



Offsite Visits

Appendix 6 - Independent Provider's Questionnaire Contract

For completion by providers/tour operators of offsite visits to WMBC schools/youth groups etc.

When considering using a provider or tour operator for an offsite/educational visit WMBC schools, youth groups etc must seek written assurances that the provision complies with Council policy.

School:	Teacher in charge:
Date(s) of visit:	Name of provider: WOODLANDS ADVENTURE & OUTDOOR LEARNING

The provider or tour operator services to the group named above is asked to give careful consideration to the statements below and sign in the space at the end of the form that the standard of service provided to the school will meet the conditions listed. Please ✓ all specifications you can meet and ✗ any you cannot meet. Write N/A against any specifications, which do not apply to your provision.

Section A should be completed for all visits. B (adventure activities), C (tour operators) and D (expeditions) should also be completed if applicable.

Section A - All Visits

Health, Safety and Emergency Policy

✓, ✗
or
N/A

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations for visits taking place in the UK, and has a health and safety policy and recorded risk assessments which are available for inspection.	✓
2. Accident and emergency procedures are maintained and records are available for inspection.	✓
3. The staff have the experience, competence and professionalism to work with the age range and abilities of the group.	✓
4. There are adequate and regular opportunities for the school's/youth group's leader to liaise with the provider and designated staff.	✓
5. The centre has a Code of Conduct, which will be provided in advance of any booking and to which visiting groups should adhere.	✓

Vehicles

6. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are being used. Drivers are PCV qualified or operate with a small bus permit and local minibus driving assessment.	n/a
--	-----

Staffing

7. All reasonable steps are taken to check staff, who have unsupervised access to young people, for relevant criminal history and suitability for work with young people. (UK CRB checks)	✓
8. There are adequate and regular opportunities for liaison between school staff and the provider's staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to school staff.	✓

Insurance

9. The provider has public liability insurance for at least 5 million.	✓
--	---

Accommodation (if residential accommodation is provided)

10. Accommodation is covered by a current fire certificate or advice has been sought from a fire officer and implemented and a fire risk assessment has been completed.	✓
11. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.	✓
12. Separate male and female sleeping accommodation and washing facilities are provided and staff accommodation is close to pupils' accommodation.	✓

Inclusion & Environment

13. The provider will undertake all reasonable steps to allow inclusion and participation of any special needs or disabled pupils, following a risk assessment process in line with the Special Educational Needs and Disability Act 2001.	✓
14. The provider encourages responsible attitudes to the environment as an integral part of the programme.	✓

Section B - Adventure Activities and Field Studies in Outdoor Environments

AAAL Licence

15. Adventure Activities Licensing Authority (AALA) Licence held Yes/No. _____ Not required

16. AALA reference No R _____ Expiry Date: _____

For AALA licensable activities in the UK, the specifications in this section are checked as part of an AALA inspection. However, providers registered with AALA are asked to consider these applications with respect to any activities or aspects of their provision to the school not covered by the licence.

Activity Management

17. The ratios of staff to young people conform to those recommended by the appropriate National Governing Bodies & WCSS or, in the absence of this, the providers' said Code or Practice.	✓
18. 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.	✓
19. The provider maintains a written code of practice for activities, which is consistent with relevant National Governing Body guidelines, and/or, if abroad, the relevant regulations of the country concerned.	✓
20. Staff competences are confirmed by appropriate National Governing Body qualification for the activity to be undertaken, or staff have had their competences confirmed by an appropriately experienced and qualified technical adviser.	✓
21. Where there is no National Governing Body for an activity, operating procedures and staff training and assessment requirements are explained in the provider's code of practice.	✓
22. Participants will at all times have access to a person with a current first aid qualification. Staff are practiced and competent in accident and emergency procedures.	✓
23. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants	✓
24. All equipment used in activities is suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept on maintenance checks where necessary.	✓

Section C - Tour Operators

Where a tour operator delivers services to schools using other providers e.g. ski schools, transport operators or accommodation, the tour operator must ensure that each provider meets the relevant specifications outlined A and B of this form and that these providers operators to standards which meet the relevant regulations which apply to the country of operation.

25. Sections A and B of the form, as appropriate, have been completed to show that checks have been made. (Records of which are available for inspection.)	N/A
26. The Tour Operator complies with package Travel Regulations, including bonding to safeguard customers' monies.	N/A
27. ATOL, ABTA or other bonding body name and numbers: _____	N/A
28. If abroad, the accommodation complies with fire, health and safety regulations, which apply in the country, concerned.	N/A

Section D - Expeditions

29. The provider has completed sections A and B of this form and agrees to provide additional written assurances, which are specific to the expedition being proposed and which will be made clear to the provider by the LA's Outdoor Education Adviser.	N/A
---	-----

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

All activities are on site and fall outside the remit of the AALA.

Details of any other accreditation with national governing bodies, tourist boards etc.

BCU approved centre, Adventuremark, LOTC, Institute for Outdoor Learning.....

Signed: Lynne Levesley Date: 20.01.2017
 Name in capitals: Lynne Levesley Position in organisation: OFFICE MANAGER

Name and address of provider or tour operator:

Birmingham Boys and Girls Union,
 Woodlands Adventure and Outdoor Learning, Bourne Vale, Aldridge, Walsall. WS9 0SH
 Tel: 0121 353 7329 Fax: 0121 352 1939 Email: action@woodlandsadventure.co.uk

Thank you for completing this form. Please return it to the teacher/youth worker and the school/youth centre named overleaf.

Schools/groups requiring advice on the interpretation of information given by providers or tour operators on this form should contact: WCSS Outdoor Education Adviser.