

## Group Leader Training – Planning for safe trips and visits

<b>Dates and times:</b>	<b>Monday 5 March 2018</b>	<b>9:30 am – 1:00 pm</b> (Light refreshments will be provided)
<b>Venue:</b>	<b>New College Training Centre, D&amp;T Training Workshop New College Leicester South Entrance, Glenfield Road, Leicester, LE3 6DN</b>	
<b>Audience:</b>	<b>Staff that will be undertaking the planning and supervision of all trips and visits in all schools, PRUS, Early Prevention and Youth Services etc.</b>	
<b>Course foci:</b>	<p>The safe planning, preparation and delivery of trips and visits. How to apply risk assessment principles and the importance of knowing what to do and what support is available when things go wrong.</p> <p>The course will cover:</p> <ul style="list-style-type: none"> <li>■ Legal requirements and responsibilities for schools and staff</li> <li>■ Roles and responsibilities for organising a safe trip / visit</li> <li>■ Use of Health and Safety Bulletin 33</li> <li>■ Notification of Educational Visits through EVOLVE</li> <li>■ Risk assessment (this course will not cover risk assessment in depth)</li> <li>■ Transport and catering arrangements</li> <li>■ Using activity centres</li> </ul>	
<b>Course Leader:</b>	<b>This session will be delivered by:</b> External Provider in partnership with Nottingham City Council	
<b>Cost:</b>	<b>All Schools: £140 per delegate</b>	

To book your place, register at <http://primary.ils.leicester.gov.uk/courses> by **Tuesday 27 February 2018**

Please see the website for full terms and conditions