

APPENDIX D

Provider Statement

For completion by providers of visits, outdoor education and other activities for young people

The provider named below is asked to give careful consideration to these statements and sign in the space at the end of the form to confirm that the standard of service provided will meet the conditions listed below.

Name of provider: Type of Visit/Activity:

ACADEMY:

Group Leader: Date(s) of visit:

Please tick all specifications you meet. Indicate by a cross any you cannot meet. Write N/A against any specifications, which do not apply to your provision.

SECTION A – ALL VISITS

Health, Safety and Emergency Policy

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 written 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.

Vehicles

3. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are being used.

Staffing

4. 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.
5. There are adequate and regular opportunities for liaison between school staff and the provider's staff and there is sufficient flexibility to make radical changes to the programme if necessary and the reasons for any such changes will be made known to school staff.

Insurance

6. The provider has public liability insurance for at least £5 million with a clause giving "Indemnity to principal".

Accommodation

7. UK accommodation complies with current fire regulation requirements (Regulatory Reform, (Fire Safety) Order 2005)

8. If abroad, the accommodation complies with the fire and health & safety legislation that apply in the country concerned
9. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.
10. Separate male and female sleeping accommodation and washing facilities are provided and staff accommodation is close to young peoples' accommodation.

SECTION B – ADVENTURE ACTIVITIES AND FIELD STUDIES

11. Adventure Activities Licensing Authority (AALA) Licence Yes No Not Applicable
12. AALA Reference No and date of expiry _____
13. Activities covered by AALA Licence: _____

Activity Management

14. 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.
15. 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.
16. Staff competencies are confirmed by appropriate National Governing Body qualifications for the activities to be undertaken or staff have had their competencies confirmed by an appropriately qualified and experienced technical adviser.
17. 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.
18. 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.
19. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.
20. 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 as necessary.

SECTION C – TOUR OPERATORS

When a tour operator delivers services to academies using other providers (eg ski schools, transport operators or accommodation) the tour operator must ensure that each provider meets the relevant specifications outlined in Sections A and B of this form and that these providers operate to standards that meet the relevant legislation applying in the country of operation.

21. Sections A and B of the form, as relevant, have been completed to show that suitable and sufficient checks of providers to be used have been made, records of which are available for inspection.

22. The Tour Operator complies with the Package Holidays and Package Tours Regulations 1992 and The Foreign Package Holidays (Tour Operators and Travel Agents) Order 2001, including bonding to safeguard customers' monies.

23. ATOL, ABTA or other bonding body name and numbers: _____

SECTION D – EXPEDITIONS

24. The provider has completed Sections A and B of this form and agrees to provide additional written assurances that are specific to the expedition and necessary to allow the school and SPTA to give Formal Approval.

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

I confirm that the details given above are correct, and that our organisation will give prior notification of any significant changes that might adversely affect the safety and wellbeing of user groups.

Signed: Date:

Name in capitals: Position in organisation:

Name and address of provider:

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Tel: Fax: Email:

Website:

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

Establishments requiring advice on the interpretation of information given by providers or tour operators on this form should contact the appropriate School Partnership Trust Academies Officer.