

**School Teacher and Youth Leader Procedure**  
**Bookings and Preparing for an Outdoor Education Day**  
**Schools and Youth Groups**

**Introduction:**

**Operational date: January 2016**

“The journey through education for any child in Scotland must include opportunities for a series of planned quality outdoor learning experiences” Curriculum for excellence through outdoor learning.  
[http://www.educationscotland.gov.uk/Images/cfeOutdoorLearningfinal\\_tcm4-596061.pdf](http://www.educationscotland.gov.uk/Images/cfeOutdoorLearningfinal_tcm4-596061.pdf)

Sport and Leisure’s Outdoor Education Service aims to support schools and youth groups to deliver these opportunities. We aim to lead outdoor learning journeys that encourage active learning which is real, first hand and impacts positively on all participants. All our days include an element of fun, adventure, and personal challenge. We hope that participants will experience success, increased levels of confidence, and a connection to the wild landscape of Shetland.

The purpose of this document is to ensure the smooth running of these days. It will assist head teachers, their nominees or visit leaders who intend to use the service to make all the necessary preparations and ensure that they and their groups are adequately prepared for their outdoor education experience.

**Stage 1 – Making a booking for an outdoor education day**

The head teacher, their nominee or visit leader should make contact with the Outdoor Education and Activities Officer to agree the activity to be undertaken, proposed date(s), potential location for this activity and the purpose of the day i.e. Transition day, John Muir Award, General Outdoor Adventure.

**Please note the activity and location to be used will only be finalised on the day once weather conditions and group requirements have been taken into consideration.**

Contacts: [pete.richardson@shetland.gov.uk](mailto:pete.richardson@shetland.gov.uk) Mobile: 07833298221

**Stage 2 – Contact parents/ carers for consent and to provide additional information**

The head teacher, their nominee or visit leader should ensure that all parents/carers have been informed in writing about the outdoor education day and have received the “What you need to know about an outdoor education day” document, which highlights some additional information on the service and items to be taken on the outdoor day.

The head teacher, their nominee or visit leader should ensure that all parents/carers have received and returned a completed parental consent form for their child for the outdoor education day.

**Stage 3 – Preparing the class / group for the outdoor education day**

In advance of the outdoor education day the visit leader should familiarise themselves with the relevant Generic Risk Assessments for outdoor activities and consider any specific implications for their group. They should discuss with the class/group what to expect on the day. These risk

assessments can be seen on the Sport and Leisure webpage at:

[http://www.shetland.gov.uk/sport\\_and\\_leisure/outdoor\\_education.asp](http://www.shetland.gov.uk/sport_and_leisure/outdoor_education.asp)

#### **Stage 4 – Confirming the final details for the outdoor education day**

The head teacher, their nominee or visit leader should make contact with the Outdoor Education and Activities Officer at least a week in advance to confirm numbers for the day, accompanying staff that will attend on the day, the proposed activity, potential location and timings for pick-up and returns. In addition, they should also highlight any special requirements or relevant information about participants that has been identified through the review of the generic risk assessments and that may influence the decision making on the day about the type of activity undertaken.

During the pre-outdoor education day discussion visit leaders should emphasise the need for participants to listen to instructions carefully and to behave appropriately during the day. In addition, the following outcomes should be highlighted, which include having fun on the day, sharing an adventure with the class/group and connecting with the wild environment of Shetland.

#### **Stage 5 – On the outdoor education day**

The head teacher, their nominee or visit leader should make sure that the class/ group have all relevant items for the day i.e. completed consent forms, packed lunches (if required), spare clothing and appropriate footwear.

Once a decision on the location and activity to be undertaken has been finalised the visit leader is required to telephone their school or youth centre to inform them of this information. This is an essential stage in order for the school / youth club to be aware of the group's location and what activity they are undertaking during their outdoor education day.

**Please note the activity and location to be used will only be finalised on the day once weather conditions and group requirements have been taken into consideration.**

#### **Role and Responsibilities on the Outdoor Education day**

- **Instructors** - Responsibility for safety during the adventurous activity lies with the instructor leading the activity.
- **Instructors** - Have the authority to alter the duration or location of any activity if, in their judgement, it becomes necessary to do so.
- **School Staff – Youth Work staff** - Ultimate responsibility for participants remains with the visit leader. If any concerns arise the visit leader should discuss them directly with the instructor and then withdraw the group from the care of the instructor if the problems are not resolved.

If you require any further information on undertaking an offsite visit or undertaking an outdoor education day then please refer to "Going Out There" - Scottish Framework for Safe Practice in Off-Site Visits – see link below:

<http://www.goingoutthere.co.uk/download-going-out-there>