



National
Guidance
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Educational Visits Coordinator

See also National Guidance (NG) document [3.3a "Checklist – EVC"](#).

Outdoor learning and off site visits can have a profound effect on children and young people and their well-being; positively influencing behaviour and relationships, developing self-confidence and raising achievement. In an educational setting, 'real' experiences make learning more engaging, relevant, enjoyable and memorable and should be integral to the establishment's work.

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer. It is critical that you understand who the employer is in your setting. Please see NG document [1c "Status Remit and Rationale"](#).

It is good practice for all establishments to have an Educational Visits Coordinator (EVC), and your employer's policy may make this a requirement. Where an EVC is not nominated, by default this function rests with the head/manager.

When appointing an EVC, establishments should ensure that the appointed person meets the criteria required or recommended by this guidance.

The EVC should be specifically competent. The level of competence required can be judged in relation to the size of the establishment as well as the extent and nature of the visits planned. Evidence of competence may be through qualification, but more usually will be through the experience of practical leadership over many years. Such a person should be an experienced Visit Leader with sufficient status within the establishment to guide the working practice of colleagues leading Visits. This cannot be a purely administrative role, although certain functions may be delegated to an administrator.

Where the EVC is not selected on these criteria (as where the EVC role is attached to an administrative post or where a post holder is not an experienced Visit Leader) the EVC will require structured access to and support from a designated colleague who fits the recommended criteria and who will fulfil those aspects not covered by the post holder.

The Establishment should have access to expert advice, such as from a competent Outdoor Education Adviser.

As an EVC your key functions are to:

- Be a champion for all aspects of visits and outdoor learning;
- Challenge colleagues across all curriculum areas to use visits and outdoor learning effectively in order to provide a wide range of outcomes for children and young people and contribute towards establishment effectiveness;
- Support/oversee planning so that well considered and prepared arrangements can lead to well-managed, engaging, relevant, enjoyable and memorable visits/outdoor learning;
- Mentor leaders and aspirant leaders, supporting their ongoing development and training and sample monitor their activity to identify any further training needs;
- Ensure that planning complies with your employer's requirements and that the arrangements are ready for approval within agreed timescales;
- Support your head/manager and governors/trustees in approval decisions so that all those with responsibility have the competence to fulfil their roles;
- Ensure that all activity is reviewed, that good practice is shared, and that any issues are followed up – see NG document [4.2c "Reviewing"](#);
- Ensure that activity is evaluated – see NG document [5.1d "Evaluation"](#);
- Keep your senior leadership team and governors/trustees informed about the visits and outdoor learning taking place and their contribution to establishment effectiveness.

