

4. PLANNING AND MANAGEMENT

4.01 Management of Group Leaders

It is essential that formal planning takes place before any offsite and adventurous activity takes place, and this responsibility is often delegated to the Group Leader.

Group Leaders who plan visits must be competent to do so including having the necessary training, experience and qualifications relevant to the activity. Group Leaders can also employ others who are competent to lead particular activities where necessary e.g. a qualified canoe instructor as part of their planning.

Group Leaders' line managers must satisfy themselves that the Group Leader has the necessary competence to successfully plan for an offsite and adventurous activity. Offsite Visits Co-ordinators (OVCs) will be expected to give training and support to Group Leaders, and the Council's Offsite Visits Advisor (OVA) will also provide advice and guidance.

4.02 Management of Offsite Visits Co-ordinators (OVCs)

OVCs must also be competent, including having the necessary training, experience and qualifications relevant to the activities being undertaken, and OVC's line managers must satisfy themselves that OVC have the necessary competency to undertake the role.



The Council's Offsite Visits Advisor (OVA) provides regular training sessions for OVCs and also provides advice and guidance to support them.

4.03 Management of Risk

All those involved in planning and approving offsite and adventurous activities must ensure that visits have been planned effectively to identify, avoid, minimise, mitigate and manage risk. This is a statutory duty and details are set out in section 6 of this manual.

4.04 Preparation and Planning

Thorough preparation and planning are vital to the success of any offsite and adventurous activity. Those who organise and lead activities have considerable responsibilities for those in their care. Each of the following factors should be considered as part of the planning process and any evidence should be provided that the relevant approvals are in place:

- Pre visit consents from parents/carers;
- The equipment the group will need to take on the visit;

- The facilities/equipment provided or available at the venue;
- Staff training needs;
- Transport arrangements;
- Insurance arrangements;
- Information to the provider;
- Communication arrangements;
- Supervision ratios
- Contingency measures for the enforced change of plan or late return;
- Information to parents/carers;
- Preparing participants;
- Emergency arrangements;
- Arrangements for sending participants home early;
- Cost

4.05 Preparing Children and Young People

Children and young people who are involved and informed about the organisation of a visit, and who are well prepared will generally participate more fully, behave better and will be at less risk. Providing information to children and young people is therefore an important part of preparing for a visit. Participants must clearly understand:

- What is expected of them
- What the visit will entail
- The standard of behaviour that is expected
- Why rules must be followed
- Any potential risks

The Group Leader and other supervisory staff should ensure that the children and young people are capable of undertaking the proposed activities but should not coerce participants into undertaking activities of which they maybe incapable or have a genuine fear.

Children and young people whose behaviour is such that the Group Leader is concerned for their safety or that of others within the group should be excluded from the activity.

On residential visits the Group Leader should consider whether such children and young people should be sent home early and appropriate arrangements for early returns included in the planning of the visits.

Parents/carers, children and young people should be given full information in advance of the visit about the procedures for dealing with misbehaviour, how participants will be returned home safely and who will meet the cost.

While an activity is in progress there should be regular briefings for children, young people and staff. Briefing is no less important where a visit takes place on a regular basis and/or where the situation and local conditions are well known to the supervising staff.

4.06 On Line Management System

All offsite visits need to be input on to the [Bracknell Forest electronic monitoring and approval system](#). The details of each visit should be entered along with any supporting documents before the visit departs (see 5.10).

