

Educational Visits and Journeys Advisory Service to Schools

Service Level Agreement April 2024 – March 2025

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: £1.09 per child/pupil on roll (Minimum of £285.50 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).

Officer		Contact Details		
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Core Training for Educational Visit Coordinators			As part of SLA	Outside SLA
EVC Training				
Fri 21 st June 2024	9.00am to 3.30pm	Telford Town Park Visitors Centre, Hinkshay Road, Telford, TF3 4EP	£0.00	£165
Fri 20 th Sept 2024				£185
Fri 24 th Jan 2025				£185
Fri 20 th June 2025				£185
EVC Network Meeting (all followed by an E Visits Workshop)				
Weds 15 th May 2024	1.00pm to 3.00pm	Wellington Town Council Chamber Wellington Library, Larkin way, Wellington, Telford TF1 1LX	£0.00	£99
Thurs 17 th Oct 2024				£110
Tues 28 th Jan 2025				£110
Weds 14 th May 2025				£110
Recommended Training for Educational Visit Leaders				
Visit Leader Training (Theoretical and practical elements)				
Fri 5 th Jul 2024	9.00am to 3.30pm	Telford Town Park Visitors Centre, Hinkshay Road, Telford, TF3 4EP	£88	£165
Fri 15 th Nov 2024			£97	£185
Fri 7 th Mar 2025			£97	£185
Fri 4 th Jul 2025			£97	£185
Visit Leader Training (Theory only)				
Weds 1 st May 2024	2.00pm to 5.00pm	Via Microsoft Teams	£49	£88
Weds 9 th Oct 2024			£54	£97
Weds 5 th Feb 2025			£54	£97
Weds 7 th May 2025			£54	£97
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.			Onsite £374 (3 hours) Per 15	Onsite £451 (3 hours) Per 15
Additional courses				
T&W/Shropshire Outdoor Learning Scheme <ul style="list-style-type: none"> Learning Outside the Classroom Forest Skills Forest Schools 		<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