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## Appendix 2: GROUPS UNDER REMOTE SUPERVISION [GURS]

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This OCoP L4.2P was previously known as 'Groups Away from Permanent Supervision [GAPS]'. It has been changed in line with OEAP National Guidance which uses the term 'remote supervision'. In other documentation the term 'GAPS' may still be referenced, until such time as updates are issued. Where this is the case, 'GAPS' should be read as 'GURS' and this OCoP (below) applied.

### General Principle:

GURS are:

- Remotely supervised groups, where the tutor is away from the group, and students would be unable to reach the tutor within a few minutes.
- Normally expected to be over 16 years of age
- In certain circumstances, where educationally suitable, groups of 14-16 year olds

Groups under remote supervision should only be allowed to carry out fieldwork provided that:

- a. The sites are considered to be safe for the activities to be undertaken and that a *Site Working Information Card* (SWIC) for each fieldwork site has been completed and has been given to the group. (FSC OCoP L1.3)
- b. The tutor has briefed the students as to the nature of any potential hazards (as detailed in the SWIC) of the site and the control measures that apply.
- c. The tutor has a record of who is working where and a time scale to cover the activity.
- d. Each group has rapid access to appropriate first aid and has been given written instruction on what to do in case of an emergency. [This may require provision of a first aid kit and adequate information to use them effectively if required to do so, and means of communication between the group, the tutor/Learning Location and/or emergency services.] Consideration should be given to safeguarding issues (FSC OCoP W6).
- e. A key contact person in each GURS is identified and a strategy for communicating with them is established.
- f. Clear instructions are communicated to GURS for what to do in non-emergency situations and what to do when the activity is completed, including rendezvous times & locations if appropriate.
- g. The Learning Location has a tested procedure for dealing with emergency and non-emergency contacts from GURS. Adequate duty cover must be available at Learning Locations to respond appropriately to the GURS, communicate with FSC tutors/visiting staff in the vicinity, and effectively manage communications with external agencies as required.

- h. The groups should be visited as frequently as necessary, which may include shadowing, checkpointing, etc. This may include the use of other members of FSC staff accompanying school staff as appropriate to the environments being worked in.
- i. Group members must never be more than 30 minutes walking distance from a means of establishing contact with either the emergency services, or the Learning Location or with a member of FSC or accompanying staff.

**The Head of Learning Location must ensure that:**

- The SWICS are available for every location that is used for GURS activities, and that the form of any such documents issued to groups is such that the documents are weatherproof.
- As part of the SWICS process due consideration is given to appropriate first aid and communication for GURS and resources are provided to facilitate this where required.
- Any procedures or actions necessary to fulfil the requirements, noted above, in a-i, are established and readily available in written form to all staff that may be involved in such situations. In drafting these procedures reference should be made to OCoP E5: Major Incidents; OCoP E7: Accessing Support from the Emergency Services; OCoP E1: Duty and On-Call Systems and OCoP E7: Missing Personnel in the Field.

**In advance of the course commencing, the tutor must ensure that:**

- Any activities that would require GURS within the course programme are identified as such, and are discussed and agreed with the visiting member of staff/course coordinator (see OCoP L6.3P).
- The role of the visiting members of staff in remotely supervising GURS should also be discussed and agreed in advance of the activity. The GURS OCoP should be shared with these staff & they should be made aware of the specific procedures a-i above.
- During the course, activities requiring GURS should be reviewed in the light of experience of working with the group. FSC staff should ensure that there is an agreed alternative activity available to replace GURS if required.
- a-j (as listed above) are in place in advance of undertaking activities involving GURS.

## **Additional information:**

### **Size of groups undertaking GURS activity**

Students must not work away from permanent supervision on their own.

**Guidance Note:** *It is recommended that, when the GURS activity is taking place in rural locations where possible assistance from inhabitants and passers-by is unlikely to be immediately available, the minimum size of a group should be three students [in the event of a serious injury to one student, seeking assistance and looking after the injured student can then be handled by the other two students]. Once established the group must be given clear instructions not to split up or separate whilst undertaking the activity.*

There are circumstances, when students are carrying out 'individual project work', where an individual student devises a study that they are prepared to carry out on their own. This must be managed by FSC staff to ensure that this individual project does not involve the student working on their own under remote supervision.

**Guidance Note:** *This can be achieved by encouraging students to undertake individual investigations at the same location(s) (within sight/earshot of each other). Individual students dispersed across a teaching site within eyesight of the FSC staff are not under remote supervision. Frequent checking within 30 minutes for each GURS is recommended. Visiting staff members can be engaged in this activity as long as this has been agreed in advance. Checking by other members of FSC teaching team under the supervision of the FSC tutor is also appropriate.*

### **GURS group or group member missing in the field:**

The procedures to be followed are described in FSC OCoP E7: Missing Personnel in the Field.