



National
Guidance
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Member of a Management Board or Governing Body

Outdoor learning and off-site visits can have a profound effect on children and young people and their well-being; positively influencing behaviour and relationships, developing self-confidence, and raising achievement. In an educational setting, 'real' experiences make learning more engaging, relevant, enjoyable, and memorable and should be integral to the establishment's work.

As a member of a management board or governing body you should seek to enable and ensure high quality visits and outdoor learning through support and challenge as a '**critical friend**'.

You should ensure that:

- You understand who the employer is in your setting – see OEAP National Guidance document [1c "Status, Remit and Rationale"](#);
- If the management board/governing body is the employer of establishment staff, you are aware of the employer's responsibilities, including under health and safety law – see below;
- There is a policy for off-site visits and outdoor learning – see document [5.3b "How to Write an Establishment Visits Policy"](#);
- The policy covers charging for visits and activities – see document [3.2c "Charging for School Activities"](#);
- There is a plan for emergencies – see document [4.1d "Emergencies and Critical Incidents – Guidance for Establishments"](#);
- The establishment has access to advice to inform its policy, practices and procedures relating to the health and safety of participants in outdoor learning and off-site visits, such as from an Outdoor Education Adviser appointed by the employer;
- The establishment appoints an Educational Visits Coordinator (EVC), and the roles and responsibilities of the EVC, board/governing body members, the head/manager and other staff are clear – see document [3.1b "Establishment Roles and their Interdependence"](#);
- The head and the EVC take all reasonable and practicable measures to include in visits those with disabilities, special educational or medical needs, and those from all ethnic and socio-economic backgrounds.
- There are formal notification and approval procedures for visits, and the management board/governing body agrees on the types of visit it should be informed about;

- You challenge the nature of an activity or visit when the educational objectives are not clear or where the means to meet them do not appear to be realistic;
- There are procedures in place to monitor the safety, quality and effectiveness of off-site visits and outdoor learning – see OEAP National Guidance documents [3.2b "Monitoring"](#), [5.1a "Establishment Self-Evaluation Form"](#) and [5.1c "Self-Evaluation and the Ofsted Framework"](#) (for school governors).

It is not expected that you should become directly involved in risk assessment and related matters unless you have an appropriate competence. You should be aware that, if you offer professional advice, your professional indemnity insurance may not cover you for unpaid advice.

See also OEAP National Guidance document [3.3c "Checklist – Management Board or Governing Body"](#).

The Management Board or Governing Body as an Employer

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer. Employers have duties to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees and others who may be harmed by their activities.

See OEAP National Guidance document [3.1a "Requirements and Recommendations for Employers"](#).

