

Revision of Wigan CYPS Educational Visits Policy & Procedure.

Update for all Headteachers, Educational Visits Co-ordinators, Group Leaders, CYPS Managers, Advance Practitioners, Children's Centre Co-ordinators, Extended Schools Development Workers and others involved in the planning, preparing and delivering of trips, visits and residential's.

The Educational Visits Policy and Procedures gives those involved in planning and delivering visits a clearer and quicker method of accessing information and guidance. The re-categorisation of visit types will also mean that Educational Visit Co-ordinators within schools will send fewer notifications to the Educational Visits Advisor (EVA); as will Children's Centre Co-ordinators and Extended Schools Development Workers.

The Revised edition of the Educational Visits and Trips Policy and Procedures should be fully implemented within schools and all CYPS organisations as of December 2008.

The revisions are as follows:

The Educational Visits Policy & Procedure are now split into 3 parts:

1. The Policy consists of 2 pages.
2. The Procedure consists of 7 pages, includes: Category Framework and Approval Procedure plus recommended forms.
3. Advice and Guidance, which supports the policy, 70 pages, plus all model forms and appendices.

Revised visit categories for notification;

Category A. There is no longer a need to notify the EVA of certain types of out of borough visits. The following visit types will be now classed as Category A visits and therefore there is no need to notify of such:

All museum, art gallery and theatre visits, parks & gardens, visits between schools and colleges or universities, school sports fixtures & tournaments (unless residential), visits to CYPS Lakeland Centres (Hinning House & Low Bank Ground) or those with Wigan CYPS Borough-wide Outdoor Education Team based at Worsley Mesnes where the centre staff are providing and delivering all adventurous activities. The exception is if visits to these venues are self led. Self led visits where the group leader and accompanying staff are delivering adventurous activities are still considered to be Category C visits.

Category B: The following visit types will be now classed as Category B Visits:

Adventure Activity Licensed (AALA) Centres (unless part of a residential) Pennington Flash, Worthington Lakes, Martin Mere, Leighton Moss and canal sides, visits to ponds, small lakes & streams.

All school led field trips, farm visits and visits to large venues or events such as country fairs / showground's, GMEX, NEC, Trafford Centre or professional sports fixtures, zoos, safari parks, theme parks, indoor water recreational centres, commercial boat trips and ferry crossings and visits including long or complicated journeys using public transport are still classed as category B.

Category B visits should be notified to the EVA via email a minimum of 10 working days before the visit using the category B educational visits notification form.

Category C: The following types of visit are classed as Category C:

All residential's, any visit abroad, self led adventurous activities, anything to do with the armed forces, any activity with increased risks including ice skating, skiing, go karting, paint balling, high ropes courses or visits to non AALA licensed adventure activity centres or venues. Activities in or close to large areas of open or fast moving water: the sea, large deep water lochs, lakes or rivers not specified in category A or B.

Notification for category C visits must be sent to the EVA via email using the Category C Notification Form (formerly Form 2) at least 4 weeks prior to the visit taking place.

Further examples of visit types for each category are listed on pages 4 and 5 of the procedures. These lists are not exhaustive, contact the EVA if clarification is required.

A number of forms have been revised and are included within the policy and procedures. These are:

- A 'model' visits checklist, (previously known as Form 1).
- Forms for notification, there are now two types;
 - One for Category B visits to be emailed 10 days prior to visit.
 - One for Category C visits, (previously known as Form2) which should be to be emailed at least 4 weeks prior to the visit.
- An evaluation form (Form 3).
- A consent form C1 for Category A and B visits. (previously known as Form C) This form can be sent out either on entry or at the beginning of the school year - along with a letter to parents giving examples of the types of visit likely to be undertaken.
- A consent form for Category C visits. (previously known as Form C) To be used for every visit of this type.

Important requirements

Every Visit must be logged at School / Children's Centre / Office / Organisation base.

All staff involved in visits must have their details recorded and held on file at School / Children's Centre / Office / Organisation base. Additionally, monitoring procedures must be in place to ensure up to date qualifications / certification and experience relevant to planned activity are in place and kept on file – this also applies to voluntary helpers.

Additional information

Currently, there are only two venues that the Council does NOT recommend children & young people under the duty of care of Council staff are taken to. These are Go Ape and The Crocky Trails. Contact the EVA if clarification is required for specific venues.

Electronic copies of the revised Educational Visits Policy & Procedures are located on the intranet at: <http://boston/educ/schools/index.htm>

Any questions regarding the above should be directed to the Educational Visits Advisor.

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