



## CHILDREN and FAMILIES

# Learning Outside the Classroom Policy

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Review Date: January 2016	

## **1.0 Policy Statement**

1.1 Under the provisions of section 2 of the Health and Safety at Work Act etc 1974, the Directorate for Children and Families has prepared a written statement of its general policy to the management of LOtC (Learning Outside the Classroom) and the arrangements and organisation which will be necessary to carry out the policy.

1.2 This policy applies to all employees, Council Members, contractors, school governors, head teachers, young people, pupils, volunteers, visitors and partner organisations, where the Council has control over or overall responsibility for their activities.

1.3 This document replaces all previous Service Management of LOtC and Educational Visits policies. All departmental services, schools and other establishments should familiarise themselves with this policy and organisational arrangements.

1.4 Community and Voluntary Controlled Schools are required to draw up matching statements and organisational arrangements specific to their establishments. It is recommended that Foundation Schools and Academies produce similar statements and arrangements. Where institutions external to the council, e.g. academies, buy in the LOtC and Educational School Visits (ESV) service, any advice given will be based on the Cheshire East policy.

1.5 This policy is written in line with the Cheshire East Children Families and Adults policy (Oct 2012).

## **2.0 Aims and purpose of the Policy**

2.1 The aims of this policy are to ensure that employees and young people experience and enjoy a wide range of outdoor experiences and educational visits without being unduly exposed to a risk to their health and safety

2.2 The purpose of the policy is to set out the management and procedures necessary for visit leaders to lead safe and successful activities, assessing risk to help participants to take part safely.

## **3.0 Relevant Legislation and Guidance**

3.1 Regulations made under the Health and Safety at Work Act 1974 set out the actions that employees are required to take to ensure that staff and young people are not exposed to risks to their health and safety. In addition, the Department for Education has issued advice on legal duties for local authorities, head teachers, staff and governing bodies (June

2011, amended Feb 2014) regarding activities that take place on or off the educational premises, including trips.

3.2 HSE fully recognises that learning outside the classroom helps to bring the curriculum to life – it provides deeper subject learning and increases self-confidence. It also helps pupils to develop their risk awareness and prepares them for their future working lives.

3.3 The law requires employees to:

- take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- co-operate with their employers on health and safety matters
- do their work in accordance with instruction and training
- inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken
- In addition, teachers and other staff have a common law duty to act as any prudent parent would do when in charge of pupils

3.4 Cheshire East Council has formally adopted the “Learning Outside the Classroom National Guidance” as the appropriate guidance for the management of LOTC. As it is a legal expectation that employees must work within the requirements their employer’s guidance, **Cheshire East employees should follow the requirements of LOTC National Guidance, as well as the requirements of this policy.**

The LOTC National Guidance can be found on the following web site: [www.oeapng.info](http://www.oeapng.info)

## 4.0 Joint Working

4.1 The Directorate will work together with partner organisations where necessary to promote good practice in the planning and delivery of successful LOTC activities.

## 5.0 Consultation and Communication

5.1 Consultation and communication with Education Visits Co-ordinators (EVCs), expert practitioners (e.g OEAP) and external providers will take place to ensure safe activity of a high standard. Communication is maintained via EVOLVE, email, telephone and training days.

## 6.0 Policy approval

6.1 All Children and Families Services policies will be presented to the Improvement and Achievement leads. Following approval by the EST or members, the policies will apply to the department.

## **7.0 Roles and Responsibilities**

7.1 This section of the policy sets out the roles and responsibilities of key stakeholders including employees, and those who are not employees, e.g. external providers, young people, pupils, volunteers and visitors where these people are involved in LOtC or Educational Visits.

7.2 Although employers retain responsibility for the health and safety of employees and pupils, they can delegate tasks to head teachers or other organisational staff.

This policy applies to employees whose work involves any one of the following:

- Facilitating activity and supervising participants undertaking experiences beyond the boundary of their normal operational base
- direct supervision of participants undertaking experiences that fall within the remit of Learning Outside the Classroom or Educational Visits
- deploying staff who will facilitate or supervise participants who are undertaking experiences beyond the boundary of their normal operational base

This applies regardless of whether or not the activities take place within or outside of normal working hours, including weekends and holiday periods.

### **7.3 Children and Families Extended Leadership Team**

7.3.1 This role includes:

- Ensuring that there are clear policies and procedures to ensure that all employees are directed to follow any LOtC guidance provided
- Ensuring that training is provided in order that employees understand the guidance
- Ensuring that, where duties are delegated, the roles and responsibilities of all are clearly defined and specified within guidance documents.

### **7.3.2 Strategic Leadership for LOtC and Educational Visits**

7.3.3 Staff will be identified to assist Service Director to meet the Local Authority's statutory responsibility for ensuring health and safety of employees during LOtC activities

Duties include:

- to be familiar with the Cheshire East LOtC policy and National Guidance, government advice and guidelines from expert practitioners such as the Outdoor

Education Advisors Panel (OEAP) to direct employees to the relevant documentation when required

- to provide appropriate training for employees
- to manage suitable systems and processes to ensure that those trained are kept updated
- to access and disseminate current information, advice, support and further training from expert advisers and organisations that have proven expertise and professional understanding of the guidance and expectations set by current good practice.
- to be the Local Authority point of contact for national agencies and external partners regarding LOtC issues
- to manage the LOtC Educational Visits registration programme and maintain copies of all completed notifications and approvals (either on the EVOLVE system or as a paper trail)
- to ensure that in the event of an incident, Critical Incident Response team (CIRT) personnel have access to registration and emergency contact information
- to assist the Director in producing reports for the Senior Management Team
- to carry out sample monitoring of LOtC activity and of external partners
- to attend meetings of the Children and Families Management Group
- to represent the authority at regional and national LOtC events as appropriate

#### **7.4 Governing bodies of establishments**

7.5 A Governing body of a school or other establishments should ensure that:

- They have a clear understanding of who is the employer of the establishment staff
- The establishment has a Visits policy which supports inclusion
- There are training opportunities for staff
- There are planning and approval procedures in place at establishment level
- There are monitoring procedures in place

#### **7.6 Head Teachers or Establishment Managers**

7.7 A head teacher or establishment manager should ensure that:

- Establishment practice follows National Guidance and the establishment policy
- The establishment has a designated and trained EVC
- All LOtC activities comply with National Guidance and are submitted for approval as required
- All staff involved in LOtC activities are appropriately trained and competent to carry out their allocated responsibilities

- All plans for LOtC activities have included consideration of key areas such as intended outcomes, best value, child protection, inclusion issues, risk-benefit analysis, medical needs, transport, insurance, contingency plans and emergency procedures

## **7.8 Educational Visits Co-ordinators (EVCs)**

7.9 EVCs should ensure that:

- They are specifically competent and experienced in LOtC and Educational Visits to support Visit Leaders in their preparation of an activity
- They have attended appropriate training for the role
- LOtC activities are led by competent and confident Visit Leaders. It is particularly important that careful consideration of competency is applied to both newly qualified and newly appointed staff. Establishments should view original documents and certificates when verifying qualifications, and not rely on photocopies.
- They disseminate training and information in the establishment to ensure that visit leaders have up to date knowledge and are accountable
- All plans for LOtC activities have included consideration of key areas such as intended outcomes, best value, child protection and safeguarding, inclusion, risk-benefit analysis, medical needs, transport, insurance, contingency plans and emergency procedures
- Support the head with approval and other decisions

## **7.10 Visit Leader**

7.11 The visit leader must be a Cheshire East Council employee.

The visit leader should ensure that:

- They are specifically competent, qualified and experienced to lead the LOtC activity they are planning.
- They have received appropriate training (e.g. visit leader training)
- They can demonstrate the ability to operate to current standards and recognised good practice
- They have appropriate qualifications and knowledge of the activity area
- They plan and prepare all aspects of the LOtC activity or Educational Visit, taking a lead on risk-benefit assessment, define roles and responsibilities of other staff, provide appropriate information to parents and group members and ensure that the visit is effectively supervised
- They have fully briefed any assistant leaders and other adult helpers involved in the activity

## **7.12 Volunteer Adult Helper**

7.13 A volunteer adult helper should ensure that:

- They understand their role , responsibilities and limitations with regards to the activity they are supporting
- They have been fully briefed about the activity and group members

Where a Volunteer Helper is a parent (or otherwise a close relation to a young person taking part in the visit) they should be made aware of the potential for their relationship to compromise the Visit Leader's plans for group management. The Visit Leader should directly address this issue as part of the Risk-Benefit assessment.

## **8.0 Arrangements for LOtC activities**

8.1 In order to fulfil the aims and objectives of this policy the following arrangements should be implemented:

### **8.2 Planning**

8.3 Planning for an activity should reflect the consideration of legal and good practice requirements, ensuring:

- The plan is based on establishment procedures and National Guidance.
- All staff (including any adult volunteer helpers) and the young people to be involved, have a clear understanding of their roles and responsibilities, including their role in the risk management process.
- Those in a position of parental authority have been fully informed and, where appropriate, formal consents have been obtained.
- Proportionate assurances have been obtained from any external providers (making full use of national accreditation schemes that ensure that a provider has been subject to a credible inspection regime).
- Designated emergency contact(s) and procedures have been identified that will work on a 24/7 basis where required.
- All details of the activity provision are accessible to the emergency contact throughout the period of the activity.

8.4 It is strongly recommended that at a very early stage of the planning process, the provisional staffing team concur in order to identify the benefits and learning outcomes that the activity (or range of activities) might achieve. If the outcomes are to be evaluated with any rigor, then it will be essential that these outcomes are identified, and appropriately targeted. A record of these outcomes will help to keep the plan focussed and also be a vital part of the risk management process in providing some objectivity in a "Risk Benefit Analysis".

## **8.4 Preliminary Visits and Provider Assurances**

8.5 All LOtC activities should be thoroughly researched to establish the suitability of the venue and to check that facilities and third party provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people. It is a vital dimension of risk-benefit management.

8.6 Wherever reasonably practicable, it is good practice to carry out a preliminary visit to the activity venue. Establishment policy should clarify the circumstances where a preliminary visit is a requirement.

8.7 Where an employee commissions LOtC activity from an external provider, they must ensure that the commissioned agent has either adopted Cheshire East Council policy and LOtC National Guidance or has systems and procedures in place where the standards are not less than those required by LOtC National Guidance.

8.8 It is good practice for Visit Leaders to take full advantage of any nationally accredited provider assurance schemes that are now available, thus reducing bureaucracy.

Examples of such schemes include:

- The LOtC Quality Badge
- Adventuremark
- NGB centre approval schemes (applicable where the provision is a single, specialist activity).

Where a provider holds such one of the above accreditations, there should be no need to seek further assurances. If they are not appropriately accredited, visit leaders have the responsibility of conducting a thorough assessment of the service offered by the external provider, including ensuring that activities will be delivered safely (adhering to National Governing Body guidelines as appropriate), that safety and fire procedures are in place and that external provider staff are CRB checked.

## **8.9 Equality**

8.10 Every effort should be made to ensure that LOtC activities are available and accessible to all, irrespective of any 'protected characteristic' as defined in The Equality Act 2010, i.e. disability, race, religion or belief, age, socio-economic disadvantage, special educational needs, disability, sex, sexual orientation or gender re-assignment. If a visit needs to cater for people with protected characteristics, every reasonable effort should be made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and be actively involved.

8.11 Equality should be promoted and addressed for all visits and reflected in establishment policy, thus ensuring an aspiration towards:

- an entitlement to participate

- accessibility through direct or reasonable adaptation or modification
- integration through participation with peers

8.12 Employers, Heads/Managers, Curriculum Planners, EVCs and Visit Leaders should be aware of the extent to which equality is or is not a legal issue.

Under the Equality Act 2010 it is unlawful to:

- treat a person with a protected characteristic less favourably;
- fail to take reasonable steps to ensure that persons are not placed at a substantial disadvantage without justification.

### **8.13 Consent Forms**

8.14 When an activity is part of a planned curriculum in normal curriculum time and no parental contributions are requested, then formal consent is not necessary. However, in the interests of good relations between the establishment and the home, it is good practice to ensure that those in a position of parental responsibility are fully informed of where their child will be at all times and of any extra measures required. Written consent is only required for activities that need a higher level of risk management or those taking place outside of school hours

### **8.14 Notification and approval of LOtC Activities and Visits**

8.15 The Council has an online notification and approval system for LOTC activities, including Duke of Edinburgh trips (EVOLVE). A key feature of this system is that LOtC activities requiring approval are automatically brought to the attention of the Local Authority. Those activities not requiring approval may be viewed, sampled or monitored using the database and report facilities of the system by individual establishments and the Local Authority

8.16 A minimum notice time of four working weeks is required by the local authority for LOtC activities requiring approval. However, establishments planning major visits, particularly those involving the commitment of non-returnable deposits, the use of providers not recognised by the local authority or ABTA, or trips to remote countries, should notify the local authority before any financial commitment is made

### **8.17 Risk- Benefit Analysis**

8.18 The notification and approval system requires the preparation of a risk - benefit analysis. A risk-benefit analysis approach considers the targeted benefits and learning outcomes against any residual risk (i.e. the risk remaining after control measures have been put in place) to provide an acceptable level of risk.

8.19 The risk-benefit analysis should be shared with accompanying staff and trip members. It is important that young people are involved in the risk – benefit assessment and exposed to well-managed risks so that they learn how to manage risk for themselves.

8.20 Sufficient control measures should be identified for any significant risks i.e. those that may cause serious harm to an individual, or harm several people. The content of the risk - benefit assessment process should include consideration of the degree of complexity of a particular activity and should reflect several variables that can impact on any given activity:

- Staffing requirements (qualifications/experience/competency/ratios)
- Activity characteristics (specialist/ licensable/adventurous/insurance issues)
- Group characteristics (experience/ability/behaviour/special and medical needs)
- Environmental conditions (familiarity/impact of weather/water levels)
- Distance from support mechanisms in place at the home base (transport/residential/local/remote)

This is known as the “SAGED” model

### **8.21 Effective Supervision**

8.22 The visit leader retains a “higher duty of care” for the group at all times, even when the activity may be being led by an external provider.

8.22 In general terms, the Law does not prescribe specific staffing ratios, but it does require that the level of supervision and group management is “effective”. Effective supervision should be determined by consideration of the variables in the “SAGED” model (see 8.20). However, At Egerton we follow LA Guidance on minimum staff/pupil:

- Age 4 and under (Nursery) 1 : 6
- Age 5-6 (Rec, Y1, Y2) 1:10
- Age 7-9 (Y2, Y3, Y4) 1:15

In all cases one adult included in the above ratios must be a teacher. It must be stressed that these are minimum ratios and that visit organizers must consider the following factors when deciding on the final adult/child ratio:

- SEN and medical needs
- type of activities to be undertaken
- experience and competence of all adults accompanying the visit
- duration of the visit
- competence and behavioural history of the group of children.

8.23 The visit leader should consider how the group is to be supervised, e.g. head counts, buddy systems, close or remote supervision, group sizes. The visit leader should

ensure that the group continues to be appropriately supervised during downtime, and in the case of residential trips, at night time.

### **8.23 Transport**

8.24 Careful thought must be given to planning transport to support off-site activities and visits. Statistics demonstrate that it is much more dangerous to travel to an activity than to engage in it and establishments must follow the specialist guidance provided in the Council's transport policy. All national and local regulatory requirements must be followed.

8.25 The level of supervision necessary should be considered as part of the risk management process when planning the journey, giving proper consideration to issues of driver-distraction when considering what supervision is required for the specific group of passengers being transported in a minibus.

8.26 The visit leader should ensure that coaches and buses are hired from a reputable company.

8.27 Transporting young people in private cars requires careful consideration. Where this occurs, there should be recorded procedures and a risk assessment conducted

### **8.28 Charging**

8.29 Head teachers, EVCs and visit leaders must take account of the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449 to 462 of the Education Act 1996.

## **9.0 Vetting and DBS checks**

9.1 Cheshire East Council employees who work frequently or intensively with, or have regular access to young people or vulnerable adults, must undergo a DBS check as part of their recruitment process.

For the purposes of this guidance:

- frequently is defined as "once a week or more"
- intensively is defined as 4 days or more in a month or overnight

However, it must be clearly understood that a DBS check (or other vetting procedure) in itself, is no guarantee as to the suitability of an adult to work with any given group of young or vulnerable people.

9.2 The placement of an adult within a situation of professional trust (where young people could be vulnerable to physical or mental exploitation or grooming) should always

be on the understanding that an overview based on a risk-benefit assessment process has been considered.

9.3 Careful consideration should be given to whether a voluntary helper may require a DBS check. In general terms, those helpers with frequent or intensive contact should be checked.

9.4 The responsibility for confirming that a deliverer or helper has been DBS checked rests with the organisation that is procuring the activity. DBS checks need to be updated as advised by Ofsted guidance.

## **10.0 Insurance for Off-site Activities and Visits**

10.1 Employer's Liability Insurance is a statutory requirement and Cheshire East Council holds a policy that indemnifies it against all claims for compensation for bodily injury suffered by any person employed by it. This cover should extend to those persons who are acting in a voluntary capacity as assistant supervisors. Cheshire East Council also holds Public Liability insurance, indemnifying it against all claims for compensation for bodily injury from persons not in its employ, as well as for the accidental loss of, or damage caused to, as a result of the Council's negligence. Employees (as agents of the employer) are indemnified against all such claims, as are voluntary helpers acting under the direction of the employer's staff. The indemnity covers activities such as off-site activities and visits organised by all establishments and settings for which the employer is responsible.

10.2 Some level of Personal Accident Insurance is provided for all Cheshire East Council employees in the course of their employment, providing predetermined benefits in the event of an accident. However, Visit/ Activity Leaders should be advised that they should consider taking out less limited personal accident cover privately, or obtain cover through a professional association.

10.3 All schools are strongly advised to purchase some sort of travel insurance for all overnight stays. Such a policy will provide Personal Accident insurance cover for the pupils, cover for lost baggage and for losses suffered by individuals through cancellation due to illness etc. Depending on the number of overnight stays arranged by a school each year and the size of the school, it is sometimes cheaper to arrange an annual school journey travel policy to cover residential trips. Schools can opt to purchase an annual policy with ACE by contacting the local authority insurance team. Alternatively, schools can make their own arrangements with a company of their choice. In respect of trips abroad, the travel policy should also cover a number of other important risks such as medical expenses and the costs incurred by a delayed flight

10.4 Visit leaders should contact the local authority Insurance section to seek clarification of the above, including any circumstances requiring early notification of specialist activities to the insurer. They should also ensure they have obtained current information regarding any special policies that may be available to offer more comprehensive cover.

## **11.0 Critical Incident Support**

11.1 A critical incident is an incident where any member of a group involved in LOtC or an Educational Visit may:

- suffer a life threatening injury or fatality;
- be at serious risk;
- go missing for a significant and unacceptable period.

11.2 As an employer, Cheshire East Council is committed to providing emergency planning procedures to support establishments in the event of a critical incident.

In order to activate support from Cheshire East Council the telephone numbers listed in the appendix should be used.

These numbers should be carried by leaders at all times during an off-site activity but should only be used in the case of a genuine emergency. Under no circumstances should these numbers be given to young people or to their parents or guardians.

## **12.0 Access to Advice**

12.1 In accordance with the Management of Health and Safety at Work Regulations 1999 the Council is able to offer help and advice with all aspects of LOtC activity including advice on the completion of risk-benefit assessments.

## **13.0 Training and Information**

13.1 LOtC and Educational Visits training and information will be provided for employees in the following ways;

- Educational Visit Coordinator (EVC) Initial training and re-validation courses. All Cheshire East schools and educational organisations are required to have a designated EVC in post
- Cheshire East Visit Leader training. This course is strongly recommended for all those who lead LOtC activities and Educational Visits.
- EVOLVE training. This course is strongly recommended for all those who lead LOtC activities and Educational Visits.
- Publications such as policy documents, manuals, leaflets and pocket cards
- Use of EVOLVE website to publicise updates
- Help and support in planning and risk assessing LOtC activity
- Access to the OEAP website

## 14.0 Reviewing the Policy

14.1 This policy will be reviewed annually on the anniversary of implementation, unless service delivery requires a more immediate amendment due to incidents affecting or included in this policy or changes in guidance from any appropriate body.

## 15.0 Equity Impact Assessment

15.1 An Equity Impact Assessment form has been completed



### Children and Families Service

### Contact details and useful addresses

#### Strategic Lead for LOTC and Educational School Visits for Cheshire East Council

Jan Turley  
Dalton House  
Dalton Way  
Middlewich  
CW100HU  
Telephone: 01606 685966  
Email [Jan.Turley@cheshireeast.gov.uk](mailto:Jan.Turley@cheshireeast.gov.uk)

#### Business Support Officer

Ben Jones  
Telephone: 01606 685965  
Email: [Ben.Jones@cheshireeast.gov.uk](mailto:Ben.Jones@cheshireeast.gov.uk)

#### Critical Incidence Telephone numbers

Nicola West: 01265 374798 or 07785 714924

Mark Bayley: 01606 271564 or 07770 322965

#### Websites:

- National Guidelines: [www.oeapng.info](http://www.oeapng.info)
- Outdoor Education Advisors Panel: [www.oeap.info](http://www.oeap.info)
- Learning Outside the Classroom: [www.lotc.org.uk](http://www.lotc.org.uk)

## Appendix One

### Contents of OEAP National Guidelines

#### **Essential Reading**

The documents below give essential background information for all users of National Guidance. For further guidance, please use the search facility on the website.

##### [1a Glossary and Definitions](#)

Role: assistant leader, employer, essential, evc, governors, head/manager, parents, visit leader

##### [1c Status Remit and Rationale](#)

Role: assistant leader, employer, essential, evc, governors, head/manager, parents, visit leader

##### [1d The Radar Introduction](#)

Role: assistant leader, employer, essential, evc, governors, head/manager, parents, visit leader

##### [2.5b Range of Potential LOtC Activity Benefits and Learning Outcomes mind map](#)

Role: assistant leader, employer, essential, evc, governors, head/manager, parents, visit leader

#### **For Visit Leaders**

##### **Category 1 – Basic essentials**

##### [1a Glossary and Definitions](#)

Role: assistant leader, employer, essential, evc, governors, head/manager, parents, visit leader

##### [1c Status Remit and Rationale](#)

Role: assistant leader, employer, essential, evc, governors, head/manager, parents, visit leader

##### [1d The Radar Introduction](#)

Role: assistant leader, employer, essential, evc, governors, head/manager, parents, visit leader

##### **Category 2 – Making the case**

##### [2.5b Range of Potential LOtC Activity Benefits and Learning Outcomes mind map](#)

Role: assistant leader, employer, essential, evc, governors, head/manager, parents, visit leader

##### **Category 3 - Legal framework and employer systems**

##### [3.1b Requirements and Recommendations for Establishments](#)

Role: assistant leader, employer, evc, governors, head/manager, visit leader

##### [3.2c Charging for school activities](#)

Role: evc, governors, head/manager, parents, visit leader

##### [3.3e Visit Leader Check List](#)

Role: visit leader

##### [3.4k Visit or Activity Leader](#)

Role: visit leader

##### [3.4l Assistant Leaders](#)

Role: assistant leader, visit leader

### [3.4m Helper](#)

Role: visit leader

### [3.4o Volunteers](#)

Role: visit leader

## Category 4 – Good practice

### [4.1c Off Site Visit Emergencies: Guidance for Leaders](#)

Role: assistant leader, visit leader

### [4.1d / 8.1d Visit Leader Emergency Action Card](#)

Role: assistant leader, visit leader

### [4.1h Avoiding Accidents and Emergencies](#)

Role: assistant leader, visit leader

### [4.2a Group management and supervision](#)

Role: assistant leader, evc, head/manager, parents, visit leader

### [4.3a Good practice basics](#)

Role: assistant leader, evc, head/manager, visit leader

### [4.3b Ratios and effective supervision](#)

Role: evc, head/manager, visit leader

### [4.3c Risk management](#)

Role: employer, evc, head/manager, visit leader

### [4.3d Consent](#)

Role: evc, head/manager, parents, visit leader

### [4.3e Safeguarding](#)

Role: assistant leader, evc, head/manager, parents, visit leader

### [4.4h Preliminary visits and provider assurances](#)

Role: evc, head/manager, visit leader

## Category 6 – Frequently asked questions

### **For Assistant Leaders**

#### Category 1 – Basic essentials

##### [1a Glossary and Definitions](#)

Role: assistant leader, employer, essential, evc, governors, head/manager, parents, visit leader

##### [1c Status Remit and Rationale](#)

Role: assistant leader, employer, essential, evc, governors, head/manager, parents, visit leader

##### [1d The Radar Introduction](#)

Role: assistant leader, employer, essential, evc, governors, head/manager, parents, visit leader

## Category 2 – Making the case

### [2.5b Range of Potential LOTC Activity Benefits and Learning Outcomes mind map](#)

Role: assistant leader, employer, essential, evc, governors, head/manager, parents, visit leader

## Category 3 – Legal framework and employer systems

### [3.1b Requirements and Recommendations for Establishments](#)

Role: assistant leader, employer, evc, governors, head/manager, visit leader

### [3.4l Assistant Leaders](#)

Role: assistant leader, visit leader

## Category 4 – Good practice

### [4.1c Off Site Visit Emergencies: Guidance for Leaders](#)

Role: assistant leader, visit leader

### [4.1d / 8.1d Visit Leader Emergency Action Card](#)

Role: assistant leader, visit leader

### [4.1h Avoiding Accidents and Emergencies](#)

Role: assistant leader, visit leader

### [4.2a Group management and supervision](#)

Role: assistant leader, evc, head/manager, parents, visit leader

### [4.3a Good practice basics](#)

Role: assistant leader, evc, head/manager, visit leader

### [4.3e Safeguarding](#)

Role: assistant leader, evc, head/manager, parents, visit leader

## Category 6 – Frequently asked questions

## **For Educational Visits Coordinators**

### Category 1 – Basic essentials

#### [1a Glossary and Definitions](#)

Role: assistant leader, employer, essential, evc, governors, head/manager, parents, visit leader

#### [1c Status Remit and Rationale](#)

Role: assistant leader, employer, essential, evc, governors, head/manager, parents, visit leader

#### [1d The Radar Introduction](#)

Role: assistant leader, employer, essential, evc, governors, head/manager, parents, visit leader

### Category 2 – Making the case

#### [2.5b Range of Potential LOTC Activity Benefits and Learning Outcomes mind map](#)

Role: assistant leader, employer, essential, evc, governors, head/manager, parents, visit leader

### Category 3 – Legal framework and employer systems

#### [3.1b Requirements and Recommendations for Establishments](#)

Role: assistant leader, employer, evc, governors, head/manager, visit leader

#### [3.2a Underpinning Legal Framework and Duty of Care](#)

Role: employer, evc, governors, head/manager

#### [3.2b Monitoring](#)

Role: employer, evc, governors, head/manager

#### [3.2c Charging for school activities](#)

Role: evc, governors, head/manager, parents, visit leader

#### [3.2d / 4.4a Assessment of Competence](#)

Role: evc, head/manager

#### [3.2e Inclusion](#)

Role: evc, head/manager

#### [3.2g Vetting and Disclosure and Barring Service \(DBS\) Checks](#)

Role: employer, evc, governors, head/manager

#### [3.3a EVC check list](#)

Role: evc

#### [3.4j Educational Visits Coordinator \(EVC\)](#)

Role: evc

### Category 4 – Good practice

#### [3.2d / 4.4a Assessment of Competence](#)

Role: evc, head/manager

#### [4.1a Off Site Visit Emergencies: The Employer's Role](#)

Role: employer, evc, governors, head/manager

#### [4.1b Off-Site Visit Emergencies: The Establishment's Role](#)

Role: employer, evc, governors, head/manager

#### [4.2a Group management and supervision](#)

Role: assistant leader, evc, head/manager, parents, visit leader

#### [4.3a Good practice basics](#)

Role: assistant leader, evc, head/manager, visit leader

#### [4.3b Ratios and effective supervision](#)

Role: evc, head/manager, visit leader

#### [4.3c Risk management](#)

Role: employer, evc, head/manager, visit leader

#### [4.3d Consent](#)

Role: evc, head/manager, parents, visit leader

#### [4.3e Safeguarding](#)

Role: assistant leader, evc, head/manager, parents, visit leader

#### [4.4h Preliminary visits and provider assurances](#)

Role: evc, head/manager, visit leader

### Category 5 – Policies, planning and evaluation

#### [5.3b How to write an establishment visit policy](#)

Role: evc, head/manager

### Category 6 – Frequently asked questions

## **For Parents assisting on trips**

### Category 1 – Basic essentials

#### [1a Glossary and Definitions](#)

Role: assistant leader, employer, essential, evc, governors, head/manager, parents, visit leader

#### [1c Status Remit and Rationale](#)

Role: assistant leader, employer, essential, evc, governors, head/manager, parents, visit leader

#### [1d The Radar Introduction](#)

Role: assistant leader, employer, essential, evc, governors, head/manager, parents, visit leader

### Category 2 – Making the case

#### [2.5b Range of Potential LOTC Activity Benefits and Learning Outcomes mind map](#)

Role: assistant leader, employer, essential, evc, governors, head/manager, parents, visit leader

### Category 3 - Legal framework and employer systems

#### [3.2c Charging for school activities](#)

Role: evc, governors, head/manager, parents, visit leader

#### [3.3d Parent and Guardian Check List](#)

Role: parents

#### [3.3f Young People Check List](#)

Role: parents

#### [3.4n Parents and Guardians](#)

Role: parents

### Category 4 – Good practice

#### [4.2a Group management and supervision](#)

Role: assistant leader, evc, head/manager, parents, visit leader

#### [4.3d Consent](#)

Role: evc, head/manager, parents, visit leader

#### [4.3e Safeguarding](#)

Role: assistant leader, evc, head/manager, parents, visit leader

## Category 6 – Frequently asked questions

### **For Governors**

#### Category 1 – Basic essentials

##### [1a Glossary and Definitions](#)

Role: assistant leader, employer, essential, evc, governors, head/manager, parents, visit leader

##### [1c Status Remit and Rationale](#)

Role: assistant leader, employer, essential, evc, governors, head/manager, parents, visit leader

##### [1d The Radar Introduction](#)

Role: assistant leader, employer, essential, evc, governors, head/manager, parents, visit leader

#### Category 2 – Making the case

##### [2.5b Range of Potential LOtC Activity Benefits and Learning Outcomes mind map](#)

Role: assistant leader, employer, essential, evc, governors, head/manager, parents, visit leader

#### Category 3 - Legal framework and employer systems

##### [3.1a Requirements and Recommendations for Employers](#)

Role: employer, governors

##### [3.1b Requirements and Recommendations for Establishments](#)

Role: assistant leader, employer, evc, governors, head/manager, visit leader

##### [3.2a Underpinning Legal Framework and Duty of Care](#)

Role: employer, evc, governors, head/manager

##### [3.2b Monitoring](#)

Role: employer, evc, governors, head/manager

##### [3.2c Charging for school activities](#)

Role: evc, governors, head/manager, parents, visit leader

##### [3.2g Vetting and Disclosure and Barring Service \(DBS\) Checks](#)

Role: employer, evc, governors, head/manager

##### [3.3c Management Board and Governor Check List](#)

Role: governors

##### [3.4f Member of a Management Board or Governing Body](#)

Role: employer, governors

#### Category 4 – Good practice

##### [4.1a Off Site Visit Emergencies: The Employer's Role](#)

Role: employer, evc, governors, head/manager

##### [4.1b Off-Site Visit Emergencies: The Establishment's Role](#)

Role: employer, evc, governors, head/manager

#### [4.1j Off-Site Visit Emergencies: The Role of School Governors](#)

Role: governors

### Category 6 – Frequently asked questions

#### **For Employers**

##### Category 1 – Basic essentials

###### [1a Glossary and Definitions](#)

Role: assistant leader, employer, essential, evc, governors, head/manager, parents, visit leader

###### [1c Status Remit and Rationale](#)

Role: assistant leader, employer, essential, evc, governors, head/manager, parents, visit leader

###### [1d The Radar Introduction](#)

Role: assistant leader, employer, essential, evc, governors, head/manager, parents, visit leader

##### Category 2 – Making the case

###### [2.5b Range of Potential LOTC Activity Benefits and Learning Outcomes mind map](#)

Role: assistant leader, employer, essential, evc, governors, head/manager, parents, visit leader

##### Category 3 - Legal framework and employer systems

###### [3.1a Requirements and Recommendations for Employers](#)

Role: employer, governors

###### [3.1b Requirements and Recommendations for Establishments](#)

Role: assistant leader, employer, evc, governors, head/manager, visit leader

###### [3.2a Underpinning Legal Framework and Duty of Care](#)

Role: employer, evc, governors, head/manager

###### [3.2b Monitoring](#)

Role: employer, evc, governors, head/manager

###### [3.2g Vetting and Disclosure and Barring Service \(DBS\) Checks](#)

Role: employer, evc, governors, head/manager

###### [3.4f Member of a Management Board or Governing Body](#)

Role: employer, governors

##### Category 4 – Good practice

###### [4.1a Off Site Visit Emergencies: The Employer's Role](#)

Role: employer, evc, governors, head/manager

###### [4.1b Off-Site Visit Emergencies: The Establishment's Role](#)

Role: employer, evc, governors, head/manager

###### [4.3c Risk management](#)

Role: employer, evc, head/manager, visit leader