

# CODE OF PRACTICE (CP)

## 8. Management roles and responsibilities – (Educational) Visits Coordinator

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For further information, see also the Outdoor Education Adviser Panel national guidance webpages via [www.oeapng.info](http://www.oeapng.info)

- 8.1 East Riding of Yorkshire Council recommends that each school appoints or nominates a suitable Educational Visits Coordinator (EVC). The Headteacher may take this role or delegate it to another competent member of staff. If there is no designated EVC the duties pass by default to the Headteacher. For other services and establishments, it might also be helpful to designate a suitable member of staff as the Visits Coordinator, if appropriate.
- 8.2 The (Educational) Visits Coordinator has a crucial role and should ideally:
- ✓ have sufficient credibility to be able to influence colleagues;
  - ✓ have experience and competence in leading and managing a range of offsite visits similar to those run at the school/establishment;
  - ✓ be able to support colleagues in formulating risk assessments and developing risk management processes;
  - ✓ be able to support colleagues in providing suitable training, guidance and advice.
- 8.3 The competence required will vary according to the size of the school/establishment and type of visits and activities proposed. Evidence of competence should be through training and practical leadership experience over a number of years. This cannot be a purely administrative role, although certain functions may be delegated to an administrator (as EVC Admin Assistant). If the Visits Coordinator is not selected on the above criteria (as where the EVC role is attached to an administrative post or where a post holder is not an experienced Visit Leader) then the EVC will require structured access to and support from a designated colleague who fits the recommended criteria, and should obtain the necessary understanding of visit planning and leadership by attending additional training courses, and by observing and assisting with the leadership of a wide range of visits.
- 8.4 In some circumstances a cluster of schools/establishments may elect to appoint a Visits Coordinator to act on their behalf. Such an arrangement will require the formal agreement of all Governing Bodies and Headteachers/Senior Managers, together with written terms of reference.
- 8.5 The (Educational) Visits Coordinator will normally be expected to:
- ✓ attend a specific training course for (Educational) Visits Coordinators provided by the Local Authority's Educational Visits Officer, to ensure that they are fully aware of the Council's policies and procedures, and of their own role and responsibilities
  - ✓ take on delegated responsibilities as agreed in writing with the Headteacher/Senior Manager;
  - ✓ ensure that Group Leaders are aware of, and comply with the School/Establishment Policy and the Local Authority's "Guidance for the Management and Leadership of Offsite Visits";
  - ✓ consult and liaise as necessary with the LA's Educational Visits Officer;
  - ✓ give advice and guidance to Visit Organisers and Leaders;
  - ✓ support and assist the Headteacher/Senior Manager with visit approvals and other decisions;
  - ✓ ensure that details of planned offsite visits and activities are submitted correctly and in good time to the relevant authorities for checking and approval;
  - ✓ ensure that anyone assuming a leader's role has competence through appropriate experience, training and qualifications;

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- ✓ work with the Overall Group Leader to ensure that all relevant parties (including parents/guardians) are fully informed about the details and planned activities of each visit, and that parents/guardians give consent;
- ✓ ensure confirmation is obtained from the parent that the young person is healthy and capable of taking part, and that permission is given for any emergency medical treatment which may be necessary during the course of the visit;
- ✓ ensure that visit leaders are aware of, and capable of dealing with, any special needs or medical conditions within the group;
- ✓ assist with risk assessment and risk management processes;
- ✓ monitor visits as a means of quality assurance, and provide appropriate feedback to the visit leaders and managers.
- ✓ ensure that suitable first aid arrangements are in place for all visits (including an adequate number of appropriately trained staff)
- ✓ ensure that appropriate emergency procedures (including Emergency Home contact) are in place;
- ✓ identify, coordinate, and organise any training requirements of visit leaders (e.g. first aid, risk assessment and management);
- ✓ ensure that records of all offsite visits and of any relevant training courses are kept and stored appropriately;
- ✓ maintain their own Continuous Professional Development to support their role by normally attending an EVC refresher/update course at least every 3 years, and consulting regularly with the LA's Offsite Visits and Outdoor Learning webpage via [www.eriding.net](http://www.eriding.net) for new and revised information and guidance;
- ✓ disseminate appropriate information and guidance to other staff;
- ✓ review and monitor systems, practice and individual visits or activities to facilitate reporting as required;
- ✓ inform the Local Authority's Educational Visits Officer of any significant incidents (including accidents and near-misses) that have occurred during offsite visits;
- ✓ consult with the Local Authority's Educational Visits Officer regarding any significant concerns or issues which might affect the safety and welfare of group members during an offsite visit;
- ✓ ensure that policies and procedures are reviewed on a regular basis. A review should follow any serious incident or systems failure. Risk management documentation must be updated if necessary.
- ✓ ensure that individual activities and visits are reviewed appropriately and that this process includes reporting of accidents and incidents, complying with employer requirements and Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- ✓ ensure that there is an establishment procedure for recording accidents and incidents (including "near accidents and near misses"), and that appropriate action is taken to review and respond to these incidents, and that other staff are informed so they benefit from any lessons learned.