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Head Teachers/Managers

See also 3.3b *'Head/Manager Check List'*

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.

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer. Who this is, varies with the type of establishment. It is critical that Head Teachers or Managers are clear about "who is my employer". See document: 1c *'Status Remit and Rationale'*.

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. In addition, local authorities have a duty of care for the health and safety of all young people for whom they are responsible under the Children Act 2004.

If you are both the Head/Manager and the EVC, please also see the other documents in this guidance for EVCs.

As a Head or Manager, you should ensure that:

- You are familiar with your Employer's policies for outdoor learning, off-site visits and Learning Outside the Classroom.
- All activities and visits comply with this guidance and are notified or submitted for formal approval as required.
- You have ascertained that all leaders are appropriately competent, confident and accountable to carry out the responsibilities they are allocated.
- You have clearly designated either yourself or a suitable member of staff as the EVC and that the designated person meets your Employer's requirements, including undertaking EVC Training as recommended or required.
- Where needed, you have access to expert advice such as from an accredited outdoor education adviser.
- Outdoor learning is included within the process of self-evaluation providing evidence that may support how it contributes towards school improvement and overall effectiveness.

- When you take part in a visit or activity, you and other members of the Visit Leadership Team are clear about your role. If you are not leading the visit, you should follow the instructions of the designated Visit Leader (who should have sole charge of the visit).
- Suitable child protection procedures are in place, including vetting at an appropriate level of all adults including volunteers, helpers and visitors. Decisions need to be made about when these adults are engaged in regulated activity and so should be subject to Disclosure and Barring Service (DBS) checks – see document 3.2g '*Vetting and DBS checks*'
- You have assigned sufficient time for leaders to organise activities and visits properly.
- You support an apprenticeship/succession planning culture to ensure sustainable activities and visits and the development of competent leaders and EVCs.
- You support your EVC in ensuring that: all activities and visits are effectively supervised with an appropriate level of leadership, information has been shared with parents and consent has been given if required
- Arrangements have been made for the medical needs and special educational needs of all participants and staff.
- Inclusion issues are addressed.
- Suitable transport arrangements are in place and meet any regulatory requirements.
- Insurance arrangements are appropriate.
- Details related to off-site activities and visits (including personal details of both participants and leaders) are accessible at all times to designated 24/7 Emergency Contacts in case of a serious incident.
- Arrangements are in place for the governing body to be informed of such visits as are required by your Establishment Visit Policy.
- You obtain best value. Consideration must be given to financial management, choice of contractors, and contractual relationships.
- Where charges are made to parents, these are within legal and Employer requirements. Proper procedures are in place to account for the visit finances.
- Establishment policy identifies the types of visit that require a preliminary visit by staff.
- Risk Management is proportionate, suitable and sufficient. See document 4.3c '*Risk Management – an Overview*'. It is good practice to adopt any materials made available by your employer to reduce bureaucracy.
- Where the activity or visit involves a third party provider: appropriate checks have been made and assurances obtained; a clear contract is in place setting out what the contractor is to provide; the provider holds sufficient indemnity insurance. See also 4.4h '*Using external providers and facilities*'.
- All visits are evaluated against the visit objectives. Evaluation should also cover best value, teaching and learning, quality experiences, addressing issues raised by any incident and informing of future visits.
- There are contingency plans in place to deal with changing circumstances during a visit (Plan B).
- There are suitable Emergency Procedures in place for each visit and your Establishment has an Emergency Plan for off-site visits, including procedures

to ensure that parents are appropriately informed in the event of a serious incident.

- Serious incidents are reported to the employer as required by your employer's guidance, meeting the requirements of RIDDOR.

Further advice about many of the issues in this list can be found in other documents in this guidance.

