

Provider Statement for Educational Off-site Visits and Activities

For completion by providers of off-site, educational and adventurous visits and activities.

PART 1: To be completed by the Visit Leader

Establishment	
Email or Fax	
Visit Leader	
Provider	Hawk and Owl Trust on Fylingdales Moor
Date(s) of visit	

PART 2: To be completed by the Provider: LOtCQB holders please complete Section A and declaration.

SECTION A – to be completed by all providers

Yes, No or n/a

1 Learning Outside the Classroom Quality Badge

1.1	Do you hold a Learning Outside the Classroom Quality Badge? <i>We follow the ethos</i>	No
1.2	If Yes, what is its expiry date?	/ /

2 Insurance

2.1	What is the expiry date of your Public Liability Insurance which will be current during the proposed visit and activities and which covers all directly provided and sub-contracted activity?	7/8/2017 Rolling cover
2.2	What is the indemnity limit?	£ 10 m

SECTION B – to be completed by all providers except those who have answered Yes to Section 1.

3 Health & Safety and emergency policies

3.1	Do you comply with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations, and have a written health and safety policy and recorded risk assessments which are available for inspection?	Yes
3.2	Do you have accident and emergency procedures in place, with records available for inspection?	Yes

4 Vehicles

4.1	Are all vehicles to be used roadworthy, and do they meet the requirements of regulations in the country in which they will be used, and EU regulations on passenger seats and seat restraints?	n/a
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5 Staffing

5.1	Are staff who have access to young people checked for relevant criminal history and suitability to work with young people? <i>Chris Hansell CRB cleared 2010, Tanya Eyre DBS cleared Oct 2014</i>	yes
5.2	Are there regular opportunities for liaison between your staff and visiting establishment staff?	yes
5.3	Is there sufficient flexibility to make radical changes to the programme if necessary, and will the reasons for any such change be made known to establishment staff?	yes

6 Accommodation

6.1	Does UK accommodation comply with current fire regulation requirements of the Regulatory Reform, (Fire Safety) Order 2005?	n/a
6.2	Have you inspected all overseas accommodation to be used to confirm that it meets legal requirements of the country concerned, that it has fire safety and security arrangements equivalent to those required the UK and are records of these inspections available?	
6.3	Are there security arrangements in place to prevent unauthorised persons entering the accommodation?	
6.4	Are separate male and female sleeping accommodation and washing facilities provided?	
6.5	Is visiting staff accommodation sufficiently close to young peoples' accommodation for adequate supervision?	

7 Sub-contracting

7.1	Will you sub-contract any services? (e.g. activity instruction, transport, accommodation)	No plans to
7.2	Where any element of provision is sub-contracted, do you ensure that each sub-contractor meets the relevant specifications outlines in the other sections of this statement, and are records of checks of sub-contractors available for inspection?	

SECTION C – to be completed if the visit contains taught or instructed activities of any sort

8 Adventure Activities (complete if any activities are licensable under AALA)

8.1	What is your AALA Reference Number and expiry date?		n/a
8.2	Does the licence cover ALL planned activities, which are in the scope of an AALA licence?		

9 Activity Management (complete for all taught or instructed activities)

9.1	Do you have a policy for staff recruitment and training & assessment which ensures that all staff with a responsibility for participants are competent to undertake their duties?	yes
9.2	Do you maintain a written code of practice for all activities which is consistent with National Governing Body guidelines and, if abroad the relevant laws and regulations of the country concerned?	n/a
9.3	Do you confirm staff competence by appropriate National Governing Body qualifications for the activities undertaken, or have staff had their competence confirmed by an appropriately qualified and experienced Technical Adviser .	yes
9.4	Where there is no National Governing Body qualification for an activity are operating procedures, staff training & assessment requirements explained in a code of practice?	yes
9.5	Will participants have access at all times to a person with a current appropriate first aid qualification and staff practised & competent in accident and emergency procedures?	yes
9.6	Is there a clear definition of responsibilities between your staff and visiting staff regarding supervision and welfare of participants? Detailed on Information letter sent before a visit	yes
9.7	Is all equipment used in activities suited to the task, adequately maintained in accordance with statutory requirements and current practice, with records kept of maintenance checks as necessary?	yes

SECTION D – to be completed by tour operators

10 Tour Operators

10.1	Do you comply with the Package Holidays and Package Tour Regulations 1992 and The Foreign Package Holidays (Tour Operators and Travel Agents) Order 2001, including bonding to safeguard clients' monies?	n/a
10.2	Please provide details of bonding (ABTA, ATOL etc.) with reference numbers and expiry dates.	

SECTION E – to be completed by providers of overseas expeditions

11 Overseas expeditions

11.1	Do you agree to provide sufficient written information and assurances specific to the expedition as required by the establishment and its employer?	
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SECTION F – to be completed by all providers

12 Accreditation

12.1	Please provide details of any relevant accreditation with reference numbers and expiry dates Tanya Eyre DfE (sec science) no RP 92/5767 St Johns First Aid at work cert no= 1600239653, expires 13.07.19 Tanya Eyre DBS check no 001464317885
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DECLARATION – to be completed by all providers

Signed Tanya Eyre, John McEachen Date 1.11.16

Name Mrs Tanya Eyre Role Education and Outreach Officer;
John McEachen Trustee Hawk and Owl Trust

Provider name Hawk and Owl Trust on Fylingdales Moor

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