

Notes for education visit co-ordinators / heads of establishments

- 1) This manual replaces all previous guidance, which was distributed to all establishments. It is essential that all copies of the previous guidance be destroyed and replaced with this edition.
- 2) Distribution of this new manual, free of charge, is as follows:
 - Each school/centre 2 copies
 - Appropriate LEA officers 1 copy

Further copies can be obtained from the schools portal or from the Adviser for Outdoor Education.

To whom it applies

- 3) These procedures and guidelines are intended to apply to any off-site activity for which Cambridgeshire County Council Office of Children & Young People's Services, and Peterborough City Council Children's Services, has a legal duty of care to the participants. It applies, therefore, to the following organisations:
 - schools maintained by the LEA, including aided schools, youth centres, colleges
 - residential and activity centres
 - any units wholly or partly the responsibility of the LEA
 - any activity initiated by, or where participants are recruited through, any of the above establishments eg. Duke of Edinburgh Award (DEA) (including DEA activities organised by Foundation, Aided or Independent Schools)
 - any activity organised or led by LEA full time/part time staff or volunteers acting on behalf of the LEA
- 4) In Voluntary Aided and Foundation schools, the governing body has the responsibility for Health & Safety including educational visits. Each governing body can either join the LEA in a partnership to follow this document in its entirety OR retain all the responsibility. In 2002 governing bodies were asked to decide which route they wished to follow. This decision still stands unless the Outdoor Education Adviser is told otherwise. For the partnership to work, this document must be followed completely. The document will still be made available to 'non partnering schools' but will be for advice only.

- 5) For ease of reference the following terms are used in a broad context, except where specifically defined in the text:
- **YOUNG PEOPLE** - all children, pupils, students, youth club member's etc. for whom Cambridgeshire County Council Office of Children & Young People's Services has a duty of care are referred to as young people
 - **STAFF/LEADERS** - includes teachers, youth workers, learning mentors, learning support staff, early year practitioners, peripatetic staff and others who are employed.
 - **HEADS** - this designation includes all headteachers, principals, wardens, senior youth worker, heads of centre, and all others who are in charge of an establishment or unit.
 - **GOVERNORS** - this term is used for governing bodies, management committees, or any group of persons exercising a management function for AN LEA UNIT
 - **SCHOOLS/CENTRES** - all establishments and functions of the LEA listed in paragraph 3
 - **EVC** - the Educational Visit Co-ordinator, the role of co-ordinator (sometimes the head) who is the approval mechanism within the school for visits.
 - **VISIT LEADER** - a named person who will plan, prepared and lead the visit
 - **GROUP LEADER** - staff and/or volunteers who will supervise a sub group of the whole party
 - **COUNCIL** - the word applies to either Cambridgeshire County Council or Peterborough City Council

Off site educational visits

- 6) Previous guidance stated that 'local' visits could be regarded in a different light. However it is now recognised that the "opening of the school gate" constitutes an educational visit. However the test of proportionality must be applied or each visit will swamp under a mass of paper work.
- 7) To maintain safe and good practices all visits must follow an established procedure, which is managed and maintained by the head/EVC. This guidance covers the range of visits, including 'visit to the local post box', sporting fixtures, half-day local visits, residentials in UK and abroad, and adventure activities. Recognising this range, each school then has to adopt the concept of proportionality of process surrounding each visit, in terms of its planning, locality and repetition, with a word of caution that often regular local visits are rarely reviewed and poor practices may escape unnoticed.
- 8) This manual covers any occasion where young people are legally in the care of the school/centre. However, the processes to support a month long foreign expedition must be proportionally different to those visits take place in the local vicinity. Therefore it is appropriate for the school/centre to create policies and practices to cover local visits which will be school/centre specific. These may involve: year long consent forms, generic risk assessments, competent staffing but should be regularly reviewed.

- 9) For visits that are "one offs", involving greater distance, transport and other factors, then the planning framework, consent forms and approval processes should be followed.

Duke of Edinburgh Award (DEA)

- 10) The operating licence for the Duke of Edinburgh Award Scheme is held by Cambridgeshire County Council Office of Children & Young People's Services. Therefore ALL schools /centres operating under the Licence **MUST** comply with the guidelines provided in this manual.

Advice on issues not covered by this manual

- 11) It is recognised that there is considerable overlap between many aspects of school or centre activity and that it is not immediately obvious as to where advice on any particular issue can be obtained.
- 12) For clarification as to the scope of this manual contact:
Outdoor Education Adviser on (01480) 813587 or stephen.brown@cambridgeshire.gov.uk
- 13) For issues not covered by this manual, the appropriate Education Officer (schools) or Youth Service Manager should be able to identify sources of help.
- 14) This manual will be placed on the Cambridgeshire Schools Portal at www.ccceducation.net All future updates of it will be posted on the Portal and be formatted for downloading and local printing.

Language and key words

- 15) Safe Practices in Adventure Programming (Priest - 1990) attempted to signify importance of issues by 3 key words, which are 'must', 'should' and 'ought'.
- 16) This document attempts to reflect the weight of these words where 'must' should be taken as mandatory and where written in this text then particular attention must be accorded and the advice followed.
- 17) 'Should' implies very strong advice but is less than mandatory. Departures from advice where 'should' is used may need to be justified in the event of an incident. Where the word 'ought' is used, the organiser needs to think carefully before following a different course of action, but local circumstances, if objectively assessed may justify a different course of action. Again, it will be necessary to justify a departure from this advice in the event of an accident.
- 18) These words may also be useful words to use within procedures and risk assessments.

