

**COMMITTEE:** ADMINISTRATION COMMITTEE

**DATE:** 21<sup>ST</sup> JANUARY, 2004

**SUBJECT:** ADDITIONAL STAFF RESOURCE – EDUCATIONAL VISITS ADVISER

**REPORT BY:** CORPORATE DIRECTOR, CORPORATE AND CUSTOMER SERVICES

**CONTACT OFFICER:** HILARY BEAUMONT 01582 546287

**IMPLICATIONS:**

LEGAL		COMMUNITY SAFETY
EQUALITIES		ENVIRONMENT
FINANCIAL	✓	CONSULTATIONS
STAFFING	✓	OTHER

**WARDS AFFECTED: ALL**

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**PURPOSE**

1. This report seeks the agreement of Administration Committee to the appointment of an Officer with responsibility for overseeing off –site educational visits.

**RECOMMENDATION (S)**

2. Administration Committee is recommended to agree, subject to funding being available in 2004/05, to the appointment of an officer with responsibility for overseeing off – site educational visits and the associated administrative support to primarily support this post.

**BACKGROUND**

3. The DfES published supplementary guidance in support of 'Health and Safety of Pupils on Educational Visits' (HASPEV) in July 2002.

4. The above named documentation, along with “Health and Safety: Responsibilities and Powers” (DfES 2001), sets out clear standards for LEA’s in terms of policy and guidance, along with the requirement for an officer to have the functions of an outdoor education adviser within their job description
5. A standards fund was initially provided to support training on the updated guidance, this covered the period through to August 2003, after which the Local Authority has to fund the work.

## **REPORT**

6. As the employer, the LEA has responsibility for school led adventure activities under health and safety law to ensure that the health and safety of both pupils and staff is maintained. The LEA is also responsible for adventure activities in the youth service, leisure service, Duke of Edinburgh and Community Centres.
7. All off-site visits require schools to notify a named officer within the LEA and gain approval for the visit to take place.
8. In relation to off-site visits the LEA must also:
  - Provide a policy and guidance, which is regularly updated, to those schools where it is the employer.
  - Ensure that staff are trained in their responsibilities for the safe planning and conduct of visits.
  - Ensure that those who are delegated tasks in assessing risks during the off site activity are competent to carry them out.
  - Monitor how schools are complying with the LEA policy.
  - Maintain an audit trail, making clear who is undertaking which tasks and confirming that these tasks are carried out

## **PROPOSAL/OPTION**

9. It is proposed that an officer be appointed to undertake the above tasks, ensuring that all off site educational visits undertaken by the youth service, leisure service, Duke of Edinburgh and community centres comply with Council policy and guidance.

## **STAFFING IMPLICATIONS**

10. With the agreement of the Administration Committee the post of Educational Visits Adviser will come into operation from April 2004 (half a fte post) along with administrative support of 3 days a week.

## **FINANCIAL IMPLICATIONS**

11. Appointment of an Educational Visits Adviser (statutory requirement) half a full time post at approx. £13320/year exclusive of on-costs. ( This is based on a provisional Job evaluation.)
12. Appointment of administrative support for the Outdoor Education Adviser at L2, 3 days a week at approx. £8,000/year exclusive of on-costs. ( This is based on a provisional job evaluation.)
13. These figures above are within the original growth bid; this is as a result of an increased understanding of the work loads involved in ensuring that health and safety implications are addressed across all areas i.e. youth service, leisure service, Duke of Edinburgh and community centres rather than simply schools.
14. The Finance Manager has seen and cleared this report, 24<sup>th</sup> October 2003.

## **APPENDICES**

Appendix A: Job Description – Educational Visits Adviser

Appendix B: Job Description – Administrative Assistant

## **LIST OF BACKGROUND PAPERS**

### **LOCAL GOVERNMENT ACT 1972, SECTION 100D**

There are no background papers relating to this report.