

## **THE ROLE OF HEADTEACHERS**

Will be responsible for and undertake the following:

- Reviewing policies and procedures in the light of lessons learned
- Monitoring the work of educational visit co-ordinators (EVC) where appointed to help identify training needs and appropriate levels of delegation
- Assessment of visits, and giving approval if satisfied,
- Ensuring that educational visit co-ordinators, group leaders and other staff and adults involved in educational visits are assessed as competent in their specific tasks.
- Making sure that arrangements are in place for informed parental consent.

Heads might seek and obtain the advice of other people, in whatever sector, who are competent in assessing the risks of a particular activity or type of visit.

## **THE ROLE OF THE EDUCATIONAL VISITS COORDINATOR**

It is recommended that each establishment have an EVC who will be involved in the planning and management of educational visits including adventurous/hazardous activities led by establishment staff.

The EVC will:

- Be aware of relevant regulations and guidelines including Health and Safety responsibilities,
- Take account of the above in drawing up and keeping under review the policy and procedures and educational visits.
- Ensure that the educational objectives for visits are clearly defined and commensurate with the age, maturity and capability of the young people.
- Be satisfied that all aspects of any visit, will be dealt with in accordance with this policy and guidance.
- Ensure that an assessment of the safety management systems of external providers has been undertaken prior to booking, e.g. AALA licences.
- Ensure risk assessments are undertaken and reviewed and revised, when necessary.
- Ensure that visits are evaluated to inform the planning and operation of future visits.
- Be satisfied that the arrangements for supervision are appropriate, agreed and known by all concerned.
- Secure the allocation of sufficient resources to meet identified training needs.
- Receive notification of accidents and incidents, and report them to the Health, Safety & Welfare Section where required. A clear reporting system for accidents and incidents should be in place and staff must be made aware of the procedures.
- Ensure all involved in visits are made aware of and understand the LA's emergency procedures
- Ensure that written contracts are made with the educational establishment and any tour operator on behalf of the young people involved in the visit.
- Have sufficient credibility to be able to advise, support and direct colleagues.
- The EVC will be involved in supporting the planning and management of education visits led by all staff. They will support group leaders by ensuring that the policy is followed. In particular the EVC will:
  - Collate a forward plan of educational visits, with agreed rationale.
  - Ensure that LA and establishment policy and guidance is followed for all offsite visits.
  - Be satisfied with the competence of the group leader to lead and manage the young people in the proposed setting
  - Work with the group leader to ensure that the objectives of the educational visit are achievable.
- Confirm that consideration has been given to the group concerned and the location (group/site risk assessment).
- Be satisfied that staff roles and responsibilities (including those of accompanying adults) are commensurate with their experience and competence to undertake them.
- Be aware of the contractual arrangements to be put in place with third party providers and the central role of the establishment in making external contracts.

## **THE ROLE OF THE GROUP LEADER**

**A group leader must be appointed for each planned visit.**

Group Leaders are responsible for the safe planning and organisation of visits and should refer to 'A Handbook for Group Leaders' for guidance (it should be noted that this handbook was linked to the previous DFEE guidance which was superseded in July 2011 but is still a useful guide)

They should:

- Have the experience, training and qualifications to manage the group and lead the team of accompanying staff.
- Be conversant with good practice in planned activities including those they will not be instructing.
- Prepare and brief the young people, their parents and accompanying staff and adults.
- Undertake appropriate risk assessments and complete proformas as necessary for the authorisation
- Have a regard for the health and safety of the group (staff/adults and young people) at all times. In the event of an incident or accident inform the HBC as soon as possible.
- Determine the level of first aid that may be required and to nominate as appropriate a member of staff to have that responsibility
- Access the initial and on-going suitability of the group in relation to the planned activities.
- Actively involve young people in the risk assessment process, to a level appropriate to their understanding, including the planning, organisation and conduct of visits.

## **THE ROLE OF OTHER STAFF AND ACCOMPANYING ADULTS**

Staff and adults accompanying any visit should be clear about their roles and responsibilities.

- They must be familiar with the risk assessments and do their best to ensure the health and safety of everyone in the group and follow the instructions of the Group Leader.
- Adults should be guided in their role by the Group Leader and must not be left in sole charge of young people except where it has been previously agreed as part of the risk assessment.
- Only establishment staff should be given pastoral responsibilities. Instructors or other working staff for contracted organisations can support teachers, youth workers, social care workers and adults in their pastoral duties but cannot assume a full pastoral role.