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| **Outreach Programme**  **Professional Development**  **2024-2025**  **Target Audience:**  **SENCOS Teachers and support staff working with children and young people who have physical disabilities / mobility difficulties**  **Course content:**   * **Provides advice about moving and handling children/adolescents with disabilities / mobility difficulties** * **Trains staff to perform moving and handling duties more safely and comfortably** * **Makes staff aware of manual handling legislation and risk assessments** * **Trains staff to use different equipment to aid moving and handling tasks**   **Length of Course: Two days (each candidate must attend each day of the course)**  **Dates: 1st & 2nd April 2025**  **Time: 9.00am – 3.30pm**   Venue: The Orchard School **Intended Outcomes:**  **Course members will feel more confident when carrying out duties that involve assisting pupils with tasks that require moving and handling and will meet the legal requirements for training**  **Note: *There are only 6 places on this course.***  ***Please return your completed application form to the school at least 3 weeks before the course date.***  ***Also, please email/post a copy of your completed form to:*** [***jayne\_ingram@sandwell.gov.uk***](mailto:jayne_ingram@sandwell.gov.uk) ***SEN Service,***  ***Education Directorate, Connor Education Centre***  ***Connor Road, West Bromwich B71 3DJ*** | **The Orchard School**  **Booking Form**  **Event Title: Moving and Handling** Initial Course   **Cost: £195.00 per delegate to include course materials & refreshments –** *no lunch provided*  **Name(s):**  **Job Title(s):**  **School Name / Secondary:**  **Ag Age of the children you will be working with:**  **Address:**  **Post Code:**  **Telephone:**  **Any Special Requirements:**  **Authorised Signatory:**  **Order Number:**  **Please return completed Booking Form at least 3 weeks before the course date to:**  **Deanna Jackson**  **The Orchard School**  **Causeway Green Road**  **Oldbury**  **B68 8LD**  **Telephone Number: 0121 569 7040**  [**deanna.jackson@orchard.sandwell.sch.uk**](mailto:deanna.jackson@orchard.sandwell.sch.uk)  **Note: This is not a ‘Physical Intervention’ course** |

**Conditions of Booking:**

**Please note only written bookings will be accepted.**

**We are happy to answer your queries by telephone however no bookings will be confirmed unless a written reservation is received and either payment or an order number is provided. If it proves necessary for you to cancel your reservation, you should do so in writing at least 10 working days prior to the event. The full delegate fee will not be charged, but a cancellation fee of £5 will apply. We regret that cancellations received less than 10 days prior to the event will be charged in full.**