

Fieldwork & Expeditions

**Royal
Geographical
Society**
with IBG

Advancing geography
and geographical learning

- **Educational Visits Co-ordinator Update Course**
- **Wednesday 14 March 2018 at RGS-IBG, London**

Procedures for safeguarding pupils on Educational Visits are constantly evolving. It is recommended that **trained** Educational Visits Co-ordinators revalidate their knowledge and skills by attending an "EVC Update Course" approximately every three years. Each course will bring trained EVCs up-to-date with current health and safety issues relevant to school visits and give them an opportunity to network with experienced EVCs from other schools to share best practice around both policies and implementation of visits both in the UK and abroad.

This course run in conjunction with Independent Schools Adventure Activities Association (ISAAA) is primarily for Independent Foundation schools and Academies. If you work within a Local Authority school many Outdoor Education Advisors Panel members are providing "Update courses". However, if this is not the case you would be most welcome to attend a course at the Royal Geographical Society (with IBG).

Topics that will be covered during the "Update Course" will include:

- Issues with a focus on safeguarding pupils on school trips, raised by the EVCs attending the course
- Review of contemporary resources from DCFS, HSE, AALA, and other recent publications
- School policy documents
- Learning outcomes from recent incidents
- New Guidance information
 - eg BS 8848, Ski trips, Swimming, Exchange visits.
- What the papers say!
- National Governing Bodies
- Risk Assessment
- Inclusion/exclusion of pupils
- Minibuses – and other transport issues
- Manifesto for Learning Outside the Classroom
- Training material for EVCs to use in school
- Outcomes from School Inspections

- Underlying benefits of Educational Visits
- High Quality Outdoor Education
- Scenarios and Solutions

By attending this course delegates will also earn 5 CPD points which can be put towards the yearly requirement of 35 CPD points to attain Chartered Geographer status. A certificate of attendance will be given for all delegates.

Dates: Wednesday 14 March 2018

Timing: 9.45am to 5.30pm

Venue: Royal Geographical Society (with IBG)
1 Kensington Gore London SW7 2AR

Cost: £190 (incl VAT) per person. The price includes course notes, lunch and refreshment. School members, Fellows and Ordinary Members of the RGS-IBG are entitled to a 10% discount.

To Book: Please complete the attached booking form or you can also book and pay online at—www.rgs.org/bookonline

Contact

Geography Outdoors: the centre for supporting field research, exploration and outdoor learning
Royal Geographical Society (with IBG)
1 Kensington Gore
London SW7 2AR

T +44 (0)20 7591 3030

F +44 (0)20 7591 3031

E go@rgs.org

W www.rgs.org/goseminars

Return completed form by email to go@rgs.org or by post to:
Geography Outdoors: the centre supporting field research, exploration and outdoor learning
(formerly known as the RGS-IBG Expedition Advisory Centre)
RGS-IBG 1 Kensington Gore London SW7 2AR

• **Educational Visits Co-ordinator Update Training**
• **Wednesday 14 March 2018 at RGS-IBG, London**

Booking Form

First Name Surname RGS-IBG School Member:

Position **YES/ NO** (please circle)

Organisation Membership No.

Address

..... Postcode

Telephone (day) Telephone (evening/mobile)

Email (**COMPULSORY METHOD OF COMMUNICATION**)

Booking options

Please tick appropriate selections
Date:

Wednesday 14 March 2018
.....

Price:

Standard £190 (incl. VAT)

Membership rate £171 (incl. VAT)
.....

Payment method

Please tick as appropriate

Invoice

Amount

Purchase order number

Cheque (made payable to RGS-IBG)

Amount

Credit / debit card

Amount

Card number

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Start date

□ □ □ □

Expiry date

□ □ □ □

Issue number

□ □ □ □

Card type

Where did you hear about this course?
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Have you got any special dietary requirements?
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If you have a disability and need any assistance,
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please specify:
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Signed
.....

Date
.....

Return by email to go@rgs.org or by post to:

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Note Invoices must be settled in full before the date of the course or your place may be withdrawn. Final confirmation of your booking will be sent out on receipt of payment. All prices include VAT at 20%. **No refunds** on bookings cancelled less than 4 weeks before the course. Payment must still be made if you do not attend the course without cancellation.

EVC Update—Training for Independent and Foundation Schools Booking Form Continued...

Where did you complete the initial EVC training?

When did you complete the initial EVC training?

Details of planned out of school activities:

In order to increase the interactive nature, project specific content and overall benefit of the course it is important that we know as much about you and your planned off-site visits as possible. Please answer the following questions in as much details as possible.

Please summarise the range of off-site visits or activities you are involved with:

(Include location, duration, age group of participants and purpose of visit)

Do you have any areas of particular concern or where you would like help / advice?

This form can be emailed to go@rgs.org

The form can also be posted to

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Tel: 020 7591 3030 ▪ Fax: 020 7591 3031 ▪ E-mail: go@rgs.org