

2. Glossary of Terms

GENERAL TERMINOLOGY AND ABBREVIATIONS	
LA	Local Authority
ERYC	East Riding of Yorkshire Council
OEAP	Outdoor Education Adviser Panel
Establishment	School, Academy, Youth Centre, Care Home, Premises, Service or Project
Educational Visit or Offsite Visit	Any visit, trip, expedition, journey or activity away from the school/establishment site (apart from Work Experience or College Placements, which are dealt with in separate guidance) that in any way can be considered the responsibility of the school or establishment.
THOSE WITH LOCAL AUTHORITY MANAGEMENT RESPONSIBILITIES	
LA (or County or ERYC) Educational Visits Officer	A specialist consultant employed by the Local Authority, with overall responsibility for overseeing and monitoring the safety of all the county's offsite visits, and for advising on all aspects of outdoor education and offsite visits. This includes giving LA authorisation/approval of relevant visits.
LA Youth and Family Support (YFS) Manager	The designated Youth and Family Support Manager who has responsibility for overseeing and monitoring the safety of all the offsite visits undertaken by the Youth and Family Support Services. This includes giving LA authorisation/approval of visits of relevant visits.
LA Children's Services Manager	The designated Children's Services Manager who has responsibility for overseeing and monitoring the safety of all the offsite visits undertaken by the Children's Service. This includes giving LA authorisation/approval of visits of relevant visits.
THOSE WITH INTERNAL MANAGEMENT RESPONSIBILITIES FOR SCHOOL VISITS	
School Governor i/c of Visits or Governor representative	A representative of the school's governing body who has been nominated by the governing body the task of overseeing (and approving when required) all the school's educational visits. If no other person is nominated, the Chair of Governors is recognised in this role by default.
Headteacher	The appointed Headteacher who has overall responsibility within each school for the care and safety of pupils, including during educational visits. This includes the internal authorisation/approval of all visits.
School's Educational Visits Co-ordinator or EVC	A designated staff member within each school, with a responsibility for co-ordinating and overseeing the planning and management of all the school's educational visits. If no other staff member is nominated, the Headteacher is recognised as the EVC by default. Responsibilities include advising the Headteacher and Governors regarding the internal authorisation/approval of visits.
THOSE WITH INTERNAL MANAGEMENT RESPONSIBILITIES FOR NON-SCHOOL VISITS	
Manager or Line Manager or Senior Manager	The appointed Manager who has overall responsibility within each establishment for the care and safety of young people, including during offsite visits. This includes the internal authorisation/approval of all visits.

CODE OF PRACTICE (CP)

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Visits Co-ordinator or VC or Educational Visits Coordinator (EVC)	A designated staff member with a responsibility for co-ordinating and overseeing the planning and management of all the establishment's offsite visits. If no other staff member is nominated, the establishment manager is recognised as the VC by default. Responsibilities include advising the establishment manager regarding the internal authorisation/approval of visits.
THOSE RESPONSIBLE FOR ORGANISING/LEADING SPECIFIC OFFSITE VISITS	
Overall Group Leader or Visit Organiser or Visit Leader	A suitably competent and experienced staff member who is responsible for the overall planning, leadership and supervision of a particular educational/offsite visit.
Deputy Group Leader	A suitably competent and experienced staff member who has been appropriately trained and briefed to take over the Overall Group Leader's responsibilities if necessary.
Assistant Leader	A suitably competent and experienced staff member who acts as an assistant to the Overall Group Leader in leading/supervising an educational/offsite visit.
Volunteer Leader	A competent adult (18 years or over) who assists voluntarily with leading/supervising an educational/offsite visit.
Group Leaders or Leaders	All adult leaders, including volunteers, who have responsibility for leading/supervising an educational/offsite visit. Leaders might be required to take responsibility for overseeing a group if the main party divides into smaller sub-groups.
Emergency Home Contact(s)	A designated person/persons, not involved directly with leading an offsite visit, who holds information about the visit, together with all relevant contact details, in case of emergency. The person(s) fulfils a central communication and liaison role in the event of an emergency, and therefore should be contactable at any time (24 hr cover) during the visit.
Parent/Guardian	The person(s) with parental/legal responsibility for the overall care of a young person.
Young person/people or Pupil/child/student	Those group members who attend or participate, and are the responsibility of any East Riding of Yorkshire Council educational, youth, or care establishment/service.
APPROVAL AND NOTIFICATION PROCEDURES FOR ALL VISITS	
ROVER online or ROVER	ROVER - which stands for "Record Of Visits in the East Riding" is an online system for the recording, notification, and approval of visits. The system allows visit organisers to submit details of a visit to all relevant managers for approval.
EV1 or Day Visits Approval form	A standard form for the notification and approval of low risk day visits and journeys which establishments can use as an alternative to using ROVER. The form is usually submitted by the Overall Group Leader to the internal managers/headteacher for in-house approval.
EV2 or External Service Provider enquiry form	A form which can be sent to the providers of external services (e.g. accommodation, transport, activity instruction) to request written information and assurances regarding the quality of services they offer and the safety management systems they have in place.