

New policy and guidance

This manual has been rewritten as a result of DfES Guidance, remodelling of the workforce and to support the variety of staff that are now working in educational establishments with young people. It is available in published and electronic form thus allowing for easy revision in the future. There is an expanded index and contacts section and it has been written as a document of free sections - not to be read from cover to cover by all staff. The role of the EVC will be to unpack this document, understand different aspects and direct staff wishing to lead visits to relevant Sections.

SECTION 2 : "PLANNING A VISIT" IS A STARTING POINT FOR USING THIS MANUAL. VISITS THAT INVOLVE ADVENTURE ACTIVITIES, JOURNEYS ABROAD OR AN OUTSIDE ORGANISATION ARE REFERENCED AND ARE CONTAINED WITHIN ADDITIONAL CHAPTERS. SECTION 2 CONTAINS THE MAJORITY OF INFORMATION REQUIRED. PLEASE USE THIS DOCUMENT NOT AS A BOOK, BUT AS A REFERENCE MANUAL.

This policy has been amended in the light of DfES Documents, Health & Safety, Responsibilities & Powers 2001 and supplements to HASPEV (1998).

Department for Education and Skills

Responsibilities & Powers 2001

As a result of this document, the LEA recognises the importance of best practice amongst schools. In Foundation and Voluntary Aided schools, governing bodies, as the employer, hold the responsibility for all aspects of Health & Safety including all educational visits. In 2003 the LEA offered these schools the choice : either to remain fully separate (the default position) or to partner with the LEA and work in the full Policy Framework for using this document in its entirety.

For Community and Voluntary Controlled schools, the previous position of self-approval is no longer possible. These schools **MUST** work completely within this LEA Policy and Approval process.

DfES Health & Safety and Education Visits Supplement 2002

In July 2002 the DfES published a 4-part supplement to Health & Safety of Pupils on Educational Visits (1998).

The supplements were :

- Standards for LEA's Overseeing Educational visits
- Standards for Adventure
- Handbook for Group Leaders
- Group Safety at Water Margins

This Guidance embraces features of these documents, and expands advice in many areas. However, the Handbook for Group Leaders and Group Safety at the Water Margins are strongly recommended documents as specific advice and must be available to visit leaders. As a result of these documents, the LEA has undertaken an extensive Educational Visit Co-ordinator Training Programme. **THE LEA REQUIRES THAT AN EVC MUST BE TRAINED AND IN PLACE IN EVERY SCHOOL / CENTRE.** The EVC will perform a number of key tasks :

- Assessing the competency of staff and volunteers working on Educational visits, ensuring appropriate checks are in place
- Approval “normal” visits within the school / centre based system
- Community and Voluntary Controlled schools / Youth centres must seek LEA Approval for any visit involving adventure. Foundation and Voluntary Aided schools - see above paragraph, Responsibilities & Powers 2001
- Maintain records of all visits, staff records, incident and accident reports
- Liaise with staff, offering advice, support and knowledge regarding Educational visits
- Liaise with Head Teacher / Manager and Governing Body as required

Community and Voluntary Controlled schools will maintain the post of EVC using the Guidance in “Standards for LEA’s” : Points 5 - 8. If Foundation and Voluntary Aided schools are working in partnership with the LEA then they must also comply with the above criteria.