

OEAP Employer Guidance: Manager (non-school) Role

It is a critical aspect of visit planning at all levels to ensure that there is proper understanding of the status of various visit guidance documents - which ones are useful and which ones must be followed because they will become the key point of reference in any legal proceedings. This understanding will set the expectations of good practice demanded by Employment and Health and Safety law.

The Health and Safety at Work Act 1974 places overall responsibility for health and safety with the employer. Who this is, varies with the type of establishment or setting. It is critical that employees understand "who is my employer" (Refer to "Basic Essentials MUST read –Remit and Rationale").

The increasing use of commissioned services should be on the basis that those commissioned should be tied by legal agreements to follow the commissioning bodies employer guidance.

Employers have duties to ensure, so far as is reasonably practicable:

- the health, safety and welfare of all employees.
- the health and safety for all young people for whom the employer is responsible under the Children Act 2004.
- the health and safety of volunteers involved in Children's Services activities, including off-site activity and visits.

In many instances, the Manager and the EVC are the same person. If this is the case, you will need to cross- reference this advice with that which relates to EVCs. If this is not the case, you will need to identify who holds the role of EVC within your organisation or establishment.

As a manager you should ensure that:

- All visits comply with employer guidance and are notified to the employer as required;
- You have ascertained that all staff involved are assessed as specifically competent to carry out such responsibilities as they are allocated;
- You have clearly designated either yourself or a suitable member of staff as the EVC in accordance with employer guidance;
- If taking part in the activity or visit as an Assistant Leader or as a group member, you are clear about your role and should follow the instructions of the designated Visit Leader, who will have sole charge of the activity or visit;
- Suitable child protection procedures are in place, including vetting at an appropriate level of all voluntary helpers. CRB checks and ISA requirements are in place as required;
- You are assured that the EVC, Visit Leaders, assisting staff and voluntary helpers are appropriately trained and competent to carry out such tasks as they are allocated;
- You have assigned sufficient time for staff to organise outdoor learning experiences properly;
- You support an apprenticeship /succession planning culture to ensure sustainable visits and the development of competent Visit Leaders and EVCs
- You support your EVC in ensuring that visits are effectively supervised with an appropriate level of staffing.
- You support your EVC in ensuring that visit information has been shared with parents and that consent has been sought where necessary;
- Arrangements have been made for the medical needs and special educational needs of all the young people;
- Inclusion issues are addressed.
- Suitable transport arrangements are in place and meet any regulatory requirements
- Insurance arrangements are appropriate;
- Details relating to the activities (including participant and accompanying staff personal details) are accessible at all times to a designated base 24/7 emergency contact(s) in case of a serious incident;

- That there are contingency plans in place should the plan be significantly changed or cancelled (Plan B);
- Arrangements are in place for any governing body, trustees, supervisory body or hierarchical management to be informed of such visits as are required by the establishment visit policy;
- You are aware of the need to obtain best value. Appropriate consideration must be given to financial management, choice of contractors, and contractual relationships;
- Establishment visit policy should identify the types of visit that require a preliminary visit;
- Establishment visit policy should formally adopt a set format for recording written risk assessments. Such risk assessments should be proportional, suitable and sufficient and based on the 'Principles of Sensible Risk Management'. The adoption of materials made available by employers to reduce bureaucracy is good practice;
- Where the visit involves a third party provider, appropriate assurances have been sought;
- All visits are evaluated with regard to best value, teaching and learning, quality experiences, addressing issues raised by any serious incident and to inform the operation of future visits;
- Establishment visit policy includes appropriate emergency procedures in case of a major incident;
- The establishment visit policy includes a procedure to ensure that parents are appropriately informed in the event of a serious incident;
- Serious incidents are reported to the employer as required by employer guidance meeting the requirements of RIDDOR.