

## EDUCATIONAL VISITS ADVISORY SERVICE

The aim of the Service is to:-

Bury Council's **Educational Visits Advisory Service (EVAS)** supports Headteachers, Governors, and Employers in meeting their statutory responsibilities for educational visits. Our service provides expert guidance, training, advice, monitoring, and ongoing support to ensure compliance with legal requirements.

Employers have specific statutory duties regarding educational visits (<http://www.oeapng.info>). For academies, voluntary-aided, and foundation schools, these responsibilities rest with the governing board. As governing boards rarely have the specialist expertise required, it is strongly recommended that schools seek external support from a qualified and experienced **Educational Visits Adviser (EVA)**.

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### Service Benefits

EVAS offers comprehensive support, including:

- **Expert Advice & Guidance** on all aspects of the educational visits process, externally verified.
- **Competency Assurance** for staff involved in planning and leading visits.
- **Policy Development Assistance** to help schools create robust procedures.
- **Access to EVOLVE**, Bury Council's secure, auditable online system for visit planning, approval, and compliance checks.
- **Training Opportunities** for Educational Visit Coordinators (EVCs), visit leaders, and other staff (additional charges may apply).
- **Health & Safety Monitoring** for educational visits and outdoor learning activities.

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### Monitoring & Approval

The Educational Visits Adviser will review and advise on the suitability of arrangements for:

- **Overseas visits**
- **Residential visits**
- **Adventurous activities**, including Duke of Edinburgh Award expeditions and practices

Approval requests for these visits must be submitted **at least 20 working days before departure**, and ideally much earlier for complex trips (e.g., 6–12 months for overseas expeditions or exchanges).

Routine monitoring of day visits can be requested by the EVC, Headteacher, or Governors. Schools have a legal duty to sample monitor their own visits; at their request, the EVA can undertake this on their behalf. A daily charge plus mileage applies, and a written monitoring report will be provided.

### **School's responsibilities**

- Complete all relevant documentation in time for the visit to take place and as set out in LA policy.
- Where necessary, obtain parental consent with reference National Guidance
- Have an Educational Visits Policy in place.
- Comply with National Guidance and LA policy for educational visits and activities (both off-site and on-site)

### **Service Delivery**

For issues regarding educational visits and compliance to guidance, please contact Tom Booth, Educational Visits Adviser on 01706 926759 or mobile 07773 975361

### **Costs**

The cost of this service is based on an amount per pupil. An additional sheet detailing costs of each individual school is included under separate cover. The proposed contract length is a minimum of one year; however, should you wish to sign-up for more than one year, this will allow us to plan accordingly.

### **Contact for Further Information**

If you wish to comment on the quality of this Service agreement for the Educational Visits Service, please contact Amy Appleyard on 0161 253 5626 or e-mail: [A.L.Appleyard@bury.gov.uk](mailto:A.L.Appleyard@bury.gov.uk)