



Educational Off Site Visits Service

**Appendix 1 Part 1: Service Offer
2023-2024**



Directory of Services to Schools

Name of service: Educational Off Site Visits

What we do

Educational Off Site Visits play an important part in the wider educational and social development of children and young people to enrich and enhance the curriculum for many years Lancashire County Council has provided advice and guidance for schools, services and young people's groups.

There is one package on offer to educational establishments. This service offers advice, vetting, approval and training for Educational Off Site visits and (as appropriate) the Duke of Edinburgh Scheme. If schools are offering the Duke of Edinburgh Award scheme. They will need to purchase their own licence, as Lancashire County Council no longer retain this licence.

The service is mandatory for Lancashire maintained schools and services under the Lancashire insurance scheme. It is offered on a buy back basis to establishments within and outside the Lancashire administrative border.

Services offered

We provide assistance for Educational Off Site Visits to all Lancashire schools, Academies, and LA Services. To ensure the safety of all young people we follow a comprehensive educational visits policy that has been applauded by the HSE. The Policy is regularly revised in the light of experience, changes to national guidance and regulations.

We work hard to make sure children and young people are offered quality educational /off site visits, which give them the opportunity to further their learning and develop themselves.

We offer help around all aspects of educational visit planning and delivery. This role is assisted through a network of Educational Visit Co-ordinators (EVC's), who oversee and support visits at individual establishments. Appropriate training is provided for Educational Visit Co-ordinators and Leaders.

How we do it

The Educational Visits Team consists of experienced technical and professional experts in outdoor and educational provision and supported by a specialised administrative team. Officers work with external partners which includes EduFOCUS, the developers of EVOLVE, the Association for Physical Education, the Outdoor Education Advisers Panel and the Adventurous Activities Licensing Service.

Contact details:

Educational Off Site Visits Tel:01772 532702

Email: educationalvisits@lancashire.gov.uk Website: www.lancashirevisits.org.uk



Charging

For Lancashire maintained schools, charges will be made in the summer term once a year either by journal transfer or invoice in respect of bank account schools.

For all other establishments they will be invoiced once a year in the autumn term by Lancashire County Council. All accounts must be settled within 28 days.

Charges will be reviewed annually and notice of any change will be posted out no later than the end of November prior to the start of the financial year.

The pricing will be based on a standard charge for each phase plus a charge per pupil based on the January pupil census.

NB

- 1. The charging structure will be April to March.**
- 2. If schools wish to purchase EVOLVE PLUS directly from Lancashire County Council, EduFOCUS will charge the County Council £150 plus VAT per establishment annually. This charge will be passed directly onto the establishment.**

Training Courses

It is a mandatory requirement that all newly appointed EVC's attend the Lancashire Educational Visits Co-ordinator Training EVC101 – Educational Off Site Visits Co-ordinator Role. Delegates must attend the full day to receive the accreditation. The course is fully discounted under the SLA, however, please note that from the 1st December 2019 our cancellation policy will be changing to 8 days before the start of the course. Schools who do not comply will be charged the full delegate rate of £165. The cancellation policy applies to all marketed educational visits courses.

Establishments without a trained EVC, with Lancashire County Council acting as the Educational Visit Co-ordinator (LA Cover)

£500 charge if no EVC is nominated within 12 weeks – details outlined under 'What else we can offer'

Quality assurance, quality control and performance

Lancashire County Council Educational/Off Site Visits Policy and Guidelines

The establishment will be required to adopt the Lancashire County Council Educational Off Site Visits Policy and Guidelines and to use the online system (EVOLVE) for the approval and vetting of visits. Forms contained in the Policy and Guidelines are commended to establishments as good practise tools.

Complaints or Claims arising from an Educational/Off Site Visit

The Educational Visits team will not deal with any complaint or claim that may arise from an incident/accident on an Educational Off Site Visit. All such matters must be dealt with by the establishment in the first instance under their own policies and procedures. In the event of there being any dissatisfaction with the service received from the Educational Visits Team, the concerns should be directed in the first instance to Nicky Scott.



Duration

The contract will commence on the 1st April (i.e. on a financial year basis). For contracts that commence on a different date, a pro rata charge will be made to the end of the financial year. Contracts will continue from year-to-year unless there is a 4 month written notice of the intention to terminate by either party. For schools not maintained by LCC, the establishments own insurance arrangements should cover all aspects of legal liability.

What else can we offer?

1. Where Lancashire County Council is acting as the Educational Visit Co-ordinator (LA Cover)

Where the School is temporarily without a trained EVC, subject to staff availability, the County Council may provide support on a charged basis. In these cases an appropriate Officer will oversee all applications for Educational Off Site Visits at the establishment with the expectation that the new EVC will be nominated. Several EVC training courses are offered each term and therefore an establishment could reasonably be expected to move towards the appointment and training of a new EVC within the term.

Lancashire County Council will support schools with the EVC function for a term. The school will be charged £500 if there is no trained EVC in post after 12 weeks.

2. Tailored Training

The establishment can request tailored training to meet specific and identified needs for Educational Off Site Visits. The training can be for staff and/or governors.

The school may be charged the usual delegate rate dependent on the nature of tailored training

3. Validation of Instructors

We can offer in-house validation awards for a range of outdoor activities. These are known as Statement of Competences (SoC). The validation of SoC will be undertaken by technical staff with the appropriate higher level National Governing Body (NGB) awards/competencies to deliver training and assessments in the activities.

Schools should note that SoC are not the 'norm' and the expectation is that staff will look to the earn the appropriate NGB qualification award to lead an activity.

Applications for in-house validation assessments will be vetted and candidates will need to meet the minimum experience requirements including the appropriate First Aid in the specific activity prior to being accepted for the various levels of assessment available. Schools will be charged for technical staff deployment for the assessment and validation of SoC.

Contact details:

| Name | Telephone | email |
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