

## Visits Adviser Briefing – Responsibilities update

### **Responsibilities for visits by a school or educational establishment**

*This policy applies to any ECC educational establishment / school within the remit of the County Educational Visits Advisory team. Where the term teacher is used below please understand this could also mean children and young people's worker.*

*This policy applies to all visits beyond the establishment gate i.e. any offsite visit.*

*It is part of the ECC Health, Safety and Well-Being Policy (November 2009)*

Where the school or educational establishment has any part in organising events, trips or activities beyond the establishment gate then there is an establishment responsibility. The establishment's pastoral responsibilities can not be delegated to other external providers. This responsibility relates to the establishment's policy on visits beyond the establishment gate covering a number of areas –

- Emergency, accident and critical incidents planning
- Supervision and staffing including competence, safeguarding and training. All those involved in any supervision for the establishment must be subject to this policy.
- The visits system, including the establishment approach to planning, informing, signing off and supporting visits.

Those establishments that undertake educational visits must appoint a senior manager as an Educational Visits Co-ordinator (EVC) who has sufficient relevant experience in running visits themselves, the competence to train and monitor others and the authority to agree or say no to visits.

The EVC responsibilities -

#### **1. Control**

- Responsible for the establishment policy either as the head of establishment, or on behalf of the head of the establishment.
- Develop and implement a establishment procedure for the training, support, planning, monitoring and approval of establishment visits.
- Support the establishment head (and governors/employing body) as required with information, visits approval and other decisions.

#### **2. Competence and Capability**

- Train visit leaders to plan and carry out visits – by the designated & trained EVC or by the County Educational Visits team. This will involve training on areas such as visit planning, group management, use of external providers, pre-visits risk management, safeguarding as well as identifying and organising specific training e.g. first aid. This must involve training on the establishment visits policy, and must be updated as necessary.
- Assess the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to training, experience of the person, practical observation, accreditations from an awarding body as well as the EVC's professional opinion.

- Make sure that Criminal Records Bureau disclosures and safeguarding measures are in place as necessary in line with SET (this must include having a specific policy on volunteers).
- Be trained by the County Educational Visits team and maintain their own competence and understanding of the relevant issues, by remaining updated by the bulletins on the website and including attendance on EVC training and refresher training (every 3 years or before).
- Ensuring thorough understanding of the roles and responsibilities of the Council's Educational Visits Adviser, Governors, Head Teachers, EVCs, visit leaders, employees and volunteers in relation to educational visits and the establishment's educational visits policy.
- Manage training of all those connected with visits, including having a deputy trained to take over as EVC in case of foreseeable absence.
- Understand when visits can be signed off by the EVC on "everyday risk" and when County Educational Visits Advisory team advice is necessary.

### **3. Planning and Implementation**

- Work with the group leader to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis;
- Make sure visits are planned with reference to ECC inclusion practice and any SEN professionals.
- Check the organisation (e.g. preparation, roles, providers, activity and travel) as well as the risk management on each establishment visit.
- Organise the emergency arrangements and ensure there is an experienced emergency contact for each visit.

### **4. Monitoring and Review**

- Monitor all aspects of the planning of visits to ensure they meet the Council's requirements\*
- Monitor staff undertaking visits, and monitor the visits themselves, as necessary.
- Submit electronically within the timeframes set out by the County Educational Visits Advisory team, residential, overseas and adventurous visits to the County Educational Visits Adviser for agreement providing sufficient information on the risk management of the visit.
- Understand that there may be a need to seek clearance for some visits e.g. overseas expeditions, at an outline stage, when the visit is first proposed (and before the project is financially committed) as well as then seeking final clearance later.
- Keep records of individual visit plans (a legal document), as well as reference material for the establishment, in addition to keeping records e.g. reports of health and safety incidents.
- Review systems and, on occasion, monitor practice.

\*Further details about the Council's requirements for educational visits are available at <https://educationalvisits.essex.gov.uk>. tel 01245 430942 or email [educational.visits@essex.gov.uk](mailto:educational.visits@essex.gov.uk)