



National
Guidance

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Teacher Advisers (other than Outdoor Education Advisers) and Health and Safety Officers

It is good practice for large employers such as local authorities to have an **Outdoor Education Adviser** (or equivalent post), or for one (or more) of the employer's staff to have the functions of an Outdoor Education Adviser in their job description. You can find further guidance in document 3.4d '*Outdoor Education Adviser*'.

This section of the guidance is aimed at colleagues of the Outdoor Education Adviser who, from time to time, provide advice on matters relating to Outdoor Learning, offsite visits and learning outside the classroom. Examples of these colleagues include school improvement advisers, specialist subject advisers and health and safety officers.

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer. It is critical that employees understand who their employer is.

Employers have duties to ensure, so far as is reasonably practicable:

- The health, safety and welfare of all employees and volunteers.
- The health and safety for all young people for whom the employer is responsible, including under the Children Act 2004.

As an Adviser (who is not an Outdoor Education Adviser) or as a Health and Safety Officer, dealing with Outdoor Learning, offsite visits and learning outside the classroom from time to time, you should ensure that:

- You have an understanding of the powerful contribution Outdoor Learning, offsite visits and learning outside the classroom make towards the achievement of positive outcomes for children and young people.
- You understand the structures put in place by your employer to provide your establishments with guidance, advice, support and monitoring of Outdoor Learning, offsite visits and learning outside the classroom, and are able to network with your employer's specialist adviser.
- You have a proper understanding of your employer's guidance and have undertaken the training put in place by your employer to support it.
- You ensure that any visit or off-site activity organised by yourself (or the advisory team) works within the framework of your employer's guidance.

- You have a clear understanding of the key role you play in helping to fulfil your employer's statutory responsibility to monitor activity.
- The establishments you advise/inspect have a policy document for Outdoor Learning, offsite visits and learning outside the classroom, that makes a clear link to their employer's guidance.
- In the establishments you advise, the employer's guidance and establishment policy is made available to all staff and volunteers who participate in/support Outdoor Learning, offsite visits and learning outside the classroom.
- All Outdoor Learning, offsite visits and learning outside the classroom comply with the employer's guidance and are notified or approved as required.
- The establishments you advise have developed a clear philosophy for the rationale underpinning Outdoor Learning, offsite visits and learning outside the classroom and can articulate how they support outcomes for children and young people.
- Suitable child protection procedures are in place, including vetting at an appropriate level.
- The EVC, Visit Leaders, assisting staff and volunteer helpers are appropriately trained in accordance with this guidance and are competent for the tasks they are allocated.

When carrying out audit visits, the following, in addition to the above, are useful areas to explore:

- The Head/Manager has agreed sufficient time for leaders to organise visits properly.
- An apprenticeship/succession planning culture is in place to ensure sustainable Outdoor Learning, offsite visits and learning outside the classroom and the development of competent Visit Leaders and EVCs.
- The Head/Manager supports the EVC in requiring that visits are effectively supervised with an appropriate level of staffing.
- Visit information has been shared with parents and consent has been sought where necessary.
- Visit arrangements reflect the medical needs and special educational needs of all the young people.
- Establishment visit policy and practice supports the principles of inclusion.
- Transport arrangements are suitable and meet any regulatory requirements.
- Insurance arrangements are appropriate and, wherever possible, set up to be simple to put in place.
- The establishment has appropriate emergency procedures for Outdoor Learning, offsite visits and LOtC.
- There is a designated 24/7 emergency contact with access to full visit details and the establishment and employer emergency action plans.
- There are contingency plans in place, should plans be significantly changed or cancelled (Plan B).
- Arrangements are in place for the governing body to be informed of such visits as are required by the establishment visit policy.
- Visit and Activity Leaders recognise the need to obtain best value. Appropriate consideration must be given to financial management, choice of contractors, and contractual relationships.

- Risk-benefit assessments are proportional, suitable and sufficient and based on the 'Principles of Sensible Risk Management'.
- Any third party providers have been appropriately selected.
- Visits are reviewed and evaluated and any relevant learning shared with colleagues.
- Emergency procedures ensure that parents are appropriately informed in the event of a serious incident.
- Incidents are reported to the employer as required.
- RIDDOR requirements are fulfilled.

