

Educational Visits and Journeys Advisory Service to Schools

Service Level Agreement April 2023 – March 2024

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: £0.99 per child/pupil on roll (Minimum of £259.60 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
Arthog Wellington: www.telford.gov.uk/outreach
Sky Reach High Ropes: www.skyreach.org.uk

www.telfordeducationservices.co.uk/educational-visits-and-journeys

Officer		Contact Details		
Jo Barnett Outdoor Education Advisor		01952 382057 (Mobile 07973 716547) jo.barnett@telford.gov.uk		
Core Training for Educational Visit Coordinators			As part of SLA	Outside SLA
EVC Training				
Fri 23 rd June 2023	9.00am to 3.30pm	Telford Town Park Visitors Centre, Hinkshay Road, Telford, TF3 4EP	£0.00	£150
Fri 22 nd September 2023				£165
Fri 26 th January 2024				£165
Fri 21 st June 2024				£165
EVC Network Meeting (all followed by an E Visits Workshop)				
Weds 17 th May 2023	1.00pm to 3.00pm	Wellington Town Council Chamber Wellington Library, Larkin way, Wellington, Telford TF1 1LX	£0.00	£85
Thurs 5 th October 2023				£99
Tues 30 th January 2024				£99
Weds 15 th May 2024				£99
Recommended Training for Educational Visit Leaders				
Visit Leader Training (Theoretical and practical elements)				
Fri 7 th July 2023	9.00am to 3.30pm	Telford Town Park Visitors Centre, Hinkshay Road, Telford, TF3 4EP	£80	£150
Fri 17 th November 2023			£88	£165
Fri 8 th March 2024			£88	£165
Fri 5 th July 2024			£88	£165
Visit Leader Training (Theory only)				
Weds 3 rd May 2023	2.00pm to 5.00pm	Via Microsoft Teams	£45	£80
Weds 11 th October 2023			£49	£88
Weds 7 th February 2024			£49	£88
Weds 1 st May 2024			£49	£88
Recommended Training for School/Organisation Managers and EVCs				
John Muir Award Training				
Fri 30 th June 2023	9.00am to 3.30pm	Telford Town Park Visitors Centre, Hinkshay Road, Telford, TF3 4EP	£40	
Fri 12 th July 2024			£45	
Bespoke Training Events				
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.			£305 (3 hours) Per 20	£375 (3 hours) Per 20
			Onsite £340 (3 hours) Per 15	Onsite £410 (3 hours) Per 15
Additional courses				
T&W/Shropshire Outdoor Learning Scheme		<ul style="list-style-type: none"> • First Aid – including for the outdoors • Lowland Leader • Mountain and Moorland Leader • Mountain Leader (Summer) 	For groups or individuals Fees will vary depending on course	
<ul style="list-style-type: none"> • Learning Outside the Classroom • Forest Skills • Forest Schools 				



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