



Management of Offsite Visits (EVC) Training

Organising safe & enjoyable experiences

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

Venue: Across the County

Time: 09:00 – 16:30

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 and HCC Policy.
- Considerations for organising outings and trips, both local and residential, and adventurous type activities and overseas trips.
- An opportunity 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 a visits co-ordinator
- 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

09:00-09:30

Registration (& time for a coffee)

09:30 - 10:00

Introduction /setting the scene

- The value of visits

10:00 - 10:45

Roles and Responsibilities

- Responsibilities in practice

10:45 - 11:00

Break

11:00 – 12:30

Functions of the Visits Co-ordinator

- Guidance – Local & National
- Providers
- Establishment Policy
- Monitoring
- Competency

12:30 - 13:15

Lunch

13:20-14:20

Risk assessment

14:20-15:00

Planning Considerations

- Adventurous activities
- Overseas Visits
- Emergency Procedures

Lessons Learned

- Keeping it in Perspective

15:10-16:30

Use of 'EVOLVE'

Evaluation & Close