

Trafford Council

Children and Young People's Service

Guidelines for Safety in Outdoor Education and on Educational Visits

Supplementary Guidance

May 2007

Notification and approval system for Individual Placements using Outdoor and Adventurous Activities.

When working with external providers of Outdoor and Adventurous Activities for Young People in accompanied groups the LA provides a system of help, advice and approval using the Forms OE 1 to 4 as outlined in the Safety Guidelines Document.

Recently multi – agency teams have started to use Outdoor and Adventurous Activities Providers for Individual placements of young people, as part of a development programme, where the young person is not accompanied by a member of staff.

To enable a suitable and sufficient system to be put in place the LA is providing this guidance.

There are, however, certain principles which underpin such activity and outline the responsibility of the LA and /or the School / College.

Principles:

1. An Educational Establishment **cannot delegate all responsibility** for the wellbeing of the Young People in its care to a third party provider/contractor.
2. All educational visits **must be approved** by the Head Teacher / Youth Leader / Governors and Employer.
3. A member of **the Educational Establishments staff must be involved** in the planning and approval of any educational visit.
4. Where a visit involves young people from **more than one establishment**, a member of staff from each establishment must be involved in the planning for the visit.
5. Where a visit involves young people from more than one establishment it would be reasonable to have one nominated **“lead” member of staff** from one of the establishments to coordinate the planning and execution of the visit.

Leadership and other responsibilities:

1. The **visit leader** may elect to delegate the delivery of the visit to others, but will still retain overall responsibility for the visit and the welfare of the young people.

2. **Approval** for a visit – based on a sound risk assessment process – **should be obtained by the visit leader.**

Supervision:

1. It is normal practice for a **member of the educational establishment** (or an agreed representative from one establishment where young people are recruited from several establishments) **to be present during an educational visit.**

However:

2. In particular planned **exceptional circumstances** and where a **satisfactory process** has been undertaken, it might be reasonable for some local **non-residential** educational visits **to take place without a member of the establishment staff actually present.**

In these circumstances the member of staff responsible for the visit (the visit leader) must monitor the delivery of the visit to the schedule as outlined on the OE5 and be able to intervene or support the visit should this be judged necessary.

(Although the tasks associated with the delivery of the visit may be delegated, the **visit leader** retains responsibility for the duty of care and wellbeing of the young people)

This provides a basis for being able to approve individual placements.

3. A member of staff would be expected to be present for any **non-local educational visit** because the conditions outlined in 2 above cannot be met.
4. **For residential visits, sole responsibility cannot be delegated** to a third party/contractor and a member of staff should be present.
5. **“Remote supervision” refers to young people’s self-supervision**, achieved purposefully through a phased learning-process. (such as a D of E expedition).

Educational establishments assigning young people to the charge of a contractor's staff would be practising **delegated-supervision**, rather than remote supervision.

(Delegated supervision would require a thorough quality assurance process to be in place as outlined above.)

Please note that where the individual being placed is on a school roll the Education (Pupil Registration) England Regulations 2006 are relevant.

These require that at the commencement of the morning and afternoon session every pupil whose name is on the admission register must be marked as (i) present; (ii) absent; (iii) attending an approved educational activity; or (iv) unable to attend due to exceptional circumstances.

In order for (iii) to apply the activity taking place outside the school premises must be **(i)** approved by a person authorised in that behalf by the proprietor of the school; **(ii)** of an educational nature, including work experience and a sporting activity; and **(iii)** supervised by a person authorised in that behalf by the proprietor or the head teacher of the school.

A flow chart to enable this process of approval for Individual Placements using Outdoor and Adventurous Activities is outlined on Page 4 of this document.

Please note that Work Experience, unless using Outdoor Adventurous Activities, are 'out of scope' of this guidance and already discussed in the document 'Safeguarding Young People on Work Experience' published by the Trafford School Improvement Service in January 2007.

If any educational establishment wishes to use a placement that is neither Work Experience, Outdoor Education or of an adventurous nature a similar, internal, system of monitoring must be maintained and evaluated as would any educational visit that does not require LA approval.

Steve Berry
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