**Educational Visits Statement**

**September 2021**

**Att. Heads of establishments / EVC’s / Chair of Governors**

Employer Guidance: Guidance for the Management of Outdoor Learning, Learning Outside the Classroom (LOtC) and Offsite Visits supported by the Juniper Educational Visits Support Team. Contact: educational.visits@junipereducation.org or norberto.fusi@junipereducation.org

It is a legal expectation that employees must work within the requirements of their employer’s guidance: therefore LA establishments must follow the requirements of the ‘Outdoor Education Advisers Panel National Guidance’ (OEAPNG), as well as the requirements of this Statement.

OEAPNG guidance can be found on the following website : [www.oeapng.info/](http://www.oeapng.info/)

Where there is any variance of policy between the National Guidance and local policy, this STATEMENT sets out the LA requirements which take precedence over National Guidance.

Where another employer (such as Governing Body of a Voluntary Aided, Foundation or Academy School) subscribes to Juniper Education’s ‘Educational Visits Support’, they should adopt OEAPNG and note this in their establishment’s Educational Visits Policy.

Where a LA employee commissions LOtC activity, they must ensure that such commissioned agent has either:

* Adopted OEAP National Guidance or
* Has a system in place where standards are no less than those required by OEAP National Guidance.

The EVOLVE website must be used to manage establishment visits. This is a robust package for school off-site visit management: see 

Specific ECC Requirements

**Training Courses:**

booked through the CPD website: [www.junipercpd.org/essex-cpd/cpd/portal.asp](http://www.junipercpd.org/essex-cpd/cpd/portal.asp)

**Training Requirements:**

All EVC’s should be formally trained with update training every 3 years.

EVC’s should provide Visit Leaders with **annual training** (formal or informal). Visit leader training can be in-house led by the EVC or by the Educational Visits Adviser. The m-learning Visit Leader Training module is available through subscription to the Premium Subscription SLA.

All CPD including Visit Leader Training should be logged on the staff ‘profile’ on EVOLVE.

**Approval and Notification:** All visits must be approved by the EVC or Head with Overseas/Adventurous/Residential visits approved by the school ‘Head’ account holder.

Direct notification for these visits will be directed to the Adviser. The UK Residential and Adventurous Activity using an LOtC Quality Badged Provider will be approved by the ECV /Head/ without further review by the Adviser.

(A request may still be made to the Educational Visits Adviser to review the approval on EVOLVE.)

These visits still require at least 4 weeks’ notice if review is required by the Adviser.

**Employer Guidance:**

OEAPNG : [www.oeapng.info](http://www.oeapng.info) Please see advice and guidance documents noted in the following sections :

**Risk Management:** For general advice see [www.oeapng.info](http://www.oeapng.info) keyword (Risk Management)

**Emergency Planning and Critical Incident Support:** see OEAP document 4.1b Offsite Visit Emergencies. Specific guidance and support documents are available in the Resources section of Evolve. Mobile-learning for school Critical Incident teams is also available.

The Critical Incident guidance should be followed and contains the LA notification numbers.

A new Visit Emergency App is available from the Educational Visits Support Team. The App will provide schools with the critical incident action information and contacts numbers.

Further guidance is also available from Essex Schools Infolink (responding to critical incidents) <http://schools.essex.gov.uk/admin/hs/Pages/portal.aspx>

**Role specific Requirements and recommendations**: see specific guidance for your role option on OEAPNG homepage. : Visit Leader, Assistant Leader, Parent, Employer, EVC, Head/Manager, Governors

**Provider Assurances**: The Learning Outside the Classroom (LOtC) Quality Badge provides for the first time a national accreditation combining the essential elements of provision – learning and safety – into one easily recognisable and trusted Quality Badge for all types of Learning Outside the Classroom provider organisations. Juniper Education recommends the use of the LOtC Quality Badge to all our school establishments and Youth Groups.

**Transport:** Essex employees must abide by ECC HSP 9.24 Minibuses see EVOLVE Resources ECC)

**DofE** - All Essex DofE Licensed Organisation establishments must follow the OEAP Guidance for DofE Expeditions.

**Adventurous Activity**: All staff involved in delivering Adventurous activity or DofE visits must create and regularly update their details on their ‘Staff Profile’ on the EVOLVE system: 



**Top Tip:** Try looking at your Annual Report: Academic year reports at the press of a button!

This is a useful report for SLT / Governors / OfSTED reporting

Go to  From the ‘homepage’ select the orange ‘Reports’ tab. Next select the Statistical Summary tab and finally the ‘Annual Report’ option. This will default the full previous academic year or you can select a date range. (‘Choose Dates’ button)