



National
Guidance
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Frequently Asked Questions – What Records Should We Keep?

Establishments may wish to, or need to, retain records of off-site visits and outdoor learning experiences, for example:

- to record the range of opportunities that they provide for the young people in their care;
- to record staff experience in leading visits and outdoor learning;
- to demonstrate effective planning and evaluation of visits and outdoor learning;
- to build a history for sharing learning and good practice;
- to inform future visits in order to improve both safeguarding and learning;
- for public interest, research or statistical purposes;
- when there has been an accident or incident that may result in an insurance claim or legal action.

If these records contain personal data, including photographs, then they are subject to the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

Your employer may have a retention policy, which you must follow. If not, it can be useful to agree such a policy in order to inform decisions about what is kept.

See OEAP National Guidance document
[4.4j "Participant Information and Data Protection"](#).

