

EDUCATIONAL VISITS ADVISORY SERVICE

Description of Service

The aim of the Service is to:-

- Interpret National Guidance at a local level and supplement it, if appropriate, by a local policy in respect of educational visits
- Collate and process requests for Educational Visits from schools in accordance with LA policy. Liaise with Educational Visit Coordinators to ensure applications are completed in accordance with the LA policy.
- Maintain the Educational Visits database for applications for visits, external suppliers of activities and of approved members of staff who may lead adventurous activities
- Liaise with Authority Departments and external bodies on relevant matters, including provision of training of Educational Visits Coordinators (EVCs), Governors and Visit Leaders.
- Regularly review the need for LA guidance for specialist activities as and when required, ensuring the distribution of updated guidance and amendments to all establishments.
- Ensure schools have an appropriately experienced and trained Educational Visits Coordinator
- Keep appropriate records of educational off-site visits and liaise with Educational Visits Coordinators to ensure that applications are completed in accordance with LA policy.
- Monitor that where necessary, and in accordance with LA policy, schools and Services obtain parental consent for Educational Visits and that appropriate emergency contact arrangements are in place. Ensure that schools are aware that incidents/accidents must be appropriately recorded (using SMART (pupils and HS1 form for staff & others))
- Ensure that training is available for school educational visit emergency contacts
- Evaluate risk management processes to ensure they are suitable and sufficient
- Ensure schools and Services have an appropriate policy in place for educational visits in line with national guidance and LA policy
- Provide Educational Visit Coordinator Training courses as CPD for developing the specific competencies attached to this role
- Provide Leader Training courses as CPD for developing practical approaches to risk and group management (*additional cost*)
- Provide Outdoor Learning Cards training as CPD for developing practical approaches to delivering high quality learning outside the classroom (*additional cost*)

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)
- The school must use the SMART system to record and report incidents and accidents to pupils (<https://portal.irisadapt.com>).
- The school must complete an HS1 form for incidents and accidents to staff

Service Delivery

For fundamental issues regarding educational visits and compliance to guidance, please contact Dave Scourfield, Educational Visits Advisor on 01706 926759 or mobile 07976 059303

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 Paul Cooke, Strategic Lead (Education Services) on 0161 253 5674 or e-mail: p.cooke@bury.gov.uk