



# EVC newsletter



update from Kent's Outdoor Education Unit

Welcome to the **Autumn and Winter term edition** of the **EVC newsletter**. It has been another busy term with lots of amazing activities happening in schools across the county. The Outdoor Education Unit has also been very busy providing training courses, and support and advice; please do let us know how we can help you to use the wonderful outdoor resources for teaching in your area!

**Richard, Niall, Nikki and Hilary - Outdoor Education Unit**

## Contents

- 1) Thank You for submitting visits on time!
- 2) Creating Wildlife habitats guide
- 3) Skiing and Snowboard helmets policy update
- 4) Staff and Volunteer supervisor clarification
- 5) e-Go Top Tips
- 6) Outdoor Education Unit Training Brochure
- 7) Primary French Language CPD Training
- 8) Using Low Cost Airlines - what you need to know
- 9) Anyone for Fishing?- qualifications and accreditation
- 10) Article on how to avoid mistakes in planning visits
- 11) What is a 'provider' in relation to educational visits?
- 12) Staff First Aid Qualifications

## Creating Areas for Nature - A new online guide to creating wildlife habitats, available now!

Your school can create its **own haven for wildlife** using a **new step-by-step online guide**, and encourage the survival of endangered species of animals, birds and insects as well as creating new educational resources.



Why not try creating a pond or tree planting, composting, building raised beds, making boggy areas or building bird or bat boxes? Any piece of ground, whatever the size, can be transformed using the easy instructions in the guide, which is the first of its kind.

Have a look on - [www.kentbap.org.uk/creatingareasfornature](http://www.kentbap.org.uk/creatingareasfornature)

It has been produced with Kent County Council's support by Kent Biodiversity Action Plan, Kent's Countryside Management Partnerships, the Kent Eco-Schools, and the London Borough of Bexley.

Email [cmp@kent.gov.uk](mailto:cmp@kent.gov.uk) with your ideas on how you could improve your school grounds for wildlife and you will receive a packet of free poppy seeds!

**Contact - Isabel Sturdy** at North West Kent Countryside Partnership, KCC Environment & Regeneration. Tel: **01322 294727** Email: (as above)



# A BIG Thank You!



from the **Outdoor Education Unit** to all the schools who managed to **submit their visits on time!**

**A record 92% of visits were submitted on time in the last two terms!**

The 6 week submission date enables us to manage our workload, dealing with queries from schools and youth groups across Kent, and continue to **help and support you** in developing fantastic **Educational Visits** and **Learning Outside the Classroom (LOtC)** opportunities.

It also allows time for any **issues to be resolved** and the **educational aims** and **objectives of the experience** to be **planned** into the **curriculum** and become an **integrated part of pupils learning**.



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

# Skiing and Snowboarding Helmets - UPDATE

As many involved in **Snowsports** will be aware the culture in relation to **wearing helmets** has been changing during the past few years with an increasing number of Ski resorts and Countries requiring both skiers and snowboarders to wear helmets, irrespective of age, ability or location.

Nationally there has been much debate across Local Authorities as to whether the wearing of ski helmets should be compulsory or not. In light of the positions of both the **FIS (Federation Internationale de Ski)** and **AfPE (Association for Physical Education)**, and in consultation with the **School & Youth Committee of Snowsport England**, KCC Regulations and Guidance now states:

*KCC strongly recommends that all snowsports participants should wear an appropriate helmet, unless it is safe not to do so (in particular clearly defined circumstances). **Our new policy with implementation dates is outlined below, and available on our website ([click here](#)).***

## 1. Current policy (Updated 2005)

The current policy does not differentiate between snow and artificial slopes.

**Skiing** - When a resort recommends that helmets be worn, you must comply with this guidance.

**Snowboarding or Snowblading** - Helmets **must** be worn

*N.B. - All Italian, and the majority of Austrian resorts now require all who are 14 yrs old or younger to wear helmets when undertaking snowsports. Other helmet rules apply to some North American resorts.*

## 2. Revised Policy as from 1<sup>st</sup> January 2010

**Skiing on snow** -

Helmets must be worn if required by the Ski school/ resort

**Snowboarding on snow** -

Helmets **must** be worn

**Skiing on Artificial slopes** -

Helmets must be worn if recommended by the Ski school

**Snowboarding on Artificial slopes** -

Helmets must be worn. However when the activity is taking place on Nursery slopes and is under the direct supervision of a qualified Instructor, the Ski School and/or qualified Instructor \* using their professional judgement may decide that helmets are not required.

## 3. Revised policy from 1<sup>st</sup> May 2010

**Skiing on Snow** -

Helmets **must** be worn

**Snowboarding on Snow** -

Helmets **must** be worn

**Skiing on Artificial slopes** -

Helmets must be worn. However when the activity is taking place on Nursery slopes and is under the direct supervision of a qualified Instructor, the Ski School and/or qualified Instructor \* using their professional judgement may decide that helmets are not required.

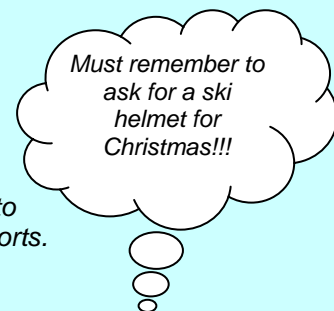
**Snowboarding on Artificial slopes** -

Helmets must be worn. However when the activity is taking place on Nursery slopes and is under the direct supervision of a qualified Instructor, the Ski School and/or qualified Instructor \* using their professional judgement may decide that helmets are not required.

(\* Minimum qualification: Snowsports UK Level 2 Instructor or equivalent)



**Please check with your ski visit provider about helmet hire.**



**The above regulations and guidance apply to students, young people and adults who are part of a school or youth club organised visit.**

# Clarification of the roles of *Employed Staff* and *Volunteer supervisors* on Educational Visits

As part of our ongoing monitoring and updating of records, we have become aware that there is some confusion over the definitions of **STAFF** and **VOLUNTEER** when applied to a person's 'category' on the e-Go system.

In order to ensure that there is clarity in terms of roles and responsibilities, and to ensure that a **visit is only led by a paid employee of the school or establishment**, we would be grateful if **you could check your staff/volunteer lists on e-Go**.

As you may be aware **volunteers can be used as part of the supervisory team** (providing that they are deemed competent by the Headteacher to carry out that role), but they should never be asked to or given the responsibility to manage and take ultimate responsibility for a visit (as a visit leader).

The **visit leader's responsibilities** should only be given to a **paid member of staff** from your **own school** or establishment because -

- a) they are in '*loco parentis*'
- b) they are the staff who will have full knowledge of the school or establishments own policies and procedures (e.g. behaviour, bullying, emergencies, etc)

To **clarify the position** the following are the **definitions** of the two roles -

**STAFF** = paid employee of the school or establishment (that they are listed under on e-Go).

**VOLUNTEER** = other adults who are assisting the school as part of the supervisory adult team who have been deemed competent by the Headteacher to carry out that role.

**Third party providers' staff are NOT normally listed in either category.**

The most commonly identified issues are with people listed on e-Go with the category "STAFF" who should actually be shown as "VOLUNTEER". This could occur in many areas including Combined Cadet Force units (CCF), Extended Schools and other activities that involve supervisory adults who are not paid employees of the school.

If there are any persons shown with the incorrect category please either amend their profile on e-Go with the correct category, or let us know their names and the correct role and we will amend them for you.

If you require any more information regarding these issues please contact us at the Outdoor Education Unit.

**Thank you in advance for your assistance.**



## E-Go Help and Hints

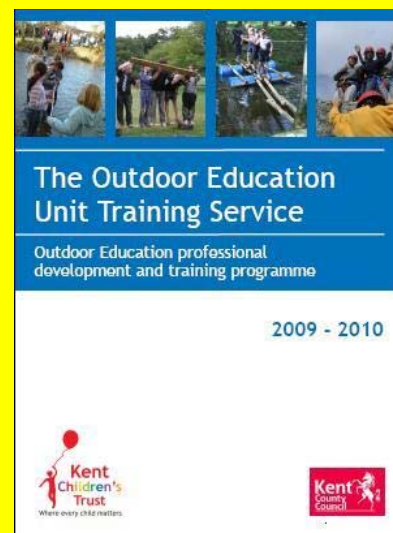
Remember *don't struggle* with the e-Go system!

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.



**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)

# Teaching Primary French CPD Course

22-26 March 2010 at KCC's Centre d'Hardelot,  
France

A course to help Primary teachers feel more confident teaching French, including language, culture and practical teaching resources.

Please contact -  
Maureen Smith, Adviser for Primary Languages  
[Maureen.Smith@kent.gov.uk](mailto:Maureen.Smith@kent.gov.uk)

# Using Low Cost Airlines

- what you need to know!

It can be very tempting to arrange visits abroad with **low-cost airlines** to make what appear to be huge savings.

However, you should be aware that although travelling abroad with one of these airlines **may reduce the costs**, there is a **significant financial risk involved as well**.



Due to the way that cheap airlines work and the way they are regulated, it is **not possible to protect yourself or your school - through insurance or otherwise - from financial losses incurred due to the cancellation of a flight**. The County Council's insurance policy would ensure that you will be able to get your money back, but this will not cover a replacement flight.

*Imagine the worse-case scenario: You have paid £99 for a return flight, but the airline has cancelled the out-bound flight. The airline will give you the one-way £49.50 per person charge back, but it could cost you £400 or more per person to make the journey through an alternative operator on the day. If you cancel the flights completely, the airline will give you the £99 back. The choice is then between delaying departure until the original airline will take you or cancelling the visit entirely. In either case, if you have made a booking with a foreign hotel, you may still owe a cancellation fee, and you may also need to return all payments to the visit's participants.*

**What can you do to minimise the risks?** Always book your flights with **ATOL members**. The following website provides useful information and guidance on the protection ATOL offers for travellers:  
<http://www.caa.co.uk/default.aspx?catid=1080&pagetype=70>

The current economic climate has increased the risks, with a number of **flight operators ceasing business and leaving large numbers of their customers "trapped" abroad** with no immediate arrangements in place to transport them home. If a flight is cancelled due to the financial failure of an airline, then the County Council's insurance policy may not cover the losses resulting from this type of business failure.

Further details of the insurance cover provided by the County Council for school trips is available on the Risk Management and Insurance team using the following link:

<http://www.kenttrustweb.org.uk/Policy/insurance.cfm>

## Green Scene

Have you thought about the **CARBON EMISSIONS** generated by your school visits?



Here is a **handy comparison tool**, comparing the amount of CO2 emissions for **different types of transport options** - just add your travel distance.

<http://www.transportdirect.info/Web2/JourneyPlanning/JourneyEmissionsCompare.aspx>

## Anyone for Fishing?

Are you considering any fishing or angling activities with your pupils?



Please note that **fishing and angling** are 'adventurous' activities that require someone with a relevant **angling qualification to lead the activities**, and a 'vetted' venue. An e-Go submission for approval will also be required.

Information on gaining **Angling qualifications** can be found here at the **Angling Trust** -  
<http://www.anglingtrust.net/page.asp?section=50&sectionTitle=Angling+Development+Board+%2D+Coaching>

They have also launched a **new award scheme for young people**, with **curriculum linked units accredited by N-OCN** -

<http://www.anglingtrust.net/page.asp?section=140&sectionTitle=Introduction+to+Angling+and+the+Environment+OCN>

## An interesting article on how to avoid mistakes when planning Educational Visits (from New Zealand)

[http://school-group-tours.educatingadventures.com/instancefiles/93435808/Article\\_Teacher%20Nov%20196\\_54-57.pdf](http://school-group-tours.educatingadventures.com/instancefiles/93435808/Article_Teacher%20Nov%20196_54-57.pdf)

### What is a 'Provider'

A 'Provider' is any **company / organisation / individual** who is providing a **service to the school**, irrespective of whether they charge for this service.

If you use a **travel / tour company** to organise any aspects of your itinerary, **that company is the 'Provider'** for those aspects. If you book coach travel, flights, hotels, etc yourself, neither you nor the school are the provider. **The 'Provider' is the coach company, the airline, the hotel company, etc.**

Any 'Provider' that provides you with **adventurous activities** and/or **residential accommodation** needs to be **vetted** by the **Outdoor Education Unit** (*we do not vet transport or non-adventurous activities*).

Please **search the database** to check if your provider has been vetted before completing your e-Go pre-check. If you want to **use an un-vetted provider** please **add** them using the yellow 'add new provider' button **during the e-Go pre-check**. The visit will then be put 'on hold' while vetting is completed.

**Vetting providers can take time!!!**

**- Please let us know about un-vetted providers well in advance of the 6 week e-Go deadline!**

**- Please also note that not every provider will be able to meet KCC vetting Standards.**

**You should not enter into any financial arrangements/contracts with un-vetted providers.** We are not able to approve visits using providers who do not meet KCC minimum requirements.



### Staff First Aid Qualifications



A quick reminder that if your staff hold any **adventurous activity leadership qualifications** that they will need to **maintain a current valid first aid certificate**.

The vast majority of activity **National Governing Bodies (NGBs)** require **staff** who hold a **coaching qualification** to also hold a **current First Aid qualification**. In order that the **coaching qualifications remain valid** it is the **responsibility** of the **award holder** to ensure that this is **kept up to date**, and is of the level as stated by the awarding Governing Body.

Please note that **we do not ask for evidence of the First Aid qualifications** and that our approval for somebody to instruct an adventurous activity is based on the fact that their NGB Coaching qualification is valid.

**EVCs** may wish to **remind their staff** of the above and may wish to **request to see a copy of their current First Aid qualification**. All First Aid certificates should have an expiry date (normally 3 years validity). You can log this on a 'persons' details page on e-Go.

The requirement to hold a current First Aid qualification includes those who hold a *Mountain Leader Award (ML)*, *Single Pitch Climbing (SPA)*, *Basic Expedition Leader (BELA)*, *Canoeing Instructors*, *Alpine Ski Course Leader (ASCL)*, *Duke of Edinburgh's Award Supervisor*, *KCC Basic Campina Leader's Award*, etc.

