

1. Summary of ERYC measures to promote safe and good practice during offsite visits

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The following measures are taken by the East Riding of Yorkshire Council (ERYC) to promote good and safe practice in the planning and leadership of offsite visits:

1.1 Access to current guidance and recognised good practice

- Access to current guidance and recognised good practice is made available online (via the East Riding of Yorkshire Council's Offsite Visits and Outdoor Learning webpage at <http://www.eriding.net/all-ages/educational-visits/>) to all those responsible for the planning, leadership and management of offsite visits in the form of:
 - National government guidance on educational/offsite visits
 - National guidance provided by the National Outdoor Education Adviser Panel – see www.oeapnq.info
 - The Local Authority's Guidance for the Management and Leadership of Offsite Visits
 - Relevant guidance provided by other organisations e.g. LOtC, ROSPA, and HSE
- A brief summary of each chapter within the Local Authority's Visits Guidance is provided on the first page of the chapter. Managers may wish to print hard copies of these summary pages to provide staff with Visits Guidance Summary booklet, but it should be made clear that these pages only provide the basic information, and that reference to more detailed guidance is usually required via the website above.
- Immediate access to the LA's Visits Guidance is also made available via weblinks on the ROVER Online system.
- Services are kept informed of any changes to policy or recommended good practice via the ERYC Offsite Visits and Outdoor Learning webpage.
- Advice and guidance is made available regarding each service's own specific offsite visits policy and procedures, including access to an online "Manager Review".

1.2 Specialist advice and guidance regarding the planning, leadership, and management of offsite visits

- Access to specialist advice, guidance, and support is provided via telephone, e-mail or site meetings with the LA Educational Visits Officer to help ERYC schools and services meet their legal obligations and fulfil their duty of care.
- Consistency with current legal requirements, national standards, and recognised good practice is maintained through representation by the ERYC Educational Visits Officer on the national and regional Outdoor Education Adviser Panels.

1.3 Risk Assessments

- Generic risk assessments that cover a wide range of offsite visits and activities are made available and downloadable via the ERYC Offsite Visits and Outdoor Learning webpage at <http://www.eriding.net/all-ages/educational-visits/> and via ROVER Online.

1.4 Notification and Approval of Visits

- Advice and guidance is provided by the LA Educational Visits Officer with regard to the approval and authorisation of visits – but especially residential and overseas visits, and all visits involving high risk activities and environments
- A clear system has been established for the notification and approval of visits, including access to ROVER online, East Riding of Yorkshire Council's own web-based system for the recording, checking and approval of visits:
 - All visit plans are assessed and approved by at least one level of management.
 - Day visits that do not involve high risk activities or environments are checked and authorised internally by a designated Manager - in schools this is normally the Headteacher (with EVC support) but some school policies might also require Governor approval for these visits.
 - More complex or challenging visits (involving overnight stays, overseas visits, or high risk activities/environments) are assessed and approved by at least two tiers of management – in

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schools this would normally include the Headteacher, the EVC, and a representative from the Governors, and then finally authorised by the Local Authority.

- A detailed and comprehensive record of all residential and higher risk visits can be viewed at any time by all relevant managers via the ROVER Online database.

1.5 Training

- Training is made available by the LA to all new managers who may have responsibility for overseeing and approving offsite visits – for example, in schools, specific training is provided to new Educational Visits Coordinators and Headteachers (and training can be provided for Governors on request).
- Newly appointed staff and Newly Qualified Teachers are provided with a programme of induction, which includes practical guidance on organising and leading educational visits.
- Regular courses are provided in Offsite Visit Planning and Leadership, Risk Management, and First Aid.
- Specialist courses are available for Ski Group Organisers or Overseas Expedition Leaders.
- An online database which records details of staff members' visit leadership experience, training, and qualifications is available on ROVER and can be viewed by all managers.
- A system is in place to check and approve the credentials of staff members who have adventure activity qualifications. A register of approved adventure activity providers is maintained in a database on ROVER that is accessible to all managers.

1.6 Monitoring

- Offsite visits are regularly observed and monitored externally by the LA Educational Visits Officer as a means of quality assurance. Written feedback is provided to the Visit Organiser and relevant managers.
- Internal managers (in schools, this includes the Educational Visits Coordinator or Head of Department or Headteacher) are also encouraged to spot check visits occasionally as a means of checking standards, and ensuring that the actual practice on visits is consistent with that stated on the approval form.
- An online audit of each establishment's offsite visits policies and procedures is made available via ROVER online. This "Manager Review" provides a self-assessment checklist for managers, and it encourages areas of weakness to be identified and action points agreed.

1.7 Emergency Procedures and Critical Incident Planning

- Specialist support and advice from the Local Authority (LA) is available following a serious accident or incident during an offsite visit. This includes access to the LA's 24hr Emergency Helpline 01482 392999.
- The LA will assist with the investigation and review of any significant accident or near-miss that has occurred during an offsite visit, and a written report is normally provided that includes recommendations in the light of any lessons learned.
- The Visits Guidance provides proformas and guidance regarding recommended procedures for dealing with emergencies.
- Visit Leaders are required to record details on ROVER of at least one Emergency Home Contact who has access to the visit details and next of kin contact numbers, and they can act as a central point for support and liaison during an emergency.

1.8 Ongoing review and communication of safety issues relating to offsite visits

- The Visits Guidance provided by East Riding of Yorkshire Council uses is based upon the National Guidance provided by the National Outdoor Education Adviser Panel – see <http://oeapng.info/> - and the Local Authority's guidance will be updated to reflect any significant changes in national guidance.
- A working group has previously assisted with the ongoing review of the East Riding of Yorkshire Council's offsite visits policies and procedures, and further working groups will be called upon as the need arises to discuss and agree significant changes to existing policy.
- Managers are notified immediately of any significant safety issues or proposed changes to policy and procedures.

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- Other new and helpful safety information regarding offsite visits are displayed on the Council's Offsite Visits and Outdoor Learning webpage at <http://www.eriding.net/all-ages/educational-visits/>