



# EVC newsletter

update from Kent's Outdoor Education Unit

Welcome to the **Spring term edition** of the **EVC newsletter**. A big thank you from all of us here at the Outdoor Education Unit for all your efforts with continuing Learning Outside the Classroom (LOtC) activities and Educational Visits during the very testing conditions! We all look forward to a great spring and summer term continuing to help to get the young people of Kent outside and taking part in fantastic learning opportunities and activities. Have a lovely Easter - **Richard, Niall, Nikki and Hilary at the Outdoor Education Unit.**

## Contents

- 1) The new LOtC Quality Badge for providers of Educational Visits and Activities.
- 2) e-Go providers' database and using new 'un-vetted' providers.
- 3) Free Ordnance Survey maps for 11 year olds scheme continued for 2010/11
- 4) First Aid requirements on Educational Visits and School Activities.
- 5) Britain leads the way on Outdoor Learning.
- 6) e-Go hints and tips.
- 7) Forest Education Initiative (FEI) Cluster meeting - get involved with forest education.
- 8) The new Primary Curriculum – advice, support and training for LOtC activities.
- 9) The Guardian newspaper school trips and visits website.
- 10) Good News on Exchanges – changes to original ISA regulations.
- 11) Visit programmes and itineraries – hints and tips for approval.
- 12) Data protection when using the e-Go system.



## Kent welcomes the new LOtC Quality Badge for educational activities and visits providers

*The LOtC Quality Badge is now in full swing with new providers being assessed everyday!*

The **Learning Outside the Classroom (LOtC) Quality Badge** provides for the first time a **national accreditation** combining the **essential elements for educational activities and visits** provision – *learning and safety* – into one easily **recognisable and trusted Quality Badge**.

All types of **Learning Outside the Classroom provider organisations** can apply to show that they meet the criteria, and provide **quality educational activities and visits for schools and young people** – *from museums and galleries to outdoor activity centres and travel companies*.

The badge not only demonstrates that the company provides a **quality service in educational terms**, but also integrates any **current safety accreditations** that may be required (e.g. the Adventure Activities License, NGB qualifications, etc), **financial bonding schemes** (ABTA, ATOT, etc) along with evidence of **public liability insurance** into one single accreditation covering all the key aspects that need to be considered when planning an educational visits.

The establishment of the badge is a significant step forward and a **fantastic resource** for all **teachers** and other **educational professionals** to use when **planning their LOtC activities and educational visits**.

**The Outdoor Education Unit recommends that in the first instance you try to use a LOtC Quality Badged provider for your LOtC visits and activities.**

Search for **Quality badge providers** at the **LOtC Quality Badge website** or on [www.lotcqualitybadge.org.uk/badgesearch](http://www.lotcqualitybadge.org.uk/badgesearch)



**Look out or ask for the LOtC Quality Badge from your providers!**

**Please remember to pass this information on to your colleagues!**

## Quality indicators

In order to achieve a **LOtC Quality Badge**, providers must show that they **meet a set of quality indicators**. There are six high level **generic quality indicators**.

1. The provider has a process in place to assist users to plan the learning experience effectively;
2. The provider provides accurate information about its offer;
3. The provider provides activities or experiences which meet learner needs;
4. The provider reviews the experience and acts upon feedback;
5. The provider meets the needs of users; and
6. The provider has safety management processes in place to manage risk effectively.

The **LOtC Quality Badge** is managed by the **Council for Learning Outside the Classroom**, who now have responsibility for **promoting** and **developing LOtC nationally**. They are supported by **DCSF**, and comprise of members including Outdoor Education Advisors and other educational professionals. All of their information and guidance can be found at the LOtC website - [www.lotc.org.uk](http://www.lotc.org.uk)

**“We recommend that you also use the LOtC Quality Badge as a quality mark for all non-adventurous activities that the Outdoor Education does not deal with e.g. theatres, museums, art galleries, farms and environmental centres, as well as the adventurous and residential activity provider.”**

**Please note: -**

**e-Go submissions for L.A approval will still be required for residential and/or adventurous activity visits. Notifications are also still required for out of county non-adventurous day visits.**



## Providers Database

There are now **1000's of vetted providers** on the **e-Go database** in Kent, across the UK and the World!

If you require an activity, accommodation or a combination of both for your visit, it is very likely that we have **already vetted someone to provide it in the area of your choice**.

Please **use the database** or **phone and ask us** for vetted providers, **before looking at any un-vetted providers**. We can help you to find a vetted provider to meet your specific needs and location.

Due to the increasing time needed to maintain this extensive database, we will be requiring a much longer period to be able to vet currently 'un-vetted' providers.

**Un-Vetted providers** will now require **12 weeks to complete the vetting** process as activity or accommodation providers. Please get in touch with us **early** when planning your visits!

Remember **do not book** with or **pay deposits** to **un-vetted providers** until vetting is complete (as we cannot guarantee they will meet the requirements).

**Remember to use LOtC Quality Badge providers where possible.**

## Free OS maps for 11 Year Olds (either Primary or Secondary)

The **Ordnance Survey** are again running their **free maps for 11 year olds scheme** for the 9<sup>th</sup> year running. All schools in Great Britain will be eligible to receive free maps for their pupils aged 11 years old. Schools will receive a letter at the start of the Autumn term with instructions on how to apply. Please see their website for information and teaching resources –

[www.ordnancesurvey.co.uk/oswebsite/education/freemapsfor11yearolds/index.html](http://www.ordnancesurvey.co.uk/oswebsite/education/freemapsfor11yearolds/index.html)



# First Aid Requirements on Educational Activities and Visits

**Please remember to ensure that 'adequate' first aid provision is in place for all school visits and activities off the school site.**

This is particularly important to remember in relation to the recent court case verdict following a pupils death in a school in Stockport from an asthma attack. Reported in the news recently –

- <http://news.bbc.co.uk/1/hi/england/manchester/8573308.stm>
- <http://news.bbc.co.uk/1/hi/england/manchester/8584511.stm>



'Adequate' provision and 'access' to first aid could be provided by the school's staff (suitably trained), providers staff (e.g. at the museum, outdoor centre, etc) or by being in close proximity to other local sources (e.g. beach lifeguards, accessible public buildings, medical facilities, etc).

## Do you have adequate First Aid cover for:-

- Sports matches and tournaments
- After school clubs and Extended Schools activities
- Overnight residential visits (where the first aid qualified provider is not resident overnight)
- Remote locations away from immediate help (e.g. river and county walks, remote/wild camping, mountains, etc).
- Abroad where equivalent medical facilities do not exist.

## Britain leads the way on Outdoor Learning!

The UK is emerging as the European leader in developing Learning Outside the Classroom! Education experts from nine different countries, funded by the EU, gathered in the Lake District in November to see what they could learn about how to enrich children's education by taking them outdoors. [www.guardian.co.uk/schooltrips/learning-outside](http://www.guardian.co.uk/schooltrips/learning-outside)



## E-Go Help and Hints

Remember *don't struggle* with the e-Go system!

**PLEASE** read the **HELP SHEETS** (located on your 'my e-Go' homepage) If you have spent several minutes trying to do something and you still do not know what to do - **phone us for help! 01580 715 854**

**Cancelled visits** – please cancel any visits that are no longer taking place. However please **DO NOT CANCEL** any visits on e-Go that actually **DID** take place; email us for further information or with any other visit queries.

**Staff changes** – if any of your staff move on from your school please email us their details (and if possible let us know which school they have moved to, or if they have retired, etc). This allows us to move them out of your establishment staff list.

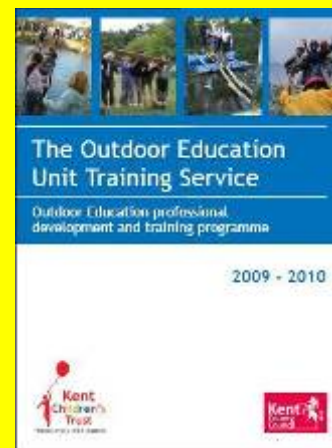
**Creating people** - when creating people on e-Go – the role should be Visit Leader **UNLESS** the person is actually the EVC or Headteacher.

**Cloning visits** - If you clone a visit you **MUST** check that any providers you want to use for accommodation and/or adventurous activities are **CURRENTLY** vetted. If they are not you need to start the visit from scratch and instigate the vetting process 12 weeks in advance.

## The Learning Outside the Classroom (LOtC) Website –

**Full of information, advice, resources and case studies to help with planning LOtC activities.**

[www.lotc.org.uk](http://www.lotc.org.uk)



**Have you seen our training brochure? Click on it to find a course to suit your staff?**

(also available via our website or by post from the Outdoor Education Unit)

## Invitation to the first meeting of Kent Forest Education Initiative (FEI) Cluster Group

Friday 21st May 2010 2.00pm  
Kent Visitor Centre,  
Mount Ebrahim Gardens. Hernhill. Kent ME13 9TX

The FEI (Forest Education Initiative) is a national organisation supported by eight partners, of which the Forestry Commission is one. See [www.foresteducation.org](http://www.foresteducation.org) for more info.

The aim of FEI is to increase the understanding and appreciation, particularly among young people, of the environmental, social and economic potential of trees, woodlands and forests, and of the link between the tree and everyday products.

For many years, there hasn't been an active cluster group in Kent. We know there are a lot of interested people within the county and our aim is to bring everyone together, enabling the provision of forest education to move forward in Kent – after all, we do have the highest proportion of Ancient Woodland in the country!

This invitation is open to staff in local schools, environmental organisations and those involved in the timber industry. Indeed anyone who has an educational interest in trees, woodlands, forestry related employment, social forestry and Forest Schools.

The initial goal for the Kent FEI cluster group would be to encourage local schools to make more use of Kent woodlands and to show how it can be used in teaching and learning across the county, in social forestry programmes.

Please email to confirm your acceptance by May 14th and we look forward to seeing you. **Clair Hobson** -  
EarthCraft UK - Forest Schools in Kent  
"The Classroom without Walls"  
[info@earthcraftuk.com](mailto:info@earthcraftuk.com)

## The New Primary Curriculum



Learning Outside the Classroom (LOtC) activities and visits can play an important part in planning and developing the new primary curriculum.

*If you would like any support, advice or training in relation to LOtC activities or using your school grounds as an outdoor classroom please do contact the Outdoor Education Unit.*

Further information can be found at –

- [http://curriculum.qcda.gov.uk/new-primary-curriculum/case-studies/learn\\_outside.aspx](http://curriculum.qcda.gov.uk/new-primary-curriculum/case-studies/learn_outside.aspx)
- <http://curriculum.qcda.gov.uk/News-and-updates-listing/News/primary-curriculum-supplement.aspx>

## School Trips and Visits News, Information and ideas at -

<http://www.guardian.co.uk/schooltrips>



## Good News on Exchanges in relation to ISA regulations

Headteachers and EVC's should be aware that the new Vetting and Barring Scheme **does not impose requirements on organisers of exchanges or visits where children or young people stay with host families.**

The following is a quote from the Government report "Drawing The Line" on the new Scheme. In relation to school exchanges and host families it states:

*"We believe therefore that we should lift the requirement for registration where schools are organising exchange programmes with other schools, the parents will accept responsibility for selection of host families who will look after their children, the host parents are unpaid volunteers, and the visit lasts for less than 28 days. However, the parents' hosting activity will remain regulated activity so that a barred person would commit an offence if they carried it out."* Feb 2010.

The revision of the guidance is based on confirmation that schools follow L.A policies and procedures (including KCCs own exchange guidance) that are already in place for exchange visits. Please see our website for details-  
[www.kenttrustweb.org.uk/UserFiles/CW/File/Policy/Outdoor\\_Education/Regulation\\_Update/Exchange\\_and\\_Homestays\\_1109.doc](http://www.kenttrustweb.org.uk/UserFiles/CW/File/Policy/Outdoor_Education/Regulation_Update/Exchange_and_Homestays_1109.doc)

# Visit Programmes and Itineraries – hints and tips for approval

One of the **major reasons** for **delays** with **visits approvals**, and the source of much communication back and forth, are **incomplete** or **sparsely detailed** visit programmes.

We can not consider approving visits based on a 'sample' or 'example' programme. To gain LA approval for any residential or adventurous activity visit, the **visit programme** must **clearly state**:-

- *The activities taking place – am / pm /evening*
- *Locations (and transport methods if required)*
- *Who is supervising – school staff or provider*
- *It is also very useful to state the supervision method for school staff–led activities.*
  - **Close/direct supervision**, or
  - **Distant supervision** - control measure to support this will be listed in the Risk Assessment.

**If you do not have a visit programme to attach to your visit before submission (e.g. from PGL, Kingswood) please contact the Outdoor Education before the 6 week submission deadline for advice.**

**ITINERARY**

Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
DEPARTURE: \_\_\_\_\_  
Arrival: \_\_\_\_\_  
ARRIVAL: \_\_\_\_\_  
CLOSING TRANSPORTATION: \_\_\_\_\_  
ACCOMMODATIONS: \_\_\_\_\_  
RETURN: \_\_\_\_\_

## Data Protection when using the e-go system



**Access** to information stored on the **e-Go** is by **login/password (allocated by the EVC or Headteacher)** to staff members at the school or establishment.

Each **staff member** who requires access to e-Go should be **given their own login/password**. We do not recommend the sharing of login/password details as actions on e-Go are recorded and name stamped. Actions by someone using another persons login/password details may cause confusion and problems in the event of an incident or accident.

**Volunteers** (e.g. parent helpers, etc) should **not be given login/password access to e-Go**.

**Staff from individual schools** can **only access information** about **visits** and **staff** from **their own school** or establishment.

It is recommended that **personal address** and **contact details** for **school staff members** are **not entered** into the **e-Go system**. Address and **contact details**, including emails, should be for **the school** or establishment and not the home contact details of the staff member.

**We recommend that EVCs review their staff profiles and remove any personal home contact information.**

## Conquering the world! - climbing at Kent Mountain Centre.



Photo courtesy of Paul Oxberry  
(River Deep, Mountain High Programme)



**Enjoy your well earned Easter break!**  
**But please remember the 6 week visits approval deadline continues during the holidays.**  
**Remember to submit your visits for May and early June before you go on your holidays!**

