responsibilities as a Corporate Parent, including (in England) those under the Children and Social Work Act 2017.

You should ensure that:

- There is up-to-date employer guidance relating to outdoor learning, off-site visits and LOtC that applies to all Local Authority provision and employees.
- Information and advice is available to support outdoor learning, off-site visits and LOtC, and understanding of the guidance: e.g. there is a designated adviser with sufficient resources to support policy implementation and compliance.
- Training is provided to ensure that employees understand the guidance: e.g. Educational Visits Coordinator (EVC) Training, Visit Leader Training.
- Policies and procedures are in place to ensure compliance with guidance.
- Where duties are delegated, roles and responsibilities are clearly defined.

It is good practice for Local Authorities to have an accredited Outdoor Education Adviser (or equivalent post), or for one or more of the LA staff to have the functions of an Outdoor Education Adviser in their job description(s). The Adviser (or team) should have experience in teaching or youth work and have a record of leading safe and beneficial off-site visits, as well as occupying a position of

sufficient authority in the Local Authority to have direct contact with senior officers/directors and influence change and people.

This guidance should be set in the context of "Statutory Guidance on the Roles and responsibilities of the Director for Children's Services and the Lead Member for Children's Services" (DfE 2013). This can be downloaded from:

<https://www.gov.uk/government/publications/directors-of-childrens-services-roles-and-responsibilities>

## Further information

- 3.1a "Requirements and Recommendations for Employers"
- 3.1c "Corporate Parenting"
- 3.2a "Underpinning legal framework and duty of care"
- 3.4a "Director of Children's Services"

