

CODE OF PRACTICE (CP)

6. Management roles and responsibilities – The Governing Body

6. Management roles & responsibilities – the Governing Body (for schools only)

- 6.1 Governing Bodies, under their articles of government, have a responsibility for the general direction of the conduct and curriculum in their establishment. This extends to educational visits. See further guidance from the National Outdoor Education Adviser Panel webpages via www.oeapng.info
- 6.2 To fulfil its responsibly for the Health and Safety of young people on educational/offsite visits, the Governing Body must:
- ✓ in schools where the Local Authority is the employer, formally adopt the Local Authority's "Guidance for the Management and Leadership of Offsite Visits";
 - ✓ in schools/academies where the Governing Body is the employer, the governors' role will be the same as shown for the Local Authority. It is recommended that governors of these schools should adopt the LA's "Guidance for the Management and Leadership of Offsite Visits";
 - ✓ determine, approve and review the school's own specific policy on educational/offsite visits;
 - ✓ agree a method of governor approval for each category of visit;
 - ✓ select an appropriate governor representative to be responsible for overseeing and approving educational visits on behalf of the Governing Body;
 - ✓ understand the Governing Body's responsibilities, and be appropriately briefed and trained with regard to its role in overseeing the management of educational visits;
 - ✓ agree the organisational framework, support and emergency procedures for visits.
- 6.3 The Governing Body must be satisfied that:
- ✓ they can understand visit objectives and are able to challenge ventures that they consider inappropriate or unrealistic for the young people concerned;
 - ✓ school staff are appropriately trained and competent to organize and lead visits safely;
 - ✓ risk assessments are carried out adequately by a competent person, and risk management systems and safety measures are in place;
 - ✓ they are informed about more complex and less routine visits well in advance;
 - ✓ they can adequately assess and approve those visits which include overnight accommodation, overseas travel or high risk activities and environments;
 - ✓ bookings are not confirmed with external service providers until all necessary assurances have been obtained;
 - ✓ Outline Approval is initially sought and obtained for overseas visits and expeditions before bookings are confirmed;

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- ✓ all visits are planned and led in accordance with the Local Authority's "Guidance for the Management and Leadership of Offsite Visits" and with the school's own Visits policy;
- ✓ formal reviews of visits and activities are completed and recorded;
- ✓ there are suitable monitoring/quality assurance procedures in place;
- ✓ examples of good practice are shared, and lessons are learned from accidents or near-misses;
- ✓ all reasonable and practicable measures are taken to ensure the inclusion of pupils, irrespective of race, gender, ability, special need, or economic circumstance;
- ✓ the Headteacher and EVC are supported in matters relating to educational visits, and that they have appropriate time, resources, and expertise to fulfil their responsibilities.