



## Off-Site Safety Management Skills

Practical and inspiring INSET days for Teachers, EVCs and Senior Leaders

# Course overview

This one day INSET course gives attendees a thorough grounding in the safe and effective management of school trips, whether in the UK or overseas. Contrary to popular belief, safety management can actually be interesting!

The course is designed for those working with young people and/or adults where they will be required to plan, manage and evaluate trips, visits and activities off school premises. e.g. on geography or environmental field trips in the UK, sporting away days, organised residentials or overseas tours and expeditions.

It is ideal for those lacking experience or confidence, but it is also highly appropriate for experienced members of staff and those with overall responsibility for visits such as EVCs and deputy heads. The course is a chance for teachers and senior leaders to come together and openly discuss safety management skills, current school policies and to 'brush up' on the latest good practice. It is also relevant to those organisations seeking compliance with the British Standard BS 8848:2014; the specification for the provision of visits, fieldwork, expeditions and adventurous activities, outside the United Kingdom.

## Aims of the course:

- J To develop knowledge and understanding of **off-site safety management good practice** and the ability to apply this to a range of different trip contexts.
- J To develop an ability to **plan, manage and evaluate** off-site activities in order to ensure the safety of the participants and develop a culture of good safety management within an organisation.
- J To **discuss current procedures and policies within your school** and see how these may be improved.
- J To promote the value of **continuing professional development** when it comes to trip management and safety skills.



*"Very clear, a good balance of humour and serious approach. Messages communicated very well. Would recommend for anybody running a school trip either in the UK or overseas."*



# Course programme

The course is designed to be flexible, giving the opportunity for discussion and debate around both fictitious scenarios, historical high-profile incidents as well as trips and visits unique to your school.

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

**Planning for the event:** Addressing those aspects of planning which must be completed before the group departs. This section includes assessing the needs of the group, arranging the necessary staffing, understanding the legal framework and the pros and cons of different forms of risk assessment.

**Managing the event:** This section addresses the key management requirements relating to group safety during an activity. We look at appropriate actions, establishing easy to follow standard procedures, codes of conduct, dealing with both minor and major incidents, communications, media and contingency planning.

**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. We look at the systems for this, time-frames and ways of sharing your evaluation with colleagues.

## Feedback:

**"Interesting speaker, it never got boring despite lots of information."**

**"Really liked the style. Very good variety of visual aids (video, news article, diagrams etc.) and delivered extremely clearly."**

**"Highlighted a number of things to check and emphasize before our trip departs."**

**"Crisis management discussions were very useful for me."**





*"As a summary one-day course it covered all the ground well, stimulating much thought and discussion, without descending into too much detail."*

## How to book

The cost of this course is included in our tour or expedition packages.

### Room requirements:

We run this course at your school. All we need is a classroom, a projector and a white-board. We provide all course materials including handouts and resource sheets. Contact us to arrange a date suitable to you.

### Numbers:

We need a minimum of eight teachers to attend, but can accommodate up to 24 teachers at a time. The course benefits from having larger groups with more people to contribute to discussions and provide trip anecdotes.

### Who should attend?

Senior leaders and teachers of all subjects who are involved in planning, delivering and/or signing off on school trips and visits, whether in the UK or abroad.

**Contact us for references if required.**

## Get in touch:

STC Expeditions: 6b King Street, Exeter, EX1 1BH  
Tel: **01392 660056** | Email: **[schools@thestc.co.uk](mailto:schools@thestc.co.uk)**  
Take a trip online **[www.thestc.co.uk](http://www.thestc.co.uk)**

