

A common approach to the management of off-site visits and related activities

OAT acknowledges that off-site visits and related activities can have a positive impact on young people's learning and development and fully supports and encourages visits that are well planned and managed.

As the employer of staff in their academies, OAT has a statutory responsibility to ensure that employees:

- are provided with information and guidance when arranging off-site visits and activities for their young people;
- have clear policy and procedures in place to ensure that the guidance is followed;
- have access to appropriate training so that they understand what is required of them when taking young people off-site.

In order to meet its responsibilities OAT has:

- acquired its own EVOLVE web-site, Ormiston EVOLVE, to facilitate the efficient planning, management, approval, and evaluation of visits across the Trust;
- drawn up Policy and Guidance for off-site visits & related activities which states the requirements of OAT and links to the Outdoor Education Advisers' Panel 'National Guidance' and Ormiston EVOLVE;
- provided an establishment policy template to enable OAT academies to state how they will manage the OAT requirements for off-site visits;
- contracted an Off-site Visits Adviser to advise and support the Trust and its academies on the visits process.

In addition, OAT will provide:

- Support for training key stakeholders in the visit process;
- Emergency Planning and Critical Incident support.

Ormiston EVOLVE incorporates many features that bring together all aspects of the visit process on a single platform accessible to all OAT academies:

- A robust, customisable visits notification and approval procedure that supports visit planning by Leaders and monitoring and approval by EVCs, senior managers and the Trust;
- A Resources area providing access to downloadable material sourced from the Trust or individual academies and links to national best practice information and guidance;
- A communication system that supports the approval process and also enables users to communicate across the Trust;
- Search and Diary facilities that enable all users to plan visits, monitor the use of providers and gain an overview of visits in planning and those that have been approved;
- A Reporting tool to provide reports against standard and customised criteria, which enables the Trust, as well as individual academies, to analyse and evaluate visits.

Moving to Ormiston EVOLVE

This is a relatively straightforward process and academies will receive close support to ensure a smooth transition to Ormiston EVOLVE. Academies should contact the OAT Off-site Visits Adviser (see below) before discussing or making any arrangements with their existing off-site visits service provider.

OAT off-site visits advisor:

Ken Hutson

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