

OEAP EG: EVC Check List

- I have attended EVC training as recommended / required by my employer guidance?
- I have read and understood my employer's guidance for outdoor learning activities?
- I have an establishment visit policy?
- Establishment policy identifies a visit/off-site activity leadership induction process for all new staff?
- Staff training needs are identified and addressed?
- Staff training is available to support outdoor learning?
- Where required by employer guidance, visits are formally approved and notified?
- Outdoor learning activities are led by staff meeting employer competence requirements?
- Volunteer adults are vetted and those with significant unsupervised access are subject to full CRB /ISA checks and processes?
- There is appropriate risk management (including risk-benefit assessments) for all outdoor learning activity?
- As EVC, I have been kept informed of the planning process?
- Where appropriate, all staff and young people have been involved in the planning?
- There is a plan 'B'?
- Preliminary visits have taken place if required?
- Third party provider assurances have been obtained?
- The number of number and competence of leaders will ensure effective supervision?
- Medical, first aid and inclusion issues have been addressed?
- There is a designated 24/7 emergency contact, with access to all information relating to the visit?
- All staff and group members have been informed of their roles and responsibilities?
- All relevant documentation is lodged in a designated place providing 24/7 access.
- Those in parental authority have been appropriately briefed regarding itinerary, accommodation, activities, transport and emergency telephone numbers?
- The Visit/Activity leader has sufficient funds and an effective means of communication in case of an emergency?
- Visits and off-site activities are debriefed and reviewed?
- Visits and outdoor learning activities are monitored in accordance with employer and establishment policy?
- Accidents and incidents are reported, learning shared and RIDDOR requirements are met?