

## Educational Visits and Outdoor Learning Update Sept 2015

### Tragic death during a recent school visit

Most of you will probably be aware by now of the very sad news that a pupil tragically drowned this summer during a visit to France involving one of our secondary schools. The incident should remind everyone of the following general considerations for all swimming and water-based activities:

- Swimming and water-based activities can be wonderful and beneficial experiences, and should be encouraged and enjoyed to the full, but they should not be undertaken lightly, and special care is always needed.
- Staff and pupils should be made aware that drownings can occur even in swimming pools and lifeguarded areas.
- Schools should encourage and help all children and young people to learn how to swim, and how to assess and manage associated risks sensibly for their own and others' safety.
- Teachers who organise swimming as part of the curriculum or during educational visits should always assess and manage the risks carefully (generic risk assessments are available online via: [http://www.eriding.net/educ\\_visits/risk.shtml#gra](http://www.eriding.net/educ_visits/risk.shtml#gra))
- Specific advice and guidance regarding the management of swimming and water-based activities is always available from Taff Bowles, LA Educational Visits and Outdoor Learning Officer

### Critical incident planning and management training – be wise BEFORE the event!

This recent incident clearly underlines the importance for ALL schools that headteachers, senior managers, visit leaders, and 24hr emergency home contacts are appropriately trained and prepared to deal with serious incidents and emergencies that might occur suddenly during any educational visit. There are a number of "Critical incident planning and management" training courses organised each term, and places can be booked via the CPD online booking website - see [http://www.eridingcpd.net/itemview.php?cal\\_id=680](http://www.eridingcpd.net/itemview.php?cal_id=680)

### Induction training for New Headteachers and Educational Visits Coordinators (also available for those Governors who are responsible for overseeing and approving visits)

It is essential that all new Headteachers and EVCs receive appropriate training regarding the management of educational visits shortly after their appointment. Accredited 1-day EVC training courses are available at the start of each term (the next one planned is on Thurs 24<sup>th</sup> September at the Hexagon Centre in Beverley). For details of other courses, see online via: [http://www.eridingcpd.net/itemview.php?cal\\_id=676](http://www.eridingcpd.net/itemview.php?cal_id=676)

If Headteachers/EVCs cannot attend one of the advertised central courses, then it is normally possible to arrange for the training to be delivered on a 1:1 basis in-house (usually within a half day). Please contact Taff Bowles (Educational Visits and Outdoor Learning Officer) on 01482 392417 or email [taff.bowles@eastriding.gov.uk](mailto:taff.bowles@eastriding.gov.uk) if you wish to arrange some training

### Educational Visits Coordinators

The LA Guidance states that a suitably experienced and competent staff member should be clearly designated as the Educational Visits Coordinator (EVC) in each school to oversee the planning and management of all offsite visits, and to provide the relevant advice, guidance, and training to staff. The Headteacher may take this role or delegate it to another suitable member of staff. **The EVC must be specifically competent, based upon training and practical leadership experience over a number of years, and the role should not be viewed primarily as an administrative one. It is usually most effective to combine a senior teacher who has considerable experience of leading visits in the EVC role, together with a designated member of the office team to provide administrative support.** The EVC has important responsibilities for overseeing visits within school, and should ideally:

- have sufficient seniority and credibility to be able to influence and advise colleagues;
- have experience and competence in leading and managing a range of offsite visits similar to those run at the school;
- have sufficient visit leadership experience to 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.
- For further information, the full roles and responsibilities of the EVC can be viewed online via [http://www.eriding.net/resources/educ\\_visits/safety\\_guidelines/dec12/2013%20Visits%20Code%20of%20Practice/CP8%20-%20Management%20roles%20and%20responsibilities%20-%20Educational%20Visits%20Coordinator.pdf](http://www.eriding.net/resources/educ_visits/safety_guidelines/dec12/2013%20Visits%20Code%20of%20Practice/CP8%20-%20Management%20roles%20and%20responsibilities%20-%20Educational%20Visits%20Coordinator.pdf)

### **Educational Visits Coordinator Update/Refresher training**

These twilight training sessions (16.00 - 18.00) are intended for ALL existing educational visits coordinators in schools, and they provide an opportunity for EVC's to discuss concerns, share best practice, and be updated regarding current guidance, policies, and procedures. EVCs should normally attend a refresher course at least once every 3 years, and should make sure staff at school are also regularly kept up to date.

Book online via [http://www.eridingcpd.net/itemview.php?cal\\_id=657](http://www.eridingcpd.net/itemview.php?cal_id=657)

### **Training for all NQTs and Visit Leaders**

The LA requires all NQTs to undertake a "Visit planning and leadership" training course during their first year of teaching. This practical course will help those new to the teaching profession to understand the issues involved in the planning, organisation and leadership of visits and outdoor learning activities, together with the policies and procedures that exist within the East Riding. The course also aims to highlight the potential benefits of learning outside the classroom, and to inspire staff to explore wider opportunities for teaching outdoors. These courses will also be helpful for any teaching staff who are new to the East Riding. Teachers who are more experienced but have not previously organised and led visits are advised to attend one of the "Visit Leader" courses. The charge for all statutory Ed Visits courses is minimal (just to cover the cost of admin and venue hire/refreshments etc) as the cost of these training courses is included within the SLA.

For NQT courses, book online via [http://www.eridingcpd.net/itemview.php?cal\\_id=681](http://www.eridingcpd.net/itemview.php?cal_id=681)

For Visit Leader courses, book online via [http://www.eridingcpd.net/itemview.php?cal\\_id=682](http://www.eridingcpd.net/itemview.php?cal_id=682)

### **First Aid training**

Serious accidents and illnesses can suddenly occur during any visit, and staff may be called upon to administer emergency first aid to a pupil or adult staff member. This popular 6 hr first aid course has been designed specifically for the needs of schools and youth leaders. The course is certificated and regulated by one of the UK's leading training providers and awarding bodies (ITC) and certificates are valid for 3 years. The course teaches participants how to respond and deal effectively with all the most common injuries and illnesses that might occur either onsite or during offsite visits. The course tutor is Taff Bowles (ERYC Educational Visits and Outdoor Learning Officer) who has taught in schools and outdoor education centres for over 25 years and been a member of 3 mountain rescue teams. The courses are designed to be enjoyable, practical and hands-on, with the aim of giving leaders confidence and competence in dealing with real situations.

Book online via [http://www.eridingcpd.net/itemview.php?cal\\_id=654](http://www.eridingcpd.net/itemview.php?cal_id=654)

### **Other CPD available**

Residential visits – book online via [http://www.eridingcpd.net/itemview.php?cal\\_id=656](http://www.eridingcpd.net/itemview.php?cal_id=656)

Overseas visits – book online via [http://www.eridingcpd.net/itemview.php?cal\\_id=677](http://www.eridingcpd.net/itemview.php?cal_id=677)

Ski visits – book online via [http://www.eridingcpd.net/itemview.php?cal\\_id=678](http://www.eridingcpd.net/itemview.php?cal_id=678)