



National  
Guidance

## Off-Site Visit Emergencies: The Role of School Governors

All Schools should have in place an Emergency Plan relating to Off-Site Visits that is appropriate to the full range of visits undertaken. This plan should be tested rigorously and regularly and should be supported by appropriate training for relevant staff.

Governors should provide support and challenge to ensure that:

1. The plan exists.
2. It is up to date and effective.
3. Any training needed to support the plan is provided.
4. Appropriate scenario-based testing occurs on an annual basis.
5. The plan complies with any requirements from an Employer (e.g. the Local Authority where this is relevant).

Where the Governing body is the Employer they should read the relevant documents in this guidance and ensure that a suitable emergency response will be available. In the case of small Employers this may require buying in support or exploring the possibility of partnership arrangements.

One specific way a suitably experienced Governor could support the school would be by acting as independent observer/reviewer during scenario-based training/testing. See the document '*Emergencies and Critical Incidents: An Overview*' in this guidance.

Governors should also consider what their role ought to be within the Emergency Plan and what support, if any, they would be able to provide in the event of an Emergency on an Off-Site Visit.

*Information on avoiding accidents and emergencies, and on Emergency planning, is provided in other documents within this guidance, which give specific advice for Employers, Establishments and Leaders.*

