

# EVC NEWS AUTUMN TERM 2005

Electronic copy also available  
[www.thornbridgeoutdoors.co.uk/educationalvisits](http://www.thornbridgeoutdoors.co.uk/educationalvisits).



Support for Educational Visits Co-ordinators in Sheffield LEA Schools, contact Adge Last or David Armstrong at Thornbridge Outdoors, Great Longstone, Derbyshire DE45 1NY Tel: 01629 640491 Fax: 01629 640494 Email: [edvisits@thornbridgeoutdoors.co.uk](mailto:edvisits@thornbridgeoutdoors.co.uk)  
[www.thornbridgeoutdoors.co.uk/educationalvisits](http://www.thornbridgeoutdoors.co.uk/educationalvisits).

## INTRODUCTION

Please ensure that colleagues involved in the management and conduct of educational visits are informed about the contents and issues raised in this and subsequent EVC Newsletters.

## LEA APPROVAL FOR VISITS - VISIT APPROVAL FORMS NOW REQUIRED

From the start of this term, September 2005, please use only the LEA's Visit Approval Form, published in January 2005, to obtain LEA approval for educational visits. You should by now have removed all copies of previous forms from school. Only information provided on the current Visit Approval Form will be accepted from now on. The new forms are available on the CD containing the LEA's Educational Visits Guidelines which was sent to all schools in January 2005 and on the Thornbridge Outdoors web site at this address: [www.thornbridgeoutdoors.co.uk/educationalvisits](http://www.thornbridgeoutdoors.co.uk/educationalvisits)

## VISITS REQUIRING LEA APPROVAL

A reminder that certain categories of visit now require LEA approval in addition to head teacher approval. They are visits involving:

- > adventure activities;
- > visits abroad;
- > residential experience;
- > any other hazardous activity or environment.



## RECOGNISING AND ACHIEVING HIGH QUALITY OUTDOOR EDUCATION



Referred to in the last EVC Newsletter, this new guide focuses on high quality outdoor education – what it looks like and how to achieve it. It recognises that high quality outdoor education takes place not only in schools and outdoor centres but equally in youth services and voluntary youth organisations, as well as outdoor activity clubs that cater for young people.

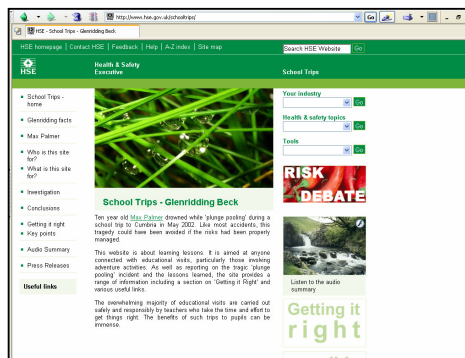
Published by the English Outdoor Council and written by members of the Outdoor Education Advisers Panel, this guide identifies the significant learning outcomes resulting from high quality outdoor education along with their indicators. Copies will be sent to all EVCs soon.

## NEW HSE WEB SITE FOR SCHOOL TRIPS

The Health and Safety Executive has established a new web site for information relating to school visits. Here you will find information on good practice, incident reports and a debate on risk. The Glenridding Beck Report (see below) is available here.

The HSE aim to add to this site over time to build up a resource of information which helps with the organisation and conduct of safe and successful educational visits.

Go to [www.hse.gov.uk/schooltrips](http://www.hse.gov.uk/schooltrips) for more information.



## GLENRIDDING BECK REPORT

You will find a copy of a report into a fatal accident in Glenridding Beck in the Lake District involving a Lancashire school party on the HSE's new web site (see above). This report is written to provide information and lessons learned. It is recommended that you obtain a copy of the report and check your own school systems against the relevant recommendations contained in the report.

Go to [www.hse.gov.uk/schooltrips](http://www.hse.gov.uk/schooltrips) for more information.

## MANIFESTO FOR OUTDOOR EDUCATION

As a result of the Education and Skills Select Committee report into Education Outside the Classroom, the government is committed to producing a Manifesto for Outdoor Education which will bring together a range of stakeholders to strengthen the provision of outdoor education provision for young people.

For more information see the Education Minister's press release at the following address:  
[www.dfes.gov.uk/pns/DisplayPN.cgi?pn\\_id=2005\\_0021](http://www.dfes.gov.uk/pns/DisplayPN.cgi?pn_id=2005_0021)



## VISIT LEADER TRAINING



We have recently been involved in the development of a national template of providing training for leaders taking part in educational visits. We will soon provide a number of dates to you for these courses. Meanwhile, should you require leader training for a group of your own school staff, please do not hesitate to get in touch using the contact details provided at the top of this newsletter.

## EVC TRAINING COURSE

Educational Visit Co-ordinator training is an essential pre-requisite for the school EVC. As members of staff move or their roles change, schools may need to send additional staff on EVC training. The date for the next EVC training course to be held at Thornbridge Outdoors will be Thursday 8 December 2005. This one-day event covers local and national guidelines and the role of the EVC. Those who have already attended an EVC training course do not need to attend again. For further details and to obtain an application form please contact Dot Wales at Thornbridge on Tel: 01629 640491 or Email: [dot@thornbridgeoutdoors.co.uk](mailto:dot@thornbridgeoutdoors.co.uk)

## SNOWSPORT ENGLAND ALPINE SKI COURSE LEADER (ASCL) COURSES

Low cost ASCL courses are currently available this winter for those who wish to undertake training to be able to supervise their own pupils skiing outside ski school. Please refer to the information and course dates recently sent directly to secondary school EVCs and all those involved in school ski visits. For further information, please contact David Armstrong at Thornbridge Outdoors on 01629 640491 or via email to [davidarmstrong@boreas.freeserve.co.uk](mailto:davidarmstrong@boreas.freeserve.co.uk)



### EARLY VISIT NOTIFICATION REMINDER

The single most important factor in ensuring that you obtain LEA approval for visits is to make sure that Visit Approval Forms are completed and sent to the LEA well in advance of the visit (6 weeks). Where necessary, this allows advice to be provided and acted upon before the visit takes place. It follows from this that the necessary approval can be gained in good time rather than trying to obtain it at the last minute.

### COMPLETING THE VISIT APPROVAL FORM

Experience so far shows that the following points will help reduce the need to contact you to seek further information following receipt of the Visit Approval Form:

- > ensure that all information and assurances requested are provided – do not leave questions unanswered on the form;
- > ensure that you provide information about staff experience/qualifications where requested;
- > in the Risk Assessment section, ensure that you provide the assurances requested and you name or provide reference numbers for the LEA generic risk assessments referred to for the visit;
- > in the Activity Provider/Tour Operator section ensure that you indicate that you have obtained from your provider the relevant assurances specified on the Provider Form;

### NO NEED TO SEND RISK ASSESSMENTS WITH VISIT APPROVAL FORMS

In the interest of reducing bureaucracy and duplication, there is no need to send copies of risk assessments with the Visit Approval Form. You must, however, keep them on file for future reference and provide the assurances requested on the Visit Approval Form.

### NO NEED FOR PROVIDER FORMS FOR WHIRLOW, MAYFIELD OR THORNBRIDGE

The LEA's Provider Form has been designed to help you obtain assurances from tour operators and providers of activities for educational visits.

There is, however, no need to use this form for visits to Sheffield's own provision at Thornbridge, Whirlow Hall Farm or Mayfield Environmental Education Centre.

1. GENERIC RISK ASSESSMENT - ALL EDUCATIONAL VISITS					
HAZARD	RISK	PERIODIC ASSESS	CONTROL MEASURES	COMMENTS/ ACTION	RESULTS/ INITIAL WORK ALL IN PLACE
Exposure to weather	Cold, high winds, low visibility	Pupils, staff	<ul style="list-style-type: none"> <li>Consider possible weather conditions and their appropriate preparation, clothing and equipment needs and subsequent clothing and equipment to be used</li> <li>Plan for people who require not being suitable to attend before departure and/or bring spare</li> <li>Check specific clothing, equipment and personal adjustment</li> <li>Ensure supervising staff competent and understand their role</li> <li>Plan and use suitable group communication (e.g. mobile systems, megaphone, whistle, etc.)</li> <li>Check first aid kit and first aiders</li> <li>Check first aid kit and first aiders</li> </ul>	Provide their own assurance as suitable clothing and equipment is available and equipment is worn and used	Low
Physical or emotional stress/accidents	High, moderate, low	Pupils, staff	<ul style="list-style-type: none"> <li>Plan and use suitable group communication (e.g. mobile systems, megaphone, whistle, etc.)</li> <li>Check first aid kit and first aiders</li> <li>Check first aid kit and first aiders</li> </ul>	Check first aid kit and first aiders	Low
Stress of being	Stress, high	Pupils, staff	<ul style="list-style-type: none"> <li>All staff 1 Leader with each group first and second</li> <li>Check first aid kit and first aiders</li> <li>Check first aid kit and first aiders</li> </ul>	Check first aid kit and first aiders	Low
Physical health, emotional stress	High, moderate, low	Pupils, staff	<ul style="list-style-type: none"> <li>Check first aid kit and first aiders</li> <li>Check first aid kit and first aiders</li> </ul>	Check first aid kit and first aiders	Low
Special needs of specific pupils - physical	Stress, high	Pupils, staff	<ul style="list-style-type: none"> <li>Check first aid kit and first aiders</li> <li>Check first aid kit and first aiders</li> </ul>	Check first aid kit and first aiders	Low

### FORTHCOMING ELECTRONIC VISIT APPROVALS SYSTEM

Work is currently taking place to develop an electronic visit approvals system to make the process of notifying and gaining LEA approval for visits even more straightforward. It is in the early stages of development at present. We will provide you with further information as it develops.

## VISITS TAKING PLACE WITHOUT LEA APPROVAL

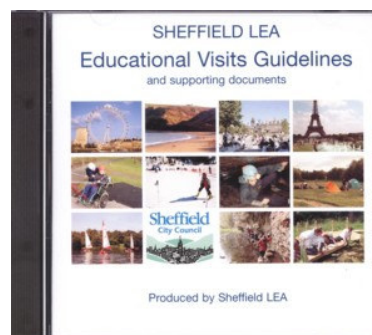
We are aware that a number of educational visits which require LEA approval have taken place without approval having been gained. This places the school in a potentially difficult position should there be an incident during the visit. Please ensure that LEA approval is sought well in advance of the visit taking place so that any issues can be resolved early and the visit can go ahead with the appropriate level of approval.

## MONITORING VISITS

You will recall from EVC training that the LEA now has an obligation to extend its monitoring role in respect of educational visits. We therefore intend to visit EVCs in school in the first instance to review school systems and provide you with further support for managing visits. This approach will be supported by in-the-field visits to educational visits whilst they are taking place. This will assist us to build up a picture of good practice which can be shared with colleagues across schools in Sheffield.

## ACKNOWLEDGEMENT SLIPS FOR CDs

Thank you to all who have returned their acknowledgement slips to confirm receipt of the revised LEA Educational Visits Guidelines on CD. If you have not already done so, please return your acknowledgement slip to confirm that you have received the guidelines. You will see elsewhere in this newsletter that for LEA approval to be obtained for visits you must refer to the revised guidelines and use the Visit Approval Form contained in the guidelines. If you are unable to locate your copy of the guidelines, please contact Thornbridge Outdoors to obtain another copy.



## NEW CLIMBING BOULDER AT THORNBRIDGE OUTDOORS



As part of the continued development of activities at Thornbridge there is now a new climbing boulder for visiting groups to use along with the wide range of other on-site and off-site activities.

## UNDER-STAMPED MAIL & HANDLING FEES AT THORNBRIDGE

Please help manage the postal budget sensibly at Thornbridge by ensuring that all mail which you send has the correct postage paid before it

arrives. A significant number of items of mail from school are under-stamped, this requires payment of the missing postage costs and a handling fee.



## FURTHER INFORMATION

If you require any further support, advice or guidance in relation to educational visits and activities, please do not hesitate to contact Adge Last or David Armstrong at Thornbridge Outdoors using the contact details provided at the top of this newsletter.