



EVC newsletter



update from Kent's Outdoor Education Unit

Welcome to the **Summer term edition** of the **EVC newsletter**. The summer term has been as busy as ever with fantastic educational visits and outdoor learning opportunities organised across the county. Everyone here at the Outdoor Education Unit would like to say a big thank you to you all for all your hard work and effort, giving the young people of Kent such wonderful outdoor learning experiences and opportunities.

Have a lovely Summer break! - **Richard, Niall, Nikki and Hilary at the Outdoor Education Unit.**

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Is your School changing?

If your school is **changing** (e.g. changing status, re-locating, merging, etc) please **contact the Outdoor Education Unit** as soon as possible to discuss how best to facilitate any changes in relation to the e-Go system.

If any changes will be happening **from September**, please contact us **before departing for the summer break**, so we can advise on any visits planned for the start of the next academic year.

Please also tell us of any –

- Staff changes (people who need to be removed or moved to a new school/establishment)
- Changes to EVC or Headteacher (retirement, new jobs, maternity, etc)
- Changes of address, phone and email contacts.

The e-Go schools database is only as up to date as the information that is supplied to us, and without it you could be missing out on important communications and information!



Gardening 'makes children happy and teaches new skills'

Taking part in gardening can make a child feel happy and boost their development, research suggests.

The study of 1,300 teachers and 10 schools was commissioned by the Royal Horticultural Society (RHS). It found children in schools that encouraged gardening became more resilient, confident and lived healthier lives.

More information at -

<http://apps.rhs.org.uk/schoolgardening/teachershome/news/researchon/schoolgardening.aspx>

Want a smooth booking and visit planning process?

Please remember to **check** that the chosen **activity or residential provider** is **'vetted'** by the Outdoor Education Unit **BEFORE** making any bookings or payments.

It is also good practice for **EVCs** (or Headteachers) to **check** and **approve** the **details of providers** and the **booking contracts** before a booking is made by individual visit leaders.

Many problems can arise, including not being able to gain LA approval for visits, when booking contracts are entered into before the Outdoor Education Unit have vetted providers. Trying to put things right afterwards can take a large amount of effort and time, and could result in extra costs to the school, parents, etc.

Please also read any **COMMENTS** that are **listed on e-Go about providers** as these will help advise you of anything you need to be aware of before a booking is made. Examples such as –

- *Contracts must be between the school and the provider – please request this (individual parent contracts cannot be approved).*
- *No first aid is available, and therefore the school must provide their own cover.*
- *Activities that are NOT approved for use.*
- *Information about accommodation, security, facilities, etc.*
- *Information about swimming, excursions and other extra activities.*



Remember to use LOTC Quality Badge providers where possible.



Providers may not have any comments specifically listed on e-Go, but visit leaders should still discuss their educational requirements, and the requirements of their pupils, with the providers before booking.



<http://www.teachers.tv/outdoor-learning>

Don't Forget Teachers TV!

- Lot's of inspiring ideas for outdoor lessons, visits and activities
- Real life case studies
- See what other teachers and schools are doing

Below is a cut-out 'aide memoir' for e-Go and Outdoor Education Unit submission deadlines for educational visits



Deadlines	Aide Memoir
Visits that are taking place before or during October 2010 half term	e-Go Submission Date – before end of the summer term or no later than date as stated on the form
Overseas Expeditions (educational visits that involve trekking, camping, etc overseas in remote location)	e-Go Submission Date – 12 weeks before Expedition is due to commence.
Using a Provider that is not on the list on e-Go (i.e. not vetted)	Contact Outdoor education Unit 12 weeks (min) before proposed date of visit
Entering a competition where the winning prize may include a residential or adventurous activities	Contact Outdoor Education Unit at time of entering competition.
All other adventurous and/or residential visits	e-Go Submission Date – 6 weeks before the visit is due to take place. (<i>Check date in Section 2 of e-Go form after precheck.</i>)





e-Go Passwords

Please do not share your e-Go password with anyone!

Please remember that your **e-Go password** is also your **electronic signature** on the **e-Go system**.

When other people use your password on e-Go, your name appears as the person who has completed the actions and you therefore take on the responsibilities involved. This is particularly important when completing visit declarations.

Any employed school staff member can be set up on e-Go with a username and password to complete their own actions e.g. as visit leader, administration support, etc.

Headteachers and EVCs are the only people that approve visits on behalf of the school.

Please note that volunteers and 3rd party provider's staff should not be given access to the e-Go system.

E-Go Improvements

We are continuing to develop the e-Go system to make it more user-friendly and simpler to use. We hope that some of these improvements will take place during the summer holidays.

There is a long list, but one of the main improvements will be to make the **provider's database fully searchable by location, activity, accommodation type, etc** to help support schools and visit leaders with their choice of providers.

Please do send us your thoughts and feedback on the system so we can continue to develop it in the future.



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

The Outdoor Education Unit Training Service

The new **2011-2012 training course brochure** will be out in **September**, featuring a **whole range of new courses** to support you with **Learning Outside the Classroom** activities.

Brochures will be posted and emailed to Headteachers and EVCs.

Also available via our website-
<http://www.kenttrustweb.org.uk/policy/offsite.cfm>

Please remember to pass a copy on to your staff.

New Example Learning Outside the Classroom and Educational Visits policy

The 'example' Learning Outside the Classroom and Educational Visits policy has been updated and is available for downloading at –

http://www.kenttrustweb.org.uk/Policy/outdoor_exemplar.cfm

The example policy can now be adapted by all schools and establishments.

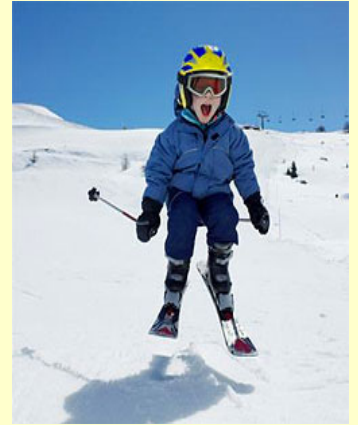
Remember Helmets are now required for Snowsports!

Please remember **KCC policy for snowsports has changed**. **Helmets** are now required for **all** participants undertaking snowsports on **snow**, in resort. Helmet requirements for snowsports on **artificial slopes** have also changed.

Please check our new guidance here –

http://www.kenttrustweb.org.uk/UserFiles/CW/File/Policy/Outdoor_Education/Regulation_Update/Snowsports_and_Ski_Helmets_1209.doc

Please check that your Snowsports provider can meet your helmet requirements.



Mountain Leader Training Association (MLTA) – continuing CPD requirement

Are you a member?

Mountain Leader Training recently approved plans to introduce a currency check for MLTA members from January 2011. The proposals involve members recording details of their Continuing Personal Development in the form of personal and leading experience, as well as gaining credit points from additional training, on a 5 yearly basis.

MLTA members will do the following every 5 years:

- 1. A minimum of 20 days (or 20 climbing sessions) further experience (this includes personal and group leading experience) in the activity/s for which they hold a leadership award(s). Members who hold a number of Awards can log experience across the range of activities/terrain for which they are qualified.*
- 2. Gain a minimum of 2 credit points from a wide range of further training opportunities eg MLTA workshop, MLT Award Training and Assessment course, DofE Assessors course, GirlGuiding Trainers and Assessors course, online training, reading a technical article, delivering training, etc*
- 3. Confirm that they hold a current first aid certificate or qualification*

It is intended that the new scheme will start in January 2011.

For more information, contact MLTA - <http://www.mlta.co.uk/index.php>



Kent
County
Council



Please remember the 6 weeks visits approval deadline is not affected by the summer holidays
Submit your visits for Sept and Oct now!

