



Management of Offsite Visits (EVC) Training

Organising safe & enjoyable experiences

A one-day course for those planning and managing all Offsite Visits.

Venue: Herts Development Centre / Hudnall Park

Time: 09:00 – 15:45

Cost: £145.00

➤ Course details

- This course is designed for head teachers, managers and other staff who are responsible for the organisation of visits for young people, particularly those acting in the capacity of EVC (Educational Visits Coordinator) for their establishment.

The course includes:

- An introduction to the legal framework, HCC Policy and National Guidance
- Considerations for organising outings and trips, both local and residential, adventurous type activities and, where applicable, overseas trips.
- Opportunities for discussion and the sharing of good practice – including issues highlighted during the course.

➤ What are the benefits of attending?

At the end of the course participants will have:

- An understanding of the role of an Educational Visits Coordinator
- An awareness of the value of visits for young people
- An awareness of the legal framework, HCC Policy and National Guidance, produced in supporting visits for children
- The ability to put into place adequate and rigorous monitoring and reviewing procedures for visits
- An awareness of further professional development opportunities for staff undertaking various roles

➤ Course Leader

Mark Falkingham, Offsite Visits Adviser, HCC

Course programme

(Times are approximate)

09:00-09:15

Registration (& time for a coffee)

09:15 - 10:30

Introduction /setting the scene
The value of visits
Ofsted
Barriers

10:30 - 10:45

Break

10:45 – 12:30

Roles and Responsibilities

- Responsibilities in practice
- Functions of the EVC

Guidance – Local & National
Establishment self-evaluation

12:30 - 13:15

Lunch

13:20-14:20

Competency
Risk assessment

14:20-15:45

Planning Considerations

- Monitoring
- Providers
- Establishment Policy

Emergency Procedures
Lessons Learned
Evaluation & Close

15:45-16:30 (optional)
Use of 'EVOLVE'