



EVC

Winter 2010



newsletter

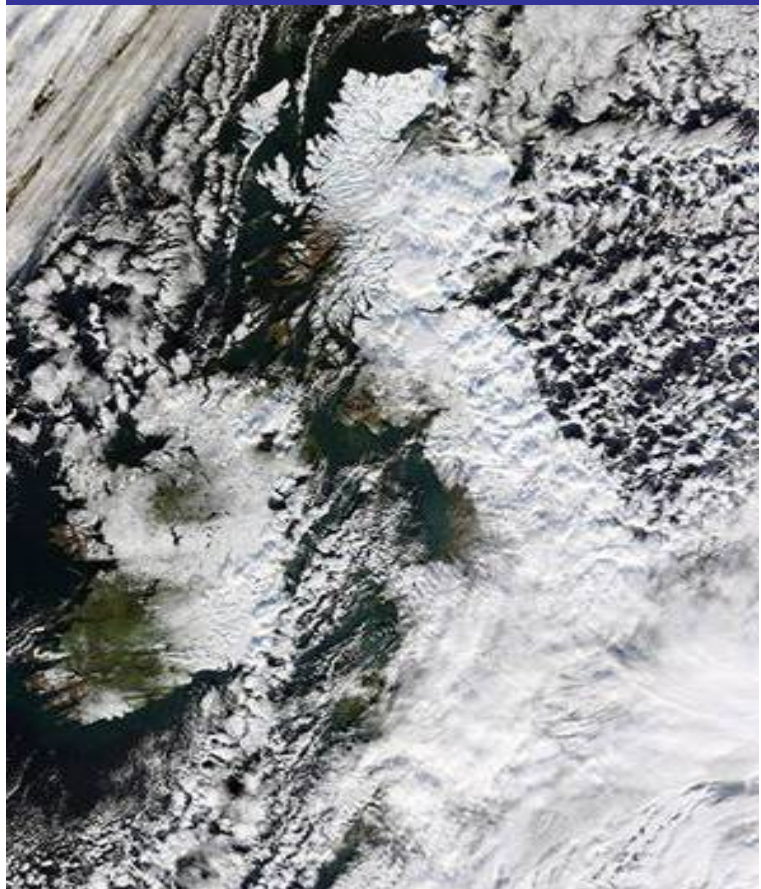
update from Kent's Outdoor Education Unit

Welcome to the **Winter term edition** of the **EVC newsletter**. We would like to thank you all for your amazing hard work and effort this term in providing so many wonderful learning outside the classroom experiences for the young people of Kent. Despite snow, ice and arctic conditions many visits and activities still managed to take place. If these conditions continue we may have to consider introducing skiing, snow-shoeing and ice hockey into the curriculum! We wish you a lovely and restful Christmas break! - **Richard, Niall, Nikki and Hilary at the Outdoor Education Unit.**

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Kent in the eye of the snow storm!



11:45am on Thursday 2nd December 2010

Please remember to cancel any visits that are not taking place



If **visits** are **cancelled** due to **adverse weather** conditions or other issues, please remember to **cancel them** on the **e-Go system** **before** the **departure date**.

This is **important** in helping the relevant officers deal with **school visit emergencies**, ensuring that they have a clear idea of which schools are on visits and the number of pupils involved if an incident or accident takes place.



Learning Outdoors - everyone's included!



Examples of best practice for promoting inclusion of all young people in real learning opportunities in school grounds and outdoor environmental centres.



Edited by Clare Shorter & Chas Matthews

New Outdoor Learning publication –

There is a great deal of **good evidence** that the **process of outdoor learning**, including field studies, can make a **considerable contribution** to the **well-being** and **achievement** of **children and young people**. It is important that **every child is given the opportunity to take part** – including the very young, the gifted and talented, and those with special educational needs.

This **excellent publication**, written by Clare Shorter and Chas Matthews, describes some **excellent practice through a range of case studies**. Please feel free to share the e-copy with your own network of contacts, and mention NAFSO when you do so!

www.nafso.org.uk/images/publicdocs/nafso_learningoutdoors_final.pdf

Reminder - Helmets are now required for Snowsports

Please remember **KCC policy for snowsports changed in December 2009**. **Helmets** are now required for *all* participants undertaking **snowsports on snow**. Helmet requirements for snowsports on **artificial slopes** have also changed.

Please check our new guidance here –

[www.kenttrustweb.org.uk/UserFiles/CW/File/Policy/Outdoor Education/Regulation Update/Snowsports and Ski Helmets 1209.doc](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.



E-Go Improvements

You may have noticed that we are continuing to develop the e-Go system to make it more user-friendly and simpler to use. Some of these improvements have already taken place.

Already Completed! – the provider's database is now 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 the Outdoor Education Webpage www.kenttrustweb.org.uk/policy/offsite.cfm) 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**

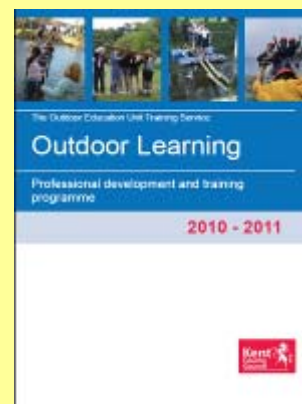
Cancelled visits – please cancel any visits that are no longer taking place. However please **DO NOT CANCEL** any visits on e-Go that actually **DID** take place; email us for further information or with any other visit queries.

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.

Passwords and Login Details – Please remind staff that only the EVC or Headteacher of the school or establishment can allocate login and password details for e-Go.

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.

The Outdoor Education Unit Training Service



Many Courses are available in the New Year!

Click on the brochure to find a course to suit your staff.

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

www.kenttrustweb.org.uk/policy/offsite.cfm

Please remember to pass a copy on to your staff.

Providers - **BEFORE** making any bookings or payments, please remember to check that the chosen **adventurous activity** or **residential accommodation provider** is 'vetted' by the Outdoor Education Unit.

Remember to use LOTC Quality Badge providers where possible.

Search the e-Go database or the Quality Badge website to find a badged provider –

www.lotcqualitybadge.org.uk/badgesearch

Quality Badge awarded by



Lord Young's Health and Safety Review – report

“My report highlights the role that the Health and Safety Executive (HSE) and local authorities have in promoting a common sense approach to health and safety. Their role is pivotal in ensuring that businesses, schools and voluntary organisations can operate in a way where health and safety is applied in a proportionate manner.”

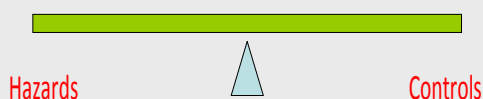
Lord Young - Oct 2010

www.number10.gov.uk/wp-content/uploads/402906_CommonSense_acc.pdf

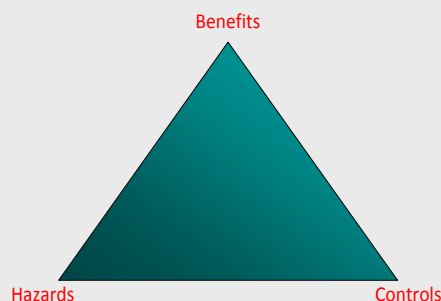
One of the major recommendations of the recent health and safety review completed by Lord Young on behalf of the Government was to **recommend** that **risk management** and **risk assessment** are based on **common sense** and **risk-benefit assessment** and analysis.

Risk-Benefit Assessment

The concept of **risk-benefit assessment and analysis** has been **promoted** by the **Outdoor Education Advisors Panel (OEAP)** and others involved in Outdoor Education for many years. The OEAP have recently produced a new publication - **‘Nothing Ventured...’** - looking at **balancing the risks and benefits of outdoor learning**. It also looks at some of the **myths** surrounding **legal and risk assessment issues**, and provides **case studies** and **evidence** for **developing good practice**.

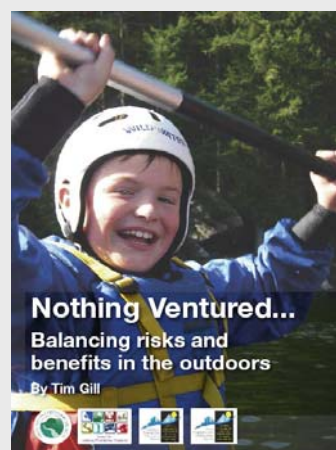


Conventional Model of Risk Assessment



Risk Benefit Assessment

Another recent publication by **Play England** - **‘Managing Risk in Play Provision’** - looks at this subject in relation to **play** and **Early Years activities**.



(Please click on the publications to open a copy)

Updated CFE Directorate Health and Safety Policy

All staff should be aware that the **updated CFE directorate health and safety policy** has now been agreed by Senior Management Team (SMT), and is available on Kent Trust Web at the following link.

www.kenttrustweb.org.uk/UserFiles/CW/File/Policy/Health_Safety/Directorate_HS_Policy_3_Nov_2010.doc

The policy explains **arrangements** and **responsibilities** for **health and safety throughout CFE**. If you have any queries please contact the Health and Safety Unit advice line: 01622 694476.

Sally-Anne Clark Health and Safety Manager

Contracts and Bookings with Providers for educational visits

The Outdoor Education Unit can **only approve visits** where the **contract** or **booking** is made **between the school and provider**.

Contracts and bookings for school-led educational visits and activities made between the parents and the provider are not acceptable to the Local Authority.

Please **check** to ensure that any **contracts** and **booking forms** signed are **between your school or establishment** and the **provider** (whom you paying for their services to provide accommodation, activities, etc).

We also **recommend** that any **contracts** or **bookings** that involve **large sums of money** (e.g. above £3000) are **checked** and **signed** by the **Headteacher** or a **member of the SMT** with **delegated responsibility**; please check your own establishments procedures.

Contracts and booking forms signed by visit leaders can be **counter-signed** or **dual-signed** by the **Headteacher** to ensure that the school is fully aware of its financial commitments.



Checking Accommodation for Residential Visits

It is important for **visit leaders** to be **fully aware** of how their **chosen accommodation** (hotel, hostel, campsite, etc) **manages fire** and **other emergency procedures**.

Visit leaders should also be **aware of any security issues** and arrangements in place, along with **other facilities** that may be available e.g. *bars, swimming pools and spa facilities, etc.*

This enables the **visit leader** to make **decisions** on how to **plan for** and **manage their group** appropriately.



To aid visit leaders with this process we have produced an 'Aide Memoir' checklist-style resource that can be used in advance, on pre-visits or on arrival in the accommodation –

[www.kenttrustweb.org.uk/UserFiles/CW/File/Policy/Outdoor_Education/Additional_Guidance/Accommodation Checklist Resource 12 10.pdf](http://www.kenttrustweb.org.uk/UserFiles/CW/File/Policy/Outdoor_Education/Additional_Guidance/Accommodation_Checklist_Resource_12_10.pdf)

Please remember the 6 weeks visits approval deadline is not affected by the Christmas holiday.

Submit your visits for Jan and Feb now!

