

# Newsletter

Summer TERM 2024



## EVC Training and Re-validation Courses

Colleagues are reminded that it is a mandatory requirement for all maintained schools to have an EVC in post who has completed (or re-validated) EVC Training within the last 3 years. The Department of Education recommends this approach for all schools.

### There are still places available on the last courses for this year:

EVC Training (9 am – 3.30 pm, £150.00) Wednesday 26th June

EVC Re-validation (1 – 4.30 pm, £80.00) Tuesday 25th June

### Course dates have now been set for the start of the new academic year:

EVC Training (9 am – 3.30 pm, £160.00) Wednesday 18th September

EVC Re-validation (1 – 4.30 pm, £85.00) Tuesday 17th September

All courses take place at the Lowther Adventure Centre, Glendon, Kettering, Northamptonshire, NN14 1QF.

### For further information / booking:

<https://longtownoutdoorlearning.co.uk/evc-courses-and-training/>

*"Mike was a great trainer who ensured that everyone could contribute. The session was very interactive and had logical progression of material which Mike made interesting and relevant."*

EVC Course Participant

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# Visit Leader Training

Do you want to build the confidence and competence of your colleagues to lead Educational Visits?

OEAP Visit Leader Training comprises theory and practice modules that can be delivered at your school as half-day courses or together as a one-day course directed at colleagues who plan to lead visits off-site with parties of children and young people.

It is a practically based course which deals with dynamic risk-benefit assessment and allows the sharing of best practice together with opportunities to raise issues directly related to your setting. The practical module course is delivered outdoors and includes safety at water margins, safety at public access sites, safety on roads, safety in vehicles and simple way-finding.

Course costs are £700 (half-day Theory only) / £900 (full day Theory and Practice) for up to 20 people.

For more information e. [mike@longtownoutdoorlearning.co.uk](mailto:mike@longtownoutdoorlearning.co.uk)

***"Thank you very much for coming and delivering the Visit Leader training to our staff yesterday. The staff had a wonderful day and the feedback has been incredibly positive – everyone found it really useful, easy to access and the time outdoors in the afternoon was greatly enjoyed."***

EVC Course Participant

## Council for Learning Outside the Classroom National Conference

The CLOtC National Conference is taking place in Weldon Village Academy, Northamptonshire on Thursday 14th November 2024. This conference is dedicated to all types of learning beyond the classroom and brings together educators from schools and settings with providers of LOfC from across the country. This year's theme will focus on 'Supporting Students to Thrive'. This should provide a great CPD opportunity for Visit Leaders and EVCs.

Find out more: [\*\*CLOtC National Conference 2024 - Council for Learning Outside the Classroom\*\*](#)



## Outstanding Service Level Agreements Renewals

Those schools that subscribe to the full EVAS package\* (including eVisits) should have received an invitation to renew their Educational Visits Advisory service SLA. Please check with your Finance Officer / School Business Manager that the renewal has been completed. If you are unsure and want to check please email [mike@longtownoutdoorlearning.co.uk](mailto:mike@longtownoutdoorlearning.co.uk)

To renew please follow this link [\*\*EVA Service - Longtown Outdoor Learning Trust\*\*](#) and then complete the embedded renewal form a.s.a.p and no later than Friday 14th June 2024.

The scale of charges that applies for 2024 - 25 is:

Number of Pupils	Charge Per Pupil
Less than 100 pupils	<b>£270 Total</b>
100 to 150 pupils	<b>£2.55</b>
150 pupils to 2,000 pupils	<b>£2.35</b>
More than 2,000 pupils	<b>£2.25</b>
Multi Academy Trusts - if the number of pupils from subscribing schools to the new SLA exceeds 2,000	<b>£2.25</b>
Independent schools (this price reflects the higher incidence of Category C visits by independent schools)	<b>£2.55</b>

\*CATS Global schools and schools that subscribe to an advice-only package will be contacted separately.

## Diligence checks on Providers

Schools are reminded of the requirement to provide evidence of diligence checks completed on third party providers. If a third party provider is providing an activity e.g. Theatre workshop / Circus Skills and they do not hold a Learning Outside the Classroom Quality Badge\*, then the school should ensure that the provider completes and returns a Provider Statement (Please download from [oeapng.info](https://oeapng.info) 8.1q general provider or 8.1r Swimming pools). Copies of Provider risk assessments alone are not sufficient. *NB. The LOTC Quality Badge provides appropriate evidence without a provider statement but should be checked to ensure it remains in-date and covers your planned activities.*

To check whether a provider has a relevant LOTC Quality Badge:

**[Find a LOTC Quality Badge Holder - Council for Learning Outside the Classroom](#)**

## North Northamptonshire Council (NNC) Educational Visits Audit

### Message from NNC:

*"All maintained schools in North Northamptonshire are asked to complete our online form (link below) as part of our yearly review of Educational Visits. This form relates to the [North Northamptonshire Council policy for the Management of Learning Outside the Classroom](#). Its completion ensures we continue to meet the highest standards and follow national guidelines.*

[Educational visits audit for North Northamptonshire - Introduction - Online form \(achieveservice.com\)](#)

*You should complete this form as soon as possible and it must be no later than 14th June 2024. The form should be completed by the responsible person/Educational Visits co-ordinator."*

# eVisit update

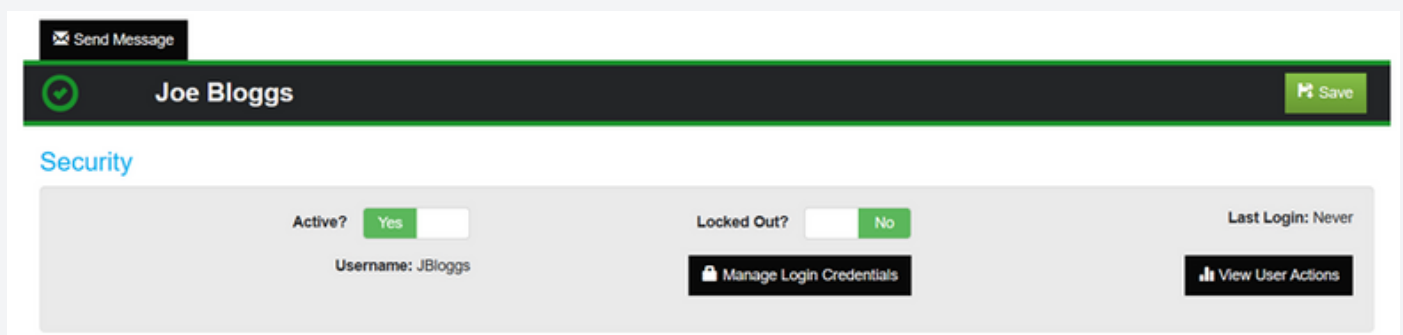
## 1. Email addresses

There have been a number of recent instances of school staff missing eVisit notifications because their email addresses recorded on eVisit are not up to date. Individual account maintenance is the responsibility of the school not LOLT. All EVCs / Establishment Administrators are recommended to double check that school email addresses are up to date.

## 2. Staff who have left your school or setting

Once staff have left your school or setting it is possible to disable their account but not to remove their eVisit profile. This is because the individual profiles are part of the audit trail for past visits.

To disable their account go to 'Manage Users' and do a user search until you locate their profile. On the security tab change the radio button adjacent to 'Active?' to NO and 'Locked Out?' to YES. This member of staff will no longer appear in the drop-down lists of available staff from your establishment.

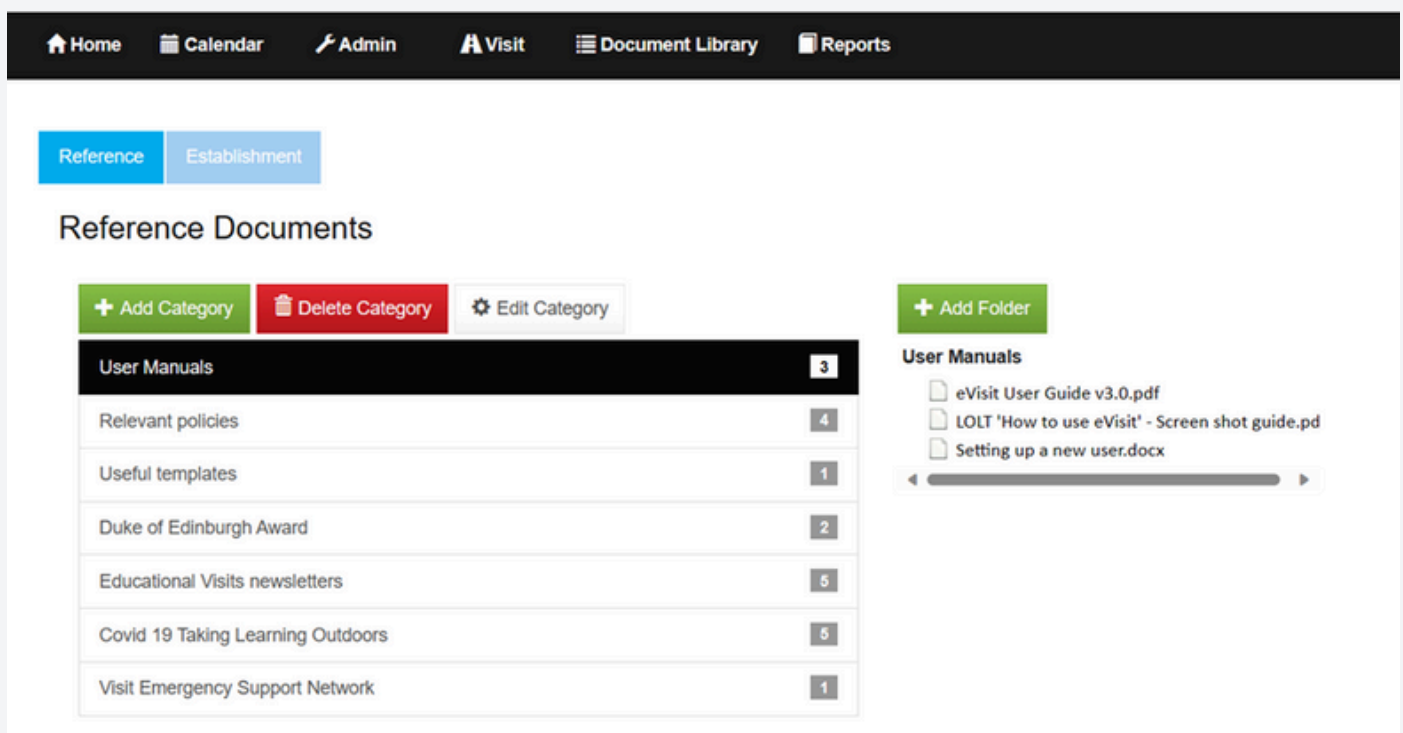


The screenshot shows the user profile for 'Joe Bloggs'. At the top, there is a 'Send Message' button and a 'Save' button. Below this, the 'Security' tab is selected. The 'Active?' radio button is set to 'Yes', and the 'Locked Out?' radio button is set to 'No'. The 'Last Login' is 'Never'. The 'Username' is 'JBloggs'. There are buttons for 'Manage Login Credentials' and 'View User Actions'.

## 3. Adding a new user / updating an existing user

<https://www.e-visit.co.uk/LongtownOutdoorLearning/eVisit/DocumentLibrary/default>

Many users seem to come unstuck on adding or updating users on eVisit. A reminder that it is a 3-stage process clearly set out in the Setting up a New User document which can be found in the Document Library, Reference Documents, User Manuals:



The screenshot shows the eVisit Document Library interface. The top navigation bar includes links for Home, Calendar, Admin, Visit, Document Library, and Reports. The 'Reference' tab is selected. Below the tabs, there are buttons for 'Add Category', 'Delete Category', and 'Edit Category'. A table lists 'Reference Documents' with categories and counts:

Category	Count
User Manuals	3
Relevant policies	4
Useful templates	1
Duke of Edinburgh Award	2
Educational Visits newsletters	5
Covid 19 Taking Learning Outdoors	5
Visit Emergency Support Network	1

On the right, there is a section for 'User Manuals' with a list of documents: 'eVisit User Guide v3.0.pdf', 'LOLT 'How to use eVisit' - Screen shot guide.pdf', and 'Setting up a new user.docx'. There is also an 'Add Folder' button.



#### 4. Setting up an activity leader

The process is initiated by uploading a valid First Aid certificate to the individual's eVisit profile, you will then be able to select the activity you wish them to be endorsed for from the drop-down list. To complete the endorsement request you need to upload evidence of additional training and competence and then submit to the HT / OEA for approval.

If you need support with eVisit queries please email [mike@longtownoutdoorlearning.co.uk](mailto:mike@longtownoutdoorlearning.co.uk)

## Emergency Planning contact numbers

All schools in North and West Northamptonshire are reminded that they have access to emergency planning support from their respective council. Please note these numbers have changed from those previously shared:

- West duty number is **07442 691327**
- North duty number is **07885 292851**

Schools in other local authority areas are recommended to check the contacts they have in their emergency plans for local authority incident support.



## Schools Allergy Code

Benedict Blythe was a 5 year old who loved going to school. He had suffered multiple allergies from a young age that his parents were practised at managing. On 1 December 2021, while at school, he ate a snack and went into anaphylaxis. Rushed to hospital, he died a few hours later. One year later his parents established the Benedict Blythe Foundation (BBF) to raise allergy awareness and support educators. The BBF has put together a Schools Allergy Code which outlines best practice and can help schools to keep pupils with allergies safe. Helen Blythe from BBF states "Many schools may believe that if they don't have a child at the moment with an allergy, there's no need for them to have a policy in place. But we know that 30% of allergic reactions take place in children who have no known history of allergy"

Full information and resource downloads can be found here:

<https://www.benedictblythe.com/schoolsallergycode/>

## Visits to Large Cities - Risk Assessment for Possible Terror Attacks

This police website ProtectUK provides business and the public with counter terrorism support and guidance to effectively protect and prepare for possible terror attack. Please remember that if you are planning visits to London and other large cities such as Bristol, Birmingham and Manchester, then your visit plans should include a risk assessment covering a possible terror attack. ([oeapng.info](https://www.oeapng.info) 4.4e Terrorism refers)

[www.protectuk.police.uk/resources/57](https://www.protectuk.police.uk/resources/57) provides:

- videos such as 'RUN HIDE TELL' showing steps to take if faced with a terrorist incident
- advice on what to do in specific situations such as marauding terrorist attacks or incidents involving hazardous substances
- training resources for schools and youth organisations

The ProtectUK app, which offers actionable content that can help counter terrorism, including videos such as 'RUN HIDE TELL'

[www.protectuk.police.uk/news-views/protectuk-app](https://www.protectuk.police.uk/news-views/protectuk-app)

## Visit Emergencies Support Network (VESN)

As schools that subscribe to the LOLT Educational Visits Advice Service you have access to VESN which means that you have access to four other advisers for advice and guidance if I am not available in the event of a visit emergency. Their details can be found here:

<https://vesn.org.uk/vesn-members/>

## Differential course fees for pupils in receipt of Free School Meals at Longtown Outdoor Learning Centre.

Longtown Outdoor Learning Trust (LOLT) and the Wilson Foundation work in partnership to ensure that no pupil is prevented from accessing a residential outdoor education programme at Longtown Outdoor Learning due to financial hardship. Following a review of Longtown's bursary policies it has been decided to simplify the procedures for accessing bursary funding. Any pupil in receipt of Free School Meals will automatically be entitled to attend a course at Longtown at the bursary rate (broadly equivalent to a 30% reduction of course fees). This figure has been calculated to exceed the board and lodging exemption identified above. Children who are not in receipt of Free School Meals but whose parents are struggling to make ends meet can still apply for the Discretionary Bursary. The Discretionary Bursary Fund is for families that the school has identified as being in significant need of support in order for their child to attend a course. To apply for a hardship bursary the school needs to download and complete an application which must then be submitted to LOLT for consideration. The bursaries for Northamptonshire pupils are funded by the Wilson Foundation and those for pupils from other counties are funded by LOLT. For more information go to: **Schools - Longtown Outdoor Learning Trust**

## Contact Your Adviser

Please do get in touch if you require advice or support on Educational Visits and Training:

e. [mike@longtownoutdoorlearning.co.uk](mailto:mike@longtownoutdoorlearning.co.uk)

t. 01873 860225 option 2

