

Key Revisions to the Educational Off Site Visits Policy and Guidelines 2022-2025

Introduction

Lancashire County Council's Educational Off Site Visits Policy and Guidelines is a controlled document that lasts for three years subject to legislative changes or advice that may require an earlier review. The revised version of the Policy and Guidelines will be effective from September 2022. This document provides a short summary of the most important updates.

Why has the Policy and Guidelines been updated?

During the 2021/22 academic year, an Officer Review Group had undertaken a full and comprehensive appraisal of the Lancashire Educational/Off Site Visits Policy and Guidelines in the light of a commitment by Lancashire County Council to review the 2019 edition of the Policy and Guidelines in 2022. (The Educational /Off Site Visits Policy and Guidelines being a controlled document.)

There have also been improvements to the on-line service approval and vetting process for visits called 'EVOLVE' and feedback on the procedural and operational arrangements in schools and services from the Educational Visits Co-ordinators at Networks, Educational Visits Co-ordinators Refresher and Update training courses, and from the monitoring of visits by the Authority's Professional Support Team. This also includes the lessons learned from reviewing accidents/incidents nationally and locally.

Where can I find the revised Policy and Guidelines?

Electronic copies of the revised policy, guidance and documents will be published on EVOLVE from the 1st September 2022. The newest versions of the documents are available to download from the Resources tab under Guidance Policies & Documents.

What are the main changes in the revised Policy and Guidelines?

The following table (pages 2&3) lists the key revisions to the policy and guidelines by section.

What do staff need to know about the revised Policy and Guidelines?

It is important that the EVC reads the whole Policy to understand the context of the key revisions. The Appendices and Forms are available for reference and use by the establishment, as required.

The EVC should brief staff and governors of the revisions and how this affects their role and responsibilities in the planning and organisation of an educational off site visit. It is important that the EVC checks EVOLVE regularly for any further updates and information.

More Questions?

Any queries can be directed to the Educational Visits Team:
Tel: 01772 532702 Email: educationalvisits@lancashire.gov.uk

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Key Revisions to Policy and Guidelines		
SECTION 2	The Planning and Approval Process for Educational Off Site Visits	
2.1.2	Local Learning Area	The category of a Local Learning Area has been introduced to support routine Type A visits covered by a school's current policies and procedures. These are specified visits/ activities within a designated geographical area that are part of the normal curriculum and take place during the school day.
2.1.5	Type B Visits	An amendment to London City Visits and other multi venue city visits will remain as Type B where the school is not also located in the city.
2.34	Post Visit Evaluation	For all type A and B visits which have been processed on EVOLVE, the Post Visit Evaluation section must now be completed within 28 days of the visit, rather than 14 days as stated in the previous policy. This aligns with the EVOLVE system, which has always allowed a visit to be closed by the school up to 28 days.
SECTION 4	Self-led Adventurous Activities & Duke of Edinburgh's Award Scheme	
4.2	Duke of Edinburgh's Award Scheme	Enhanced detail on the Duke of Edinburgh Award Scheme and the explicit signposting of the Instructor Pack for schools. This is alongside specific guidance for schools using external specialist companies to deliver their Duke of Edinburgh programme. This section also includes a clear operating ratio for school led Duke of Edinburgh expeditions.
4.3	Establishment Led Walks	A new section 'establishment led walks' outlines the three pathways available to be recognised as competent to lead a walk. This is further supported by a further detailed framework of criteria for walks permitted to be led by an individual without a recognised qualification or a statement of competence. This has been embedded in the planning and approval process for Educational Off Site Visits section.

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4.4	Visits that require Outdoor First Aid Qualifications	New guidance and an expanded First Aid Provision section. There is now a specific policy requirement for visits operating in rural and remote settings to evidence competence through an Outdoor First Aid Qualification. Types of visits where Outdoor First Aid cover will be required include Geography field trips involved in data collection in rural or remote settings, often involving water; Duke of Edinburgh Award expeditions and establishment led walks. The two available courses are detailed in the policy.
SECTION 5		Working with Providers of Activities
5.1	Registered Centres and Providers	This section has been expanded to include clear definitions and the differences between registered providers and registered instructors and the processes involved to achieve registration with LCC status. This section again signposts the revised Instructor Pack.
SECTION 7		Duties and Responsibilities
7.3	Responsibilities of the Visit Leader	Additional guidance in the duties and responsibilities section under the Visit Leader function. There has been a new insert 'competence to lead'. This is recognition that the competence of the Visit Leader is the single most important contributory factor in the safety of participants.