

## Educational Visits and Journeys Advisory Service to Schools

### Service Level Agreement April 2021 – March 2022

This Service Level Agreement applies to situations where adults acting in the course of their employment have responsibility for children and young people taking part in;

- On-site outdoor activities
- Off-site activities and visits
- The associated journey and travel arrangements
- Residential visits
- Visits that involve travelling outside England, Scotland and Wales
- Outdoor adventurous activities which include Multi activities (from list), Abseiling, Airborne: all types, Archery, Assault course, Bell boating, Bushcraft, Camping in wild country, Camping on campsites, Caving, Clay pigeon shooting, Climbing: indoor & outdoor, Coasteering, Cycling on tracks & roads, Dog sledging, Dragon boating, Field studies: natural environment, Forest School, Free running, Go karting, Gorge walking, Ghyll scrambling, Hang gliding, Horse/pony riding, Hovercraft, Improvised rafting, Jet skiing, Kayaking, Kite surfing, Mine exploration, Motorised sports (all), Mountain biking, Mountain boarding, Open canoeing, Orienteering, Paintballing, Pot-holing, Powered boats including safety boats, Ropes Courses, Rowing, Sailing, Scuba diving: indoor pools, Scuba diving: lake & sea, Segway, Shooting, Skateboarding, Skiing & snowboarding, Snorkelling, Surfing/body boarding, Swimming: not lifeguarded, Trampolining out of PE, Walking: Hill & Moorland, Walking: Lowland, Walking: Mountain, Water skiing, White-water rafting, Wind surfing/sailboarding [Not included are split site working, work experience and PE]

#### What's included?

- An OEAP accredited Outdoor Education Advisor
- Telford and Wrekin Local Authority Policy and Guidance for Educational Visits and Journeys which adopts the Outdoor Education Advisor Panel's National Guidance.
- The Evisits software system (induction and training provided).
- Initial and revalidation training for Educational Visits Coordinators (compulsory role for all schools)
- Termly network meetings for Educational Visits Coordinators (NB minimum attendance of 1 meeting per school year will count as revalidation instead of repeating the EVC training if preferred).
- Email and telephone support with response time within 5 working days (term time only).
- Monitoring of visits
- Approval of higher risk visits including outdoor adventurous activities both on/off site, residential visits and visits overseas.
- Webpage [Educational Visits \(Guidance, Training, Events and Resources\)](#)
- The annual fee for this SLA is: £0.85 per child/pupil on roll (Minimum of £225 per School/College).

For T&W Council Maintained Schools there is no additional charge for this service as it is Statutory Employer's Guidance. Continuing Professional Development programme (fees will vary).



**VISIT US**

Arthog Wales: [www.telford.gov.uk/aoec](http://www.telford.gov.uk/aoec)  
Arthog Wellington: [www.telford.gov.uk/outreach](http://www.telford.gov.uk/outreach)  
Sky Reach High Ropes: [www.skyreach.org.uk](http://www.skyreach.org.uk)

[www.telfordeducationservices.co.uk/educational-visits-and-journeys](http://www.telfordeducationservices.co.uk/educational-visits-and-journeys)

Officer		Contact Details			
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<b>Core Training for Educational Visit Coordinators</b>				As part of SLA	Outside SLA
<b>EVC Training</b>					
Fri 25 <sup>th</sup> June 2021	9.00am to 3.30pm	Telford Town Park Visitors Centre, Hinkshay Road, Telford, TF3 4EP	£0.00	£140	
Fri 24 <sup>th</sup> September 2021				£140	
Fri 29 <sup>th</sup> January 2022				£140	
Fri 24 <sup>th</sup> June 2022				£140	
<b>EVC Network Meeting (all followed by an E Visits Workshop)</b>					
Weds 19 <sup>th</sup> May 2021	1.00pm to 3.00pm	Wellington Town Council Chamber Wellington Library, Larkin way, Wellington, Telford TF1 1LX	£0.00		
Mon 4 <sup>th</sup> October 2021				£80	
Tues 2 <sup>nd</sup> February 2022				£80	
Weds 18 <sup>th</sup> May 2022				£80	
<b>Recommended Training for Educational Visit Leaders</b>					
<b>Visit Leader Training (Theoretical and practical elements)</b>					
Fri 9 <sup>th</sup> July 2021	9.00am to 3.30pm	Telford Town Park Visitors Centre, Hinkshay Road, Telford, TF3 4EP	£80	£140	
Fri 19 <sup>th</sup> November 2021			£80	£140	
Fri 11 <sup>th</sup> March 2022			£80	£140	
Fri 8 <sup>th</sup> July 2022			£80	£140	
<b>Visit Leader Training (Theory only)</b>					
Tues 6 <sup>th</sup> July 2021	1.00pm to 4.00pm	Wellington Town Council Chamber Wellington Library, Larkin way, Wellington, Telford TF1 1LX	£40	£75	
Tues 12 <sup>th</sup> October 2021			£40	£75	
Tues 8 <sup>th</sup> February 2022			£40	£75	
Tues 3 <sup>rd</sup> May 2022			£40	£75	
<b>Recommended Training for School/Organisation Managers and EVCs</b>					
<b>John Muir Award Training</b>					
Fri 2 <sup>nd</sup> July 2021	9.00am to 3.30pm	Telford Town Park Visitors Centre, Hinkshay Road, Telford, TF3 4EP	£35		
Fri 1 <sup>st</sup> July 2022					
<b>Bespoke Training Events</b>					
For a dedicated course in a school/organisation for multiple attendees. Venue and refreshments provided by the school/organisation. Depending on the event there may be a limit on attendees e.g. if includes practical outdoor sessions.			£260 (3 hours) Per 20	£320 (3 hours) Per 20	
<b>Additional courses</b>					
T&W/Shropshire Outdoor Learning Scheme <ul style="list-style-type: none"> <li>Learning Outside the Classroom</li> <li>Forest Skills</li> <li>Forest Schools</li> </ul>		<ul style="list-style-type: none"> <li>First Aid – including for the outdoors</li> <li>Lowland Leader</li> <li>Mountain and Moorland Leader</li> <li>Mountain Leader (Summer)</li> </ul>	For groups or individuals Fees will vary depending on course		



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