



## Course Details 2017

In working to reduce risks for off-site activities, parents and the wider public are increasingly expecting the level of care on all off-site visits involving young people to be thorough, consistent and effective.

This 15-hour non-residential course concentrates on the need to plan, manage and evaluate any off-site visit in any context. The course will be appropriate for those working in a range of situations where they are responsible for taking children/young people/adults out of their everyday environments. It aims to equip leaders with the ability to apply knowledge, understanding and problem solving skills in a range of contexts to the standards that would be needed in the workplace.

### Structure of the Course

The course is divided into three sections, each representing a vital stage in managing an off-site activity/event:

#### *Planning for the event*

This section addresses those aspects of planning that must be completed before the group departs in order to ensure the safe management of the event. It includes assessing the needs of the group, arranging the necessary staffing, and undertaking a risk assessment.

#### *Managing the event*

This section addresses the key management requirements relating to group safety during an activity including appropriate actions and procedures required when dealing with both minor and major incidents and contingencies.

#### *Evaluating the event*

This section addresses the essential review of the whole event that must be carried out to effectively improve future planning and practice.

### 2017 Dates

Montreal, October 14-15, Toronto, November 25-26

### Timing

Day 1 8.30 am – 5.30 pm

Day 2 9.00 am – 4.00 pm

### Venue

October 2017, Montreal, Selwyn House School

November 2017, Toronto, Greenwood College

### Event Cost

\$395.50 (\$350.00 + hst (\$45.50)) per person for two days.

The price includes course notes and refreshments, but *not* accommodation or lunch.

Maximum number of participants is 16.

In the event that the course has to be cancelled, all monies will be returned or an alternative date offered.