

EVC AND GROUP LEADER TRAINING CONTENT AND PROGRAMME

1. COURSE FOR EDUCATIONAL VISIT CO-ORDINATORS (EVCs)

Course Objectives

- To explore the purpose and value of educational offsite visits and to ensure safe practice
- To clarify roles and responsibilities with regards to offsite visits
- To discuss the functions of an EVC

Course Outcomes

- Educational off-site visits are run safely
- EVCs know the legal context in which they work
- EVCs know what is expected of them

Course Programme:

- Session 1 Welcome: Setting the Scene
- Session 2 The Purpose and Value of Educational Visits
- Session 3 Roles and Responsibilities
- Session 4 Competence, Leadership and Supervision
- Session 5 Risk Assessment and Risk Management (1)
- Session 5 Risk Assessment and Risk Management (2)
- Session 6 What the EVC Needs to Know / What the EVC Needs to Do

Numbers of EVCs receiving training

School / Organisation	Trained EVC	Designated EVC	No EVC
Primary Schools	74	3	7
Secondary Schools	13	1	0
Special schools/PRUs	7	0	0
Statutory Youth Service	2	0	0
Other organisations – (Connexions, IASPS, 2EXCEL, Voluntary Youth Service, Herefordshire Outdoor Trust)	7	-	-

2. COURSE FOR GROUP LEADERS

Course Objectives

- To provide support and training for existing and new group leaders
- To promote the use of the revised guidance document for off-site activities and visits
- Support the work of newly established Educational Visits Coordinators

Course Outcomes

- Safe, well run off-site visits
- Group leaders know the legal context in which they work
- Trained group leaders in LEA schools and the Youth Service

Proposed Course Programme:

Session 1	Introductions and terminology
Session 2	Value and purpose of trips
Session 3	Planning an off-site activity/visit
Session 4	Risk assessment process
Session 5	Managing and evaluating off-site visits
Session 6	Clarification of approval and notification procedures