

## SCHOOL USE OF OUTDOOR ACTIVITY PROVIDERS

When considering using an outdoor activity provider, Nottingham schools are recommended to seek assurances that the provision complies with Nottingham LEA and DfEE guidelines. This form is designed to assist schools in gaining written assurances from providers.

**School:** \_\_\_\_\_ **Teacher in charge of visit:** \_\_\_\_\_

**Date(s) of proposed visit:** \_\_\_\_\_

**Name of provider:** \_\_\_\_\_

The provider of outdoor activity to the school named above is asked to give careful consideration to the statements below and sign in the appropriate space that the standard of service provided to the school will meet the conditions listed. Please tick all specifications you can meet. Indicate by a cross any you cannot meet. Write N/A against any specifications which do not apply to your provision.

**Adventure Activity Licensing Authority (AALA) licence:** Yes  No  Not applicable

AALA reference number: R \_\_\_\_\_

If **Yes**, activities covered by the AALA licence relevant to this visit:

Specifications 1–9 are checked as part of an AALA inspection. However, providers registered with AALA are asked to consider these specifications with respect to any activities or aspects of their provision to the school not covered by their licence.

### Activity Management

1. The provider operates a policy for staff recruitment, training and assessment which ensures that all staff with a responsibility for participants are competent to undertake their duties.
2. The provider maintains a written code of practice for activities which are consistent with relevant National Governing Body (NGB) guidelines and which is available for inspection.
3. Staff competences are confirmed by possession of appropriate NGB qualifications at the level recommended by that NGB for the activities to be undertaken, or staff have individually had their competences ratified by an appropriately experienced and qualified technical adviser.
4. Where there is no NGB for an activity, operating procedures and staff training and assessment requirements are explained in the provider's code of practice.
5. Participants will at all times have access to a person with a current first aid qualification. Staff are practised and competent in accident and emergency procedures.
6. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.
7. All equipment used in activities is suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks.

**Health, Safety and Emergency Policy**

8. The provider complies with relevant safety regulations including the Health and Safety at Work Act 1974 and has a health and safety policy and recorded risk assessments which are available for inspection. (Checked by AALA only in respect of licensed activities.)

9. Accident and emergency procedures are maintained and records are available for inspection.

**Vehicles**

10. All vehicles and trailers are roadworthy and meet the requirements of the law.

**Staffing**

11. All reasonable steps are taken to check staff who have access to young people for relevant criminal history and suitability for work with young people.

12. There are adequate and regular opportunities for school staff to liaise with the provider's staff.

13. There is sufficient flexibility to make radical changes to the programme if necessary and the reasons for such changes will be made known to school staff.

**Insurance**

14. The provider has public liability insurance to at least £2 million, with a clause giving "indemnity to principal".

**Accommodation (if residential accommodation is provided)**

15. The premises are covered by a current fire certificate.

16. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.

17. Separate male and female sleeping and washing facilities are provided and staff accommodation is close to pupils' accommodation.

**If any of the above specifications cannot be met or are not applicable please give details:**

**Details of any other accreditation with NGBs, tourist boards etc:**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name in capitals: \_\_\_\_\_

Position in organisation: \_\_\_\_\_

Name and address of provider: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Fax: \_\_\_\_\_

***Thank you for completing this proforma. Please return it to the teacher named overleaf.***

Schools requiring advice on the interpretation of information given by providers on this form should contact the  
**Head of the Environmental Education Support Service, Mundella Centre, Green Street, Meadows, Nottingham NG2 2HA.**