

9.3 INDEPENDENT PROVIDERS QUESTIONNAIRE

To be completed and returned to the school or establishment

It is strongly recommended that school and youth groups within Birmingham LA assure themselves of the suitability of any residential and activity facilities provided by independent operators, external to the LA, before financial commitment to the venture. The issues below should form the basis of initial questions to the prospective provider who should then complete and return the Questionnaire.

Provisional bookings should be made subject to return of the Questionnaire.

NAME OF COMPANY BIRMINGHAM BOYS AND GIRLS UNION

NAME OF CENTRE/HOTEL OR YOUTH HOSTEL WOODLANDS ADVENTURE & OUTDOOR LEARNING

COMMUNICATION ADDRESS BOURNE VALE, ALDRIDGE, WALSALL, WS9 0SH

TEL NO. 0121 353 7329

NAME OF SCHOOL OR GROUP AND DATES TO WHICH THIS QUESTIONNAIRE RELATES

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| 1. | Does the above Company /Centre or Provider have any official recognition or accreditation?
If so, please indicate L.O.T.C, ADVENTUREMARK, I.O.L ORGANISATION MEMBER, BCU APPROVED CENTRE, I.I.P | Yes |
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| 2. | Does the Company / Centre or Provider have written Code of Conduct for groups, available at the time of booking and to which visiting groups should adhere?
If so, please provide a copy. | Yes |
| 3. | Where applicable, do all facilities used comply with relevant statutory requirements e.g. Health and Safety at Work Act 1974; Environmental Health and transport requirements? | Yes |
| 4. | Do the premises have a regularly reviewed, current Fire Risk Assessment? This must include an action plan for significant identified risk which is also regularly reviewed. | Yes |
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| 5. | Will you provide, on request, names and addresses of recent user groups to whom reference can be made? | Yes |
| 6. | Do you provide opportunities for preliminary visits? | Yes |
| General staffing | | |
| 7. | Do your designated supervisory staff have the experience and competence appropriate to work with the group in question? | Yes |
| | Do you provide adequate and regular opportunities for liaison between your designated staff and those of the visiting group? | Yes |

Is there a clear definition of responsibilities (for staffing of safety, supervision, programme and general welfare) between your staff and staff of the visiting group? Yes
 Have all staff who come into contact with young people had appropriate criminal record/police check? Yes

Activity staffing

8. Do you offer any licensable activities (Adventure Activities Licensing Regulations, 1996)? No
 If 'Yes', please list All activities fall outside the A.L.L.A Remit

Are you licensed by the Adventure Activities Licensing Authority? No
 If 'Yes', Licence Number

Where adventure activities (other than those above) are provided, are all staff who directly supervise each activity appropriately qualified under the relevant National Governing Body? Yes

Where no National Governing Body exists for a particular activity do you have a written Code of Practice for each such activity. Yes

Is this available if required? Yes

Activity equipment

9. Do you have a written and prescribed system of safety checks? Yes

Do you have a written and prescribed maintenance programme? Yes

Is there sufficient equipment of appropriate size for the number of pupils in the group? Yes

Where national standards exist, does the equipment conform to those standards? Yes

10. Do you hold a public liability insurance policy which will be current at the date of the proposed visit, both in relation to all directly provided and sub-contracted activity? Yes

Please give here the Limit of Indemnity £5,000,000

11. Do you have a procedure for dealing with complaints? Yes

If so, please give details

DUTY MANAGER AND BOARD OF TRUSTEES

12. Please give any additional information which you think may be helpful to the group leader and to the Birmingham Local Authority. Duty Manager on site 24/7

Signed MR C WILLIAMS Date 01/02/2017

Name (Print) MR C WILLIAMS Position in Organisation CENTRE MANAGER

A copy/record of this completed form must be stored and held centrally within the school or establishment. Each school/establishment should decide whether the provider meets the needs of health and safety and quality provision for accommodation, food, programmes etc.