

## Relevant Legislation

*Management of Health and Safety at Work Regulations 1999*  
*The Activity Centres (Young Persons' Safety) Act 1996*

## General

Information pertaining to outdoor education and adventurous activities is given in the following documents, which are available to schools, Youth Service, Children's Residential Services and Voluntary Youth Groups:

- Northumberland County Council Educational Off-site Visits Code of practice
- Outdoor Education Advisers panel National Guidance

## Scope

Northumberland County Council Code of Practice applies to schools which Northumberland County Council (NCC) maintains and Children's Services where the Council is the employer or where a Governing Body has continued to use the Council's services under an SLA.

External Visits are defined as events that involve children, young people or vulnerable adults being away from their normal school, centre or residential home. This includes (although it is not limited to):

- residential visits at home or abroad
- adventurous or water-based activities
- field studies and local, low risk visits
- visits such as an outing to the park, museum, cinema or library.

The Code of Practice applies to all visits regardless of whether the activities take place within or outside of normal working hours and hence includes weekends and holiday periods.

## Outdoor Education Adviser's Panel: National Guidance

NCC has adopted the 'National Guidance' published by the Outdoor Education Advisers Panel (OEAP), details of which can be found on their website [www.oeapng.info](http://www.oeapng.info). This site provides detailed guidance covering all aspects of off-site visits and outdoor learning, including information outlining the roles of key staff and parents in the planning and delivery of visits.

# **Educational Visits and Outdoor Education**

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Schools, other Children's Services and all Council employees must follow that guidance as well as the requirements of NCC's Code of Practice.

## **Notification and Approval of Visits**

NCC uses the EVOLVE online system for notification, approval and monitoring of visits. Educational Visits Coordinators (EVCs), Headteachers and Service Managers are able to use EVOLVE to plan, authorise and monitor visits within their establishments. Where Local Authority approval is required the Educational Visits Team is automatically alerted to visits awaiting approval once the Head/Managers have authorised them.