



# Educational Visits & Journeys



## NEWSLETTER

### Autumn 2014

## Contacts

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Pete is responsible for providing advice, support and training as well as approving all visits that require LA approval.

### Celia Dawson (Senior Administrator to Compliance & Risk Adviser)

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Celia is available for day to day enquiries and support. She will guide you through the EVOLVE online system if you need help. Celia is also the main contact if you would like to book onto any training.

## Links

EVOLVE for Central Bedfordshire Schools  
[www.centralbedfordshirevisits.org.uk](http://www.centralbedfordshirevisits.org.uk)

Schools' Portal – Educational Visits Pages  
[www.centralbedfordshire.gov.uk/schools-portal/human-resources/educational-visits.aspx](http://www.centralbedfordshire.gov.uk/schools-portal/human-resources/educational-visits.aspx)

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Please note that for maintained schools , all visits requiring Local Authority approval **MUST** be submitted for approval **4 WEEKS** before the visit date.

Compliance with this is vital to ensure that you have the necessary approval before a visit takes place. If you proceed with a visit that does not have approval, your school will not be covered in the event of an accident. Therefore it is imperative that the completion of a visit form is a top priority for every visit.

**PLEASE  
DISPLAY THIS  
NEWSLETTER  
IN YOUR  
STAFF ROOM**

# Welcome

Another academic year is now upon us and relaxed summer days are just a distant memory as staff come to terms with a new curriculum and other changes to legislation and practice.

It has become a tradition in recent years for a newsletter to be circulated to schools to inform all staff with regard to policy updates, visit ideas and to celebrate the successes from the previous academic year. If you have any visit ideas or best practice you would like to share in future, please let Celia or myself know.

## Administration

The beginning of a new school year is a good time to ensure that your EVOLVE system is up to date and all administration is in place. Could I therefore urge EVCs and EVC Administrators to attend to the following points:

- Disable the EVOLVE accounts of staff who have left your school.(If the member of staff has moved to another school in Central Beds then we are able to migrate the account across)
- Remind staff to update their own EVOLVE profiles, **especially a current e-mail address**
- Delete any 'test' visits or undated visits where you know there are no longer plans for them to take place
- Provide new staff with 'Visit' induction. There is a good beginners guide for EVOLVE to support this
- Inform the Local Authority of any EVC & Headteacher changes
- Ensure documents (operating procedures, generic risk assessments) on shared drives or in the 'Establishment Documents' section of EVOLVE are up to date
- Ensure that a record of staff competencies, in relation to management of educational visits, is in place. There should also be a procedure for routine updates of the competence record (staff meeting, Appraisal etc.)

## Local Updates

### EVJ Policy Review

It is now two years since the new look Educational Visits and Journeys Policy for Central Bedfordshire was launched. It has been reviewed recently to reflect any changes within the national landscape of guidance and best practice. Please be aware that changes have been made to the following sections:

11	Staffing and Supervision
12	Staff – Pupil Ratios
13	First Aid
25	Open Country Activities
27	Overseas Expeditions
28	Emergency Procedures
31	Safeguarding

The ***Educational Visits & Journeys Policy (September 2014)*** will be circulated to schools as a hard copy before the end of September. In the meantime, the updated policy can be accessed via the Resources Section of Evolve and via the Educational Visits page of the Schools' Portal.

## Schools' Portal

Supporting resources and documentation continue to be available from the **Schools Portal** although feedback would suggest that the Educational Visits pages are hard to find. To overcome this I would suggest creating the following link as a shortcut in your browser:

<http://www.centralbedfordshire.gov.uk/schools-portal/human-resources/educational-visits.aspx>

## Visit Monitoring

As part of an ongoing quality assurance process I have been fortunate enough to observe a number of 'visits in action' over the Summer Term. It is pleasing to witness at first hand, high standards of group management and the obvious enjoyment the children gain from the extension of learning from off site environments. I would like to extend a big thank you to all schools concerned.

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# National Updates

## National Guidance Updates

The Outdoor Education Advisers Panel 'National Guidance' website has become the single source of advice in relation to Educational Visits. Rather than present advice through one document (as with its predecessor HASPEV Health and Safety of Pupils on Educational visits), it provides a series of concise and specific documents. The advantage is that, where there are changes in best practice, guidance or legislation then only the affected areas are updated. A list of updates is available in the Resources section of EVOLVE under the 'National Guidance' tab.

## Supporting Pupils at School with Medical Conditions

The Government have released draft statutory guidance 'Supporting Pupils at School with Medical Conditions'. It replaces 'Managing Medicines in Schools and Early Years Settings'. The document has implications for residential visits where the school has 24/7 duty of care. It can be downloaded from the Government website at [www.gov.uk](http://www.gov.uk)

## New EYFS Guidance

Statutory Guidance for Early Years and Foundation Stage has been updated and has implications for off-site visits. There is no longer a statutory requirement with regard to adult : child ratio. The actual ratio is determined by risk assessment as with other age groups.

The new guidance came into force with effect from the 1<sup>st</sup> September and can be found on the Government website:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/335504/EYFS\\_framework\\_from\\_1\\_September\\_2014\\_with\\_clarification\\_note.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335504/EYFS_framework_from_1_September_2014_with_clarification_note.pdf)

The Educational Visits Policy has been amended to reflect these changes.

## Kaddi

EVOLVE2014 is now fully linked with Kaddi, a searchable database of places to go and things to do. When completing a visit form, users can now add providers to a visit from the Local Authority's own list of providers or the national Kaddi database (linked with LOtC Quality Badge System).

## Review of the Wider Impact of play

Tim Gill has prepared a report in order to build the case for improving play opportunities for children. The report was commissioned by the Children's Play Policy Forum of which Play England is a partner. He has studied 'play' across a number of platforms and concludes:

*'...Play initiatives lead to improvements in children's physical and mental health and well-being, and are linked to a range of other cognitive and social developmental benefits. While evidence of beneficial outcomes is strongest for play in schools, it is reasonable to expect that they will also be seen in other contexts where children have comparable play experiences...'*

The full report can be found in the 'Resources' section of EVOLVE under the 'Library' tab

## Training Update

The following Training courses are scheduled for this Academic Year:

Course Description	Date and Time	Cost
EVC Training for New EVCs	Tues 23rd September 2014 08:45-16:00	Local Authority Schools £72
		Academies buying back EVJ Service £72
		All other academies £122
Group Leader Training	Tues 14 <sup>th</sup> October 2014 08:45-16:00	Local Authority Schools £72
		Academies buying back EVJ Service £72
		All other academies £122
EVC Revalidation	Tues 21 <sup>st</sup> October 2014 09:00 – 12:30	Local Authority Schools £26
		Academies buying back EVJ Service £26
		All other academies £46
EVC Training for New EVCs	Thursday 23 <sup>rd</sup> April 2015 09:00 – 16:00	Local Authority Schools £74
		Academies buying back EVJ Service £74
		All other academies £124
Group Leader Training	Thurs 30 <sup>th</sup> April 2015 09:00 – 16:00	Local Authority Schools £74
		Academies buying back EVJ Service £74
		All other academies £124
EVC Revalidation	Thurs 7 <sup>th</sup> May 2015 09:00 – 12:30	Local Authority Schools £27
		Academies buying back EVJ Service £27
		All other academies £48

All courses will be held at the Forest Centre, Marston Vale.

For more information, please refer to the 'Training' section of EVOLVE, the Educational Visits page of the Schools' Portal or contact Celia Dawson.

# Lessons Learned

## Residential Visit – Catering Arrangements

Where a child has special dietary requirements and is attending a residential visit it is accepted and widely understood practice for the Group Leader to liaise with the Centre to ensure caterers are aware of the specific dietary needs of the child.

A word of caution! We recently had an incident with one of our schools where a diabetic child was taking part in the school's residential visit. All the necessary dietary arrangements were in place well in advance and agreed with all parties. However, on arrival the Group Leader discovered that the menu had been changed.

The caterers' justification was simple. They had replaced similar sized portion of potatoes for pasta (both being carbohydrate) but owing to the differences in 'release rates', coupled with an unusually high level of physical activity, the child's sugar balance was upset.

Mindful of this, I would urge Group Leaders who are planning for similar requirements to stress the importance of adhering to agreed diets (that are known to work) for children with specific dietary needs.

For my part I have raised this as an awareness raising issue for residential centres through the OEAP.

## Visits Statistical Report for Academic Year: 1st September 2013 – 31st August 2014

Once again the number of visits conducted by schools in Central Bedfordshire shows an annual increase in numbers. This is testimony to the hard work and dedication of our teachers and support assistants, and to the value they place in providing learning experiences outside of the classroom.

The following statistics have been generated through the reporting function of EVOLVE. Please do not forget that it is there – you can generate a statistical summary for your own school which many headteachers are finding useful when compiling reports to governors etc.

School Phase	Total no. Visits		Total no. Participants	
	2012-13	2013-14	2012-13	2013-14
<b>Upper Schools</b>	(846)	1,080	(19,224)	18,651
<b>Middle Schools</b>	(1,939)	2,261	(61,954)	69,199
<b>Special Schools</b>	(2,593)	4,829	(21,087)	32,922
<b>Lower Schools</b>	(1,582)	1,672	(51,815)	54,707
<b>Youth Service Support</b>	(9)	8	(100)	30
<b>Children In Care</b>	(13)	14	(116)	142
<b>Total ( all phases)</b>	<b>6,982</b>	<b>9,864</b>	<b>154,296</b>	<b>175,650</b>

## Breakdown by Visit Type

		Overseas	Residential	Adventurous (external)	Adventurous (own staff)	Other <sup>1</sup>
<b>Total number of visits that included Visit Type</b>	<b>2012-13</b>	(76)	(236)	(691)	(616)	(5,638)
	<b>2013-14</b>	81	233	1,042	691	8,394
<b>Total number of different establishments</b>	<b>2012-13</b>	(32)	(90)	(92)	(21)	(109)
	<b>2013-14</b>	32	93	96	24	109

(Previous year figures in brackets)

## Comments

The overall number of visits has increased for the third consecutive year. The academic year 2013-14 saw a 41% increase in the total number of visits (from 6,987 to 9,864). During the last academic year, the number rose across all school phases.

Comparing 2013 -14 data to the previous academic year:

- There has been a rise in the total number of overseas visits although the actual number of establishments conducting overseas visits has remained constant at 32 for the third consecutive year
- There has been a slight decrease in the total number of residential visits (236 to 233 although the actual number of schools conducting this type of visit has risen slightly (90 to 93)
- There has been a 51% rise (691 to 1,042) in the total number of visits involving adventurous activity delivered by an external provider. The number of visits involving adventurous activities delivered by establishment staff has also risen from 616 to 691 (12%). This corresponds with an increase in the number of establishments organising adventurous visits last year (92 to 96)

During the last academic year there were 81 visits abroad. The most frequented destinations were in Western Europe with 29 schools visiting France, 8 visiting Italy and 6 visiting Germany. More notable were visits to Iceland, Latvia and Morocco. In total, thirteen different countries have been visited by schools from Central Bedfordshire in the last year: Austria, Belgium, France, Germany, Iceland, Italy, Latvia, The Netherlands, Spain, Switzerland, USA, Morocco and Namibia.

<sup>1</sup> 'Other' refers to the vast majority of visits, fixtures, local fieldwork etc.

## Must see.....

### Project Wild Thing

Project Wild Thing is a film led movement to get more children (and their parents) outside and reconnecting with nature. The film is an ambitious, feature-length documentary that takes a funny and revealing look at a complex issue, the increasingly disparate connection between children and nature.

Project Wild Thing is also a growing movement of organisations and individuals who care deeply about the need for nature connected, free-range, roaming and outdoor playing for today's children.

To find out more and to view a trailer of the film visit the Project Wild Thing website at [projectwildthing.com](http://projectwildthing.com).

## .....And Finally

The value of school visits as an effective teaching and learning strategy continues to be recognised in all phases of Central Bedfordshire schools as reflected by the year on year increase in the number of Educational visits over the past five years.

Please remember that we are here to help you with visit related enquiries so please do not hesitate to pick up the phone if you want to discuss a new visit idea. The chances are that we know a school that has conducted that visit before!

Have an enjoyable and successful year.

Pete Hardy  
Celia Dawson