



Arranging brief visits outside college with boarders and boarding staff

The National Guidance document from the OEAP, “*Basic Essentials MUST Read – Status, Remit and Rationale*”, clarifies the range of employees whose work requires them to use the guidance. In summary, it applies to employees whose work involves any one of the following:

- Direct supervision of young people undertaking experiences beyond the boundary of their normal operational base.
- Direct supervision of young people undertaking experiences that fall within the remit of Educational visits and LOtC.
- Facilitating experiences for young people undertaking experiences beyond the boundary of their normal operational base.
- Deploying staff who will supervise or facilitate experiences of or for young people undertaking experiences beyond the boundary of their normal operational base.

This applies regardless of whether or not the activities take place within or outside of normal working hours, including weekends and holiday periods.

When taking boarders to banks, police stations etc., staff must adhere to the provisions of the risk assessment for the college learning area but ADD TO THAT RISK ASSESSMENT any additional features which should be considered. For example, if only one member of staff is accompanying, do they have the experience to undertake that responsibility? Consider the students – are they well-behaved? Do they have any additional supervisory needs? Have they and accompanying staff got mobile phones with each other’s numbers on? This information must be added to the risk assessment for such visits and a copy kept on file – either paper or electronic.

Reviewed by: James Kidd (Vice Principal, Pastoral) June 2021

Next review: June 2022