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|  | **Department of Children’s**  Employment & Skills  Outdoor Education Service  Margaret McMillan Tower  Prince’s Way  Bradford BD1 1NN  Tel: 01274 439600  Email: outdooreducation@bradford.gov.uk  Date: 27 April 2021 |
| To: Headteachers  Bradford Local Authority/Maintained Schools |
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Dear Headteacher

**RE: EDUCATIONAL VISITS / LEARNING OUTSIDE THE CLASSROOM**

I am writing to update you on your subscription to the Outdoor Education Service (OES). As a maintained school to offer Educational visits you are **required to subscribe to the service** to meet the school’s and Bradford Council’s (as the Employer) legal responsibilities including:

* Health and Safety at Work Act 1974 which extends to all schools the local authority is legally responsible for.
* Corporate Manslaughter and Corporate Homicide Act 2007.
* All young people under the Children Act 2004.
* Corporate Parent, including those under the Children and Social Work Act 2017.

The subscription is for the period **1st April 2021 to 31st March 2022.** It is essential that your school is compliant with the legal responsibilities in respect of learning outside the classroom (LOtC), keeping Bradford Council informed of all off site visits and seek approval where required. This should be done through the local authority’s visits management system EVOLVE.

Part of the role of the OES, is to provide essential support and guidance for your school. LOtC is an important aspect of every child or young person’s educational experience and will provide them with a rich and stimulating curriculum. It is more important than ever under the current pandemic and also essential that each trip is well planned and risks are taken into consideration and to be minimised as far as practicable. In the event of an incident you will be judged against your risk assessments, employer’s policy and procedures.

Each visit entered on to EVOLVE will be automatically entered onto the local authority’s Trip calendar which provides centralised auditable information. This will allow Bradford Council to support your school in the event of an emergency accident/incident.

There have been a number of examples of incidents where HSE has investigated and prosecuted not only the school but local authority. Some examples are:

* Blackpool LA was fined £120k plus legal costs when a young female died in a swimming pool.
* A Governing Body was fined £5,000 and £10,000 legal costs when HSE prosecuted due to a young male drowned on a school visit in 1999.
* A school was fined £20,000, teacher £2000. When young female died on a boating visit to Portsmouth harbour.
* In 2002 a young male from Essex, died on an adventurous visit to wales. HSE prosecuted and the LA was able to overturn the conviction of unlawful killing, in June of 2006 with a verdict of accidental death.

For Educational Visits that are deemed as high risk we will offer feedback on risk assessments and associated activities and authorise these if they fall into one of the following three categories listed below:

* **overseas**
* **adventurous**
* **residential**

Please ensure you log on to Skills4Bradford website (<https://skills4bradford.co.uk/>) and subscribe to the Outdoor Education Service and Evolve as a maintained school.

The subscription for the Outdoor Education Service provides your school with:

* Access to the centralised Evolve System for recording of all educational visits
* Specialist advice, guidance and practical support in all aspects of educational visits
* High risk visits (as above) will be authorised/validated to ensure compliance
* Support and advice for emergency accident/incident situations
* Access to training for school Educational Visit Co-ordinators (half day per year)
* Discounted rates for OEAP approved Educational Visits Co-ordinators training.
* Support and advice when using third party providers
* Discounted rates for other training/CPD to support LOtC
* Sample audit/monitoring of educational visits to ensure school compliance & feedback
* Bespoke consultancy preferential rates on LOtC curriculum resources/policy advice
* Bespoke ‘initial’ visits undertaken to inform the school risk assessment - rates to be agreed.

If your establishment will **NOT be offering offsite educational visits** for the duration of the subscription period of 1st April 2021-31 March 2022, then the **OE** **Maintained** **Disclaimer** **Form** must be completed & submitted to us as soon as possible. This confirms that you understand the legal requirements and you have assured the local authority that your school are not undertaking any educational visits within this period.

If you need any further information regarding the above, please email your query to [outdooreducation@bradford.gov.uk](mailto:outdooreducation@bradford.gov.uk) or contact me on 01274 439600.

Yours sincerely

Catherine Halliwell

Lead Officer: Outdoor Education & Work Placements