



Educational Off-Site Visits Service

Appendix 1

Part 1: Service Offer 2025-2026



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 off-site 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 Off-Site Visits Service 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.

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Duration

The contract will commence on the 1st of 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 the required written notice is received by **30 November** preceding the beginning of the following financial year to amend or terminate the contract from the next financial year. For schools not maintained by LCC, the establishments own insurance arrangements should cover all aspects of legal liability.



Charging

1. Service Level Agreement

Lancashire County Council will issue charges for all establishments annually during the summer term. These charges will be processed either through journal transfer or invoicing for schools with bank accounts. All accounts are required to be settled within 28 days.

Charges will undergo an annual review, with any changes communicated by the end of November, ahead of the new financial year. The pricing structure will include a standard charge per phase, supplemented by a per-pupil charge based on the January pupil census.

The charging structure for the Service Level Agreement will be April to March.

2. EVOLVE+

EVOLVE+ is an optional suite of features designed to further assist schools and colleges in the operational management of all opportunities for learning outside the classroom. These features have been designed in a modular, flexible way so that you can choose which features to use.

Schools wishing to purchase EVOLVE+ directly from Lancashire County Council will incur an annual fee of £260.

Schools currently using EVOLVE+ but wishing to discontinue must notify us by 30 June 2024, otherwise they will be required to make full payment.

The charging structure for EVOLVE+ will be September to August.

3. Training Courses

It is a mandatory requirement that all newly appointed Educational Visits Co-ordinators (EVCs) attend the Lancashire Educational Visits Co-ordinator Training EVC101 – Educational Off-Site Visits Co-ordinator Role. Delegates must attend the full day course to receive the accreditation.

The course is fully discounted under the Service Level Agreement; however the full course fee (£208) will be charged for non-attendance, and cancellations received within eight (8) days of the start of the course.

The cancellation policy applies to all marketed Lancashire educational off-site visits training courses.

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

There will be a £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 recommended to establishments as good practise tools.

Complaints or Claims arising from an Educational Off-Site Visit

The Educational Off-Site Visits Service 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 Off-Site Visits Service, the concerns should be directed in the first instance to Nicky Scott.

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.

