

EDUCATIONAL VISITS AND JOURNEYS NEWSLETTER



Autumn 2010

Contacts

We have recently moved offices to Dunstable, our new contact details are as follows...

Glynis Yates

Tel: 0300 300 4955 Email: glynis.yates@centralbedfordshire.gov.uk

For all advice and Local Authority approval and all other general enquiries.
Glynis also leads the training for new and existing EVCs and Group Leaders

Cathie Gibbons

Tel: 0300 300 4875 Email: cathie.gibbons@centralbedfordshire.gov.uk

Cathie supports you in the day to day enquires and can guide you through the EVOLVE online system if you need help. Cathie is also the main contact if you would like to book onto any training.

Educational Visits and Journeys Policy updated Autumn 2010

We have updated the Educational Visits and Journeys Policy, so that key contacts throughout the document are relevant. The Policy itself remains the same for the time being, however as soon as we receive the new national guidance from the Outdoor Education Advisers Panel this will also be updated. A copy of the Educational Visits and Journeys Policy can be found on EVOLVE via the link on the homepage.

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All visits **MUST** be submitted for approval **4 WORKING 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.

The LA may refuse applications that are outside this time limit.

**PLEASE
PRINT &
DISPLAY
IN YOUR
STAFF
ROOM**

Reports

Visit Type				
Overseas	Residential	Adventurous (external)	Adventurous (own staff)	Other
93	182	234	79	1528
Visit Total				1938

In the 2009/2010 school year, 1938 visits were approved via EVOLVE. The top 3 destinations for overseas visits were France, Germany and Italy however we did have a number of schools visit countries such as South Africa, Singapore and Venezuela.

Visit Leader Board per Establishment Group:

Hadrian Lower; with 39 visits.

Priory Middle; with 122 visits. (This is primarily due to weekly sports fixtures)

Henlow Middle; with 69 visits.

Samuel Whitbread Upper; with 104 visits.

Oak Bank Special; with 75 visits.

IYSS; with 50 visits.

Champion EVOLVE Users

Congratulations to the following staff for being our champion EVOLVE users this half term.

Helen Wingate from Harlington Upper: For excellent RAs and itinerary for their recent Music Tour to Holland.

Mary Smith from Burgoyne Middle: For great detailed RAs for their recent visit to Le Touquet, France

IYSS Staff: For detailed and thorough application forms.

Emmeline Watkins from Sandy Upper: For great itinerary and RAs for their recent Orielton Field Centre trip.

Ann Tracey from Harlington Lower: For a detailed and thorough application for their Junior French Club visit to Compiègne

Elizabeth Sullivan Ash from Harlington Upper: For a fantastic application, brilliant itinerary and RAs and great information to parents and students, for their end of year visit to Thorpe Park.

Messages for EVCs

4 Working Week Rule:

We have decided to lower the time limit from 5 to 4 working weeks. This is largely due to Evolve making it easier to communicate with schools, and process applications faster than the old paper system. Late applications are sometimes inevitable due to the last minute opportunities and of course we always want to help with these. However the LA may refuse approval if schools persistently do not comply with this policy.

ALL Staff on Evolve:

With the new school year upon us, please take the time to ensure ALL staff are setup on the system and that all details including a current email address and any relevant qualifications/awards are complete. (This helps you when tracking a visit form)

We strongly advise that all default logins are changed to something specific to the individual using it, this way it is more memorable for you and we can see who the EVC/Head are.

Tracking Visits:

All group leaders and EVCs must check that a visit has been given approval. The system breaks down when the

group leader has not entered an email address. The LA may have put a note onto the visit form that needs attention - all registered email addresses connected to the form will receive notification that a note has been put on the form. Some EVCs and heads are ignoring the notification and assuming that the email is giving approval - as a result some visits have taken place without approval.

Evolve Gateway:

We have now activated the Evolve Gateway, which provides parents/carers with access to specified visit details. It is not compulsory for you to use this but it may provide a quick and easy way to inform parents/carers of a visits itinerary etc. If you wish to use the gateway please log onto Evolve and click on the "help" section for instructions.

Document Library:

We are receiving a number of great Itineraries and Risk Assessments, and would like to start sharing these in the document library. Please let us know if you would prefer not to share your documents.

Training and Development

A training programme is in place to support and develop Children's Workforce staff to manage Visits and Journeys and other Learning Outside the Classroom opportunities safely and effectively.

New EVCs

Training for new Educational Visits Co-ordinators (EVCs) takes place twice yearly usually in September and April. The day's course follows the national syllabus set out by the Outdoor Education Adviser's Panel and covers the role of the EVC, risk assessment and management, legal requirements and applications for approval.

SP101107A - 28 September 2010, 0900 to 1600 hours

SP101107B - 29 March 2011, 0900 to 1600 hours

Both of the above training sessions will take place at the Rufus Centre, Flitwick

EVC Revalidation

All existing EVCs are expected to revalidate their training every 3 years. The day course focuses on the role of the EVC and the monitoring and training of other staff within their own environment. An element of the course is practical giving delegates the opportunity to simulate a preliminary visit and make a risk assessment. These courses are offered twice yearly.

SP101108A - 15 October 2010, 0900 to 1600 hours

SP101108B- 05 May 2011, 0900 to 1600 hours

Both of the above training sessions will take place at the Forest Centre, Marston Moretaine

Group Leaders

Training for Group Leaders focuses on the competencies that staff need to be able to lead, manage and evaluate successful learning experiences outside the classroom and off the school site. An element of the course is practical, giving delegates the opportunity to simulate a preliminary visit and make a risk assessment. These courses are offered twice yearly.

SP101109A - 22 October 2010, 0900 to 1600 hours

SP101109B - 17 March 2011, 0900 to 1600 hours

All the above training sessions will take place at the Forest Centre, Marston Moretaine.

If you require Group Leader training for a number of staff and would prefer workplace based training please contact us for details.

To book a place on any of the above training please contact Cathie Gibbons. Tel. 0300 300 4875
cathie.gibbons@centralbedfordshire.gov.uk



1. Can children ever be transported in teacher's own private cars?

Yes but only in an emergency situation. There should be no planned use of private cars for the transportation of school based young people. There are some exceptions to the rule for some of the personnel working in other areas of Children's services, for example in children's social care, and the youth service areas; usually these adults will have driving as part of their job description and they will be classed as 'essential users'. If in doubt ask your EVC or us!

See Page 41, Chapter 6, Paragraph 6.14 - 6.18

2. Do we need to seek LA approval for visits to Theme Parks?

Yes! For all Theme Park visits you **MUST** now seek LA approval. As more often than not these visits consist of schools taking large numbers of students (sometimes in the 100's) the LA prefer to see the approval to ensure risk assessments clearly show how such large numbers will be managed throughout the day and how staff are deployed to ensure all young people remain in contact and safe.

When completing an application for a Theme Park visit please ensure you mark the visit type as 'Adventurous Activity led by an External Provider or Central Bedfordshire Centre' - otherwise you will be asked for qualifications and of course there aren't any.

3. How do I know if an activity is classed as 'adventurous'?

See Chapter 8, Pages 51-53 or give us a call or leave a message on the messenger page of EVOLVE and we will answer.

4. What would happen if I don't get approval for a visit and something goes wrong/if it is too late to get approval for a visit can we still go anyway?

You have to have approval from either your EVC, Headteacher or equivalent and/or the LA. A visit cannot go ahead without approval. If you are a local authority maintained school then Central Bedfordshire is your employer and would be liable for your actions. So there is no choice in this under Health and Safety Law set out in the Responsibilities and Powers document of December 2001, which states that all employees must adhere to their employer's advice and undertake activities in accordance with policy and guidance set out by employers. Employees also must act according to training given. If you are a VA or Foundation school then your employer is your governing body and they would be liable in the same way as the LA would be for its own establishments. **So no approval means—you can't go!** Every EVC and Group Leader has a responsibility to make sure that approval has been granted — do not assume it has and go anyway! Travelling without proper approval should never happen, if something goes wrong the employer would be investigated and would have to report that the group leader acted against advice.

Frequently Asked Questions About EVOLVE



1. I have completed my visit form, but it will not submit – Why is this?

The easiest way to see what's missing is to look at the checklist on the left hand side of the form (when in editing). If a section does not have a tick next to it you have missed a question. This is usually something simple like the "educational purpose of visit" box at the top of the "Purpose of Visit" section has been left blank by mistake. It can also be due to the case sensitivity of the form. If a question indicates "the required response is Yes" A capital Y **MUST** be entered.

2. I can't get past my mailbox, what's happened?

When you have a note to read on one of your visit forms, you will receive an email notification. Once you have logged on you are directed straight to your mailbox to pick up your message. You must view the specific visit form, scroll down to the note section and click the "**confirm note read**" box. Once this is done, you will be able to navigate through the rest of the system.

3. Do I need to add my qualifications and awards to my Evolve details?

Yes, definitely. We would like to know what year you completed your EVC/EVC Revalidation Training and or Group Leader Training (including training done in schools) and other specific awards such as SCO and NGB awards. From the home page, go to 'My Details' on the blue bar at the top, click 'Awards', and click the relevant award or qualification from the list.

