Management of Outdoor Learning, Educational Visits and Off-Site Activities policy

December 2018

celtic cross
education

Management of Outdoor Learning,
Educational Visits and Off-Site Activities policy

This model policy is provided for schools and academies to help implement arrangements for the safe and effective management of outdoor education activities outlined in Cornwall Council's "Policy for the Management of Off-Site Visits and Outdoor Learning, 2016."

This model policy should be adapted to describe the particular arrangements in place in individual schools.

It is recommended that Directors should agree a policy for the management of educational visits and outdoor learning. This may be done by endorsing the Council policy and should include additional reference to school-based or local procedures for:

- approving off-site activities
- the provision of training and information
- the management of any significant provision which is particular to the school (e.g. minibus)
- action in the case of an emergency
- reporting accidents and incidents
- monitoring and reviewing policy and practice.

For additional advice or comment on the development and application of the attached model policy please contact: Andy Barclay, Cornwall Outdoors, Chy Trevail (South 2), Beacon Technology Park, Bodmin, PL31 2FR
Tel 07968 892855 or email: abarclay@cornwall.gov.uk

NB. The Health and Safety at Work Act 1974 places overall responsibility for health and safety with the employer. This will vary depending on the type of school.

- For community schools, community special schools, voluntary controlled schools, maintained nursery schools and pupil referral units the employer is the Local Authority (LA).
- For foundation schools, foundation special schools and voluntary-aided schools, the employer is usually the governing body.
- In the case of academies and independent schools the employer is usually the governing body.

Nonetheless, foundation and voluntary aided schools may decide to make use of the Cornwall Council policy and guidance as necessary. Academies and independent schools may use the policy and guidance if they have a Service Level Agreement with Cornwall Outdoors.

Management of Outdoor Learning, Educational Visits and Off-Site Activities policy (2015)

Celtic Cross Education

1. Scope

This policy covers all educational visits and outdoor learning activities organised through the schools and for which the Directors and Heads of Schools are responsible.

Benefits

The Directors aim for these schools to foster an educational environment in which all members of the school community can thrive, regardless of race, gender, religion or individual need. This aspiration applies equally to the planning and management of all educational visits and outdoor learning.

Outdoor learning and visits enrich and extend the curriculum in many subject areas and may include the following outcomes:

- Curriculum Enhancement
- Adopting a positive attitude to challenge, learning and adventure
- Developing personal confidence and character
- Developing self-awareness and social skills
- Appreciating the natural environment and the importance of sustainable development
- Acquiring a range of psychomotor skills
- Demonstrating initiative, resilience, self-reliance and responsibility
- Developing skills in communication, teamwork, problem solving and leadership
- Appreciating the benefits of physical fitness and lifelong activity
- Increasing their motivation and appetite for learning
- Broadening horizons and becoming open to a wider range of life choices and employment opportunities

For a full and comprehensive statement of the benefits of outdoor learning see the OEAP National Guidance Making the Case
http://oeapng.info/downloads/making-the-case/

Residential opportunities and adventurous activities can play a significant role in the development of personal and social qualities for all pupils as well as raising aspiration and achievement. Outdoor activities can contribute to a healthy lifestyle and encourage an interest in lifelong activity. They can also help pupils to understand how to be safe by assessing and managing risk.

For comprehensive information on the benefits of residential experience see 'Learning Away – Brilliant Residentials'
http://learningaway.org.uk/

2. Employer's policies and OEAP National Guidance

The management of educational visits and outdoor learning places particular responsibilities for the health, safety and welfare of all participants on the Directors, Heads of School, the Visit Leader, members of staff and volunteers, students and parents/carers. The school also has responsibilities to members of the public and to third parties. This policy on educational visits and outdoor learning therefore complements the wider school health and safety policy.

It is a priority of this school that all visits and off-site activities are safe, well-managed and have clearly articulated learning outcomes.

The Directors endorse Cornwall Council's adoption of the Outdoor Education Advisers Panel National Guidance http://oeapng.info/ and the accompanying policy document "Policy for the Management of Off-Site Visits and Outdoor Learning, 2015" http://cornwalloutdoors.org/media/1869/cornwall-outdoor-policy_2015.pdf ***as the basis for the school's health and safety policy for the management of educational visits and off-site activities.***

The Directors seek to ensure that every learner has access to a wide range of educational experiences as an entitlement. As part of this entitlement the Directors acknowledge and support the significant educational value of visits and activities which take place outside the classroom or away from the school environment.

3. Responsibilities and Roles

The Head of School will:

- ensure all visits and outdoor learning activities have appropriate and clearly articulated learning outcomes
- approve all visits and activities, based on compliance with relevant Cornwall Council guidance, recognised best practice and the school's policy
- ensure off-site activities and visits are led by competent staff who are suitably experienced to assess the risks , manage the activity and manage the particular group of pupils
- check that the staffing ratio is appropriate for each visit
- ensure Visit Leaders have access to a planning checklist, based on the National Guidance, and adapted as necessary to meet the particular needs of the school (See Appendix A)
- check that risks have been assessed, significant risks recorded and suitable control measures are in place
- monitor educational visits and outdoor learning and provide a regular report to the Directors about the activities which have taken place.

Educational Visits Coordinator

In order to carry out the above responsibilities effectively the Head of School may delegate specified tasks to a suitably experienced and competent Educational Visits Co-ordinator (EVC). The Head of School will be considered to be the EVC where tasks are not delegated to a named member of staff. The EVC will be responsible for carrying out agreed tasks and must attend the relevant training provided by Cornwall Council.

Name of EVC: …….

The Visit Leader

The Visit Leader will:

- follow policy and procedures of the Council and the school
- have overall responsibility for the supervision and conduct of the visit or activity
- articulate clearly the learning outcomes of the visit/activity
- where appropriate, appoint a Deputy Leader who can take over at any time
- clearly define the roles and responsibilities of all adult helpers
- obtain the Head of School's approval (or the EVC on his /her behalf) before any visit or outdoor learning activity takes place
- assess the risks involved and amend as appropriate any previously recorded risk assessment
- use the school planning checklist to ensure all procedures have been followed (See Appendix A)
- ensure an EV form is completed if the visit falls into any of the required categories
- inform parents fully about the visit and gain their consent, where appropriate
- establish emergency procedures for all elements of the visit
- ensure adequate first aid provision is available
- re-assess risks while the visit or activity takes place
- ensure there is a contingency plan (Plan B) should a significant change to the programme be necessary due to weather or other factors.

Responsibilities of additional members of staff assisting with visits and outdoor learning

Members of staff, volunteers and other helpers should:

- assist the Visit Leader to ensure that the intended learning outcomes are being addressed
- assist the Visit Leader in ensuring the health, safety and welfare of pupils on the visit
- be clear about their roles and responsibilities whilst taking part in a visit or activity.

Responsibilities of pupils

Pupils also have responsibilities about which they should be made aware by the Visit Leader or other members of staff, for their own health and safety and that of the group. Pupils should:

- avoid unnecessary risks
- follow instructions of the Visit Leader and other members of staff
- behave sensibly, keeping to any agreed code of conduct
- inform a member of staff of significant hazards.

Responsibilities of parents/carers
Parents have an important role in deciding whether a visit or outdoor learning activity is suitable for their child. Subject to their agreement to the activity parents should:

- support the application of any agreed code of conduct
- inform the Visit Leader about any medical, psychological or physical condition relevant to the visit
- provide an emergency contact number;
- sign the consent form.

4. Procedural requirements

The following arrangements apply to the management of specific provision for educational visits and outdoor learning:

Approval of educational visits and outdoor learning

The Head of School /The EVC on behalf of the Head of School (DELETE AS APPROPRIATE) is responsible for approving all educational visits and outdoor learning activities. This includes ensuring the Visit Leader is competent to lead the activity in question. Where the responsibility is delegated the Head of School still retains the legal responsibility.

Arrangements for local visits, not adventure, typically:

- Visits to local amenities (park, church, library or similar)
- Weekly swimming lessons in a pool
- Use of school mini-bus
- Sports fixtures
- Forest school-type activities

    - Approved by Head of School or EVC where responsibility delegated
    - Recorded via school-specific arrangements OR on electronic EV form
    - Covered by 'blanket' consent form
    - Generic risk assessment
    - Checking out/in procedure in place including group list, leader(s), location
    - Emergency procedures in place

Arrangements for more complex visits, typically

- Adventure activities
- Foreign visits
- Residential visits
- Visits more than 50 miles from base

    - Recorded on electronic EV form
    - Approved by Head of School or EVC where responsibility delegated
    - Endorsed by Cornwall Outdoors
    - Covered by specific consent form
    - Specific risk assessment
    - Emergency procedures in place

Consent
When an activity is part of a planned curriculum in normal curriculum time and no parental contributions are requested, it can be covered by a blanket consent for completed at the beginning of the school year. However, in the interests of good relations between the school and the home, it is good practice to ensure that parents/carers are fully informed. This is a useful opportunity to remind parents that they have given consent, and to give them an opportunity to withdraw it, should they so wish.

Visits/activities operating under the blanket consent form must follow the school's operational guidance that makes it clear how the activity should be planned and delivered, meeting all necessary recommendations and requirements, as well as assuring educational quality.

Residential visits, foreign visits, adventurous activities or activities for which a charge is made will need specific informed consent, including agreement to any payment or cancellation terms.

5. Monitoring and Evaluation

The schools monitor the planning and organisation of visits and outdoor learning through the approval process identified above.

In addition, senior staff monitor the management of visits 'in the field' on a sampling basis typically by taking the role of Assistant Visit Leader supporting colleagues during activities and visits.

Evaluation
Visit Leaders are asked to complete an evaluation of their activities using the pro-forma in Appendix B.

The Directors will review this policy:

- Every two years
- At such time as there are significant changes to guidance on the management of educational visits and Off-Site Activities
- Should significant issues be brought to the attention of the Directors through the report of the Head of School.

6. Provision of training and information

A copy of this policy and associated school procedures will be made available to all staff within the school who may be responsible for leading educational visits and outdoor learning, and to any parent requesting a copy.

The Head of School will make additional information available to staff to help ensure the safe management of educational visits, including access to the OEAP National Guidance website http://oeapng.info/ and the accompanying Cornwall policy document *"Policy for the Management of Off-Site Visits and Outdoor Learning, 2015"* http://cornwalloutdoors.org/media/1869/cornwall-outdoor-policy_2015.pdf

Appropriate induction and training will be made available to leaders and other adults taking part in educational visits in order to ensure high quality outdoor learning for pupils and to meet health and safety requirements. First aid provision and training of staff will be in accordance with good practice.

The Head of School (or EVC on his /her behalf) will maintain a record of the qualifications held by staff and volunteers involved in outdoor activities including first aid, life-saving, minibus driving and specific adventure activities.

7. Risk Management

The school has a legal duty to ensure that risks are managed, requiring them to be reduced to an "acceptable" or "tolerable" level. Risk management should be informed by the benefits to be gained from participating whereby the starting point for any risk assessment should be a consideration of the intended benefits and learning outcomes. This provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is "acceptable." Visit Leaders should be clear that ongoing (dynamic) evaluation of the risks is still required in the event of changing conditions or unexpected situations.

The Visit Leader is responsible for completing the risk assessments for their activity/visit ideally supported by others in their team. The EVC can help with this process.

The school has a bank of generic risk assessments relating to visits/activities. Visit Leaders may use these as the starting point for their risk management and will need to make them specific to their proposed activity the variables typically being:

- Visit Leader team
- Activity
- Student cohort
- Environment
- Distance from base

8. Choosing Providers and Venues

In order to establish a framework of safety and quality Visit Leaders must ensure that the chosen activity and location matches the age and ability of the pupils in question. Providers engaged to deliver activities to students must therefore meet the minimum requirements of Cornwall Council safety policy. In the first instance the providers listed on the dropdown menu on the electronic EV form either hold the Learning outside the Classroom (LotC) Quality Badge (see below) or have completed a provider questionnaire subsequently checked by Cornwall Outdoors.

The LotC Quality Badge is an assurance of quality and safety across all provider sectors from museums and galleries to sports tours, ski companies and foreign expeditions. However, it is neither a mandatory or statutory requirement.

Holders of this accreditation may be found at http://lotcqualitybadge.org.uk/search

Adventure Activities Licensing is a statutory scheme requiring providers of certain adventure activities to hold an AALA licence. The activities in-scope are caving, climbing, watersports and trekking however there are anomalies as the scheme does not cover, for example, surfing, sub-aqua, water ski-ing, climbing walls. AALA licence holders can be found at http://www.aals.org.uk/aals/provider_search.php

If the provider does not have LotC accreditation and is not on the dropdown menu on the EV form they must be sent a Provider Questionnaire (Appendix C) which should then be returned to Cornwall Outdoors for checking.

9. Volunteers

Where Visit Leaders intend to utilise volunteer helpers the following arrangements must be in place

Enhanced DBS checks must be in place for any volunteers helping on a residential, or car drivers who are used regularly to transport pupils.

All volunteers must be clear about their responsibilities when helping on an activity. Equally they must be competent to fulfil those responsibilities.

Careful consideration must be given to using volunteers who are related to any of the party members on the activity/visit.

In circumstances where the Visit Leader is not a member of the school staff they must be deemed as competent to lead that activity/visit and must be fully conversant with all the school's policies, procedures and expectations including emergency procedures.

10. Action in the case of emergency

The Head of School must ensure that emergency arrangements are in place, known to staff and in line with Council policy, to cover the range of activities undertaken from the school and the times at which they take place. This will include a minimum of two emergency contact numbers for designated senior members of staff out-of hours.

Any accidents and incidents that occur during educational visits and activities must be reported and recorded in accordance with the school health and safety policy. Cornwall Council must be informed of notifiable accidents and incidents which occur in its maintained schools. Accidents and incidents must be reviewed within the school to identify any learning points.

11. Behaviour

Communication between the staff, parents, helpers and pupils should confirm:
• What are the expectations regarding discipline and sanctions on visits?
• Any specific establishment rules relevant to visits (e.g. whether children are allowed to bring mobile phones or other electronic devices).

12. Inclusion

The schools seek to ensure that outdoor learning and visits are accessible to all, irrespective of special educational or medical needs, ethnic origin, gender, religion or ability to pay. If the proposed pupil group includes pupils with special needs, every reasonable effort should be made to find venues and activities that are both suitable and accessible and that enable the whole group to participate fully and be actively involved.

An individual risk assessment must be completed for any pupil with SEND taking part in a visit or outdoor learning activity.

13. Insurance

Visit Leaders must ensure that suitable insurance arrangements are in place to cover the activity they are leading.

Celtic Cross Education is a member of the EFA Risk Protection Arrangement (RPA) insurance scheme which includes employers' liability, third party public liability and property damage.

The EFA Risk Protection Arrangement (RPA) does not cover overseas travel therefore an additional insurance policy would need to be purchased if required.

14. Financial Arrangements

The school's charging policy needs to be included here including requirements for collecting money, record keeping, and any arrangements for supporting pupils unable to afford a visit.

https://celticcrosseducation.sharepoint.com/sites/hub/Policies/Forms/AllItems.aspx?web=1&id=%2Fsites%2Fhub%2FPolicies%2FCharging%20and%20Remissions%20Policy%20May%2018%2Epdf&parent=%2Fsites%2Fhub%2FPolicies

Appendix A – Visit Leader

Visit Leader Check List

This checklist is designed as a final check on planning, or as a review tool for regular visits. The relevance of some of the points and the complexity of the responses are dependent on the nature of a particular visit.

	The benefits and risks of all aspects of the visit have been considered and the visit plan has an appropriate balance with an acceptable level of residual risk.

Content and Aims:

	There are clear and well considered learning aims that are particular to the development of the group as a whole and individuals within it, which contribute to the wider curricular or programme aims of the establishment.
	Monitoring and post activity/visit review and evaluation arrangements are in place.

The process has led to a visit plan addressing the following variables:

Staffing:

	I am clearly identified as the Visit Leader and approved by the establishment.
	All members of the Visit Leadership Team are sufficiently confident and competent to fulfil their designated role.
	There are sufficient leaders to ensure effective supervision and deal with incidents and emergencies.
	All members of the Visit Leadership Team have received all relevant information on both the visit and the group.
	If accompanying leaders are taking a family member on the visit, there are arrangements to ensure that this will not compromise group management.
	I have kept my EVC informed during the planning process.

Activities:

	Activities are appropriate to the aims of the visit and the nature of the participants.
	Appropriately competent Activity Leaders are in the Visit Leadership Team or a suitable Provider has been contracted to lead activities.
	There is a sufficient amount of suitable equipment for activities.

Group:

	Parental consent is in place (where needed) and up to date medical information and contact details are available and shared with the Visit Leadership Team and any relevant Provider staff. Information has been provided to parents and pupils to enable informed consent (where consent is required).
	Pupils have been involved in the planning and risk benefit assessment process. Where this was not appropriate pupils have been provided with all required information to know what to do and what is expected of them.
	Child protection issues are addressed.
	Inclusion issues are addressed.

Environment:

	Environmental factors (weather, daylight hours, temperature, water levels etc) have been considered.
	Accessibility issues are addressed.
	Safety and security have been checked and considered
	I have undertaken a preliminary visit if appropriate or required by establishment policy. In the absence of a pre-visit I have sufficient information from other sources.
	There is access to first aid at an appropriate level.
	Where remote supervision will be used the environment is suitable for it.
	Accommodation, where used, is safe, suitable and appropriate.

Distance:

	Travel or transport arrangements are appropriate.
	There is a Plan B in place, where necessary.
	There is an emergency plan in place and Leaders, Helpers, Participants, Providers and Emergency Contacts have been given relevant information about it.
	Suitable insurance is in place.

Finally:

	The visit meets all relevant requirements of my employer and establishment policy/procedure.
	My decision is that this visit is appropriately prepared and should take place.

APPENDIX B – EVALUATION FORM
Learning outside the Classroom – Evaluation

CORNWALL OUTDOORS

Event: _____ Date: _____

Venue: _____ Leader: _____

Intended Learning Outcomes	How well were these outcomes met? 1 completely; 4 not at all	Notes/next steps
☐ Curriculum Links	1 2 3 4	
☐ Enjoyment	1 2 3 4	
☐ Confidence	1 2 3 4	
☐ Social Awareness (self awareness and social skills)	1 2 3 4	
☐ Environmental Awareness	1 2 3 4	
☐ Activity Skills	1 2 3 4	
☐ Personal Qualities Initiative, self-reliance, resilience	1 2 3 4	
☐ Key Skills Communication, teamwork, problem solving	1 2 3 4	
☐ Health, Fitness and Wellbeing	1 2 3 4	
☐ Increased Motivation for Learning	1 2 3 4	
☐ Broadened Horizons Open-minded, stepping out of comfort zone	1 2 3 4	

Logistical arrangements

Item	Rating	Notes
Transport	1 2 3 4 N/A	
Provider	1 2 3 4 N/A	
Accommodation	1 2 3 4 N/A	
Catering	1 2 3 4 N/A	
Value for Money	1 2 3 4 N/A	
Inclusive	1 2 3 4 N/A	
Review risk assessment	Yes/No	

Near Miss/Incident

Any Other Notes

APPENDIX C – PROVIDER QUESTIONNAIRE
EXTERNAL PROVIDERS ENDORSEMENT - **for use with organisations that do not hold the Learning Outside the Classroom Quality Badge**

Dates:	Name and Address of Provider:
Email Address:	
Website Address:	
Description – This information must be included. What are the services/activities/provision to be offered by this provider to be covered by this endorsement:	

The provider/tour operator 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 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. All boxes must have a response.

Section 'A' should be completed by all providers. In addition, section 'B' - Adventurous/Field studies activities), section 'C'- Tour Operators and section 'D'- Expeditions should also be completed where applicable.

Section A – ALL PROVIDERS

Health, Safety and Emergency Policy

1. The provider complies with the relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations for visits/activities, 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 provider operates a policy for staff recruitment, induction and training that ensures that all staff with a responsibility for participants have the experience and competence to undertake their duties. ☐
4. There is a clear and communicated definition of responsibilities between the provider's and visiting staff regarding supervision and welfare of participants. ☐
5. The provider has a Code of Conduct which will be employed where appropriate and supplied in advance of any booking. Visiting groups should adhere to the Code of Conduct. ☐

Staffing

6. The provider has a safeguarding policy covering staff recruitment, induction and training. To support this policy all reasonable steps are taken to check staff/volunteers, who will have access to pupils, for relevant criminal history and suitability for work with pupils. (i.e. UK CRB checks) ☐
7. There are adequate and regular opportunities for liaison between school/organisation staff and the provider's staff to agree learning outcomes and to agree if necessary any changes to the programme. ☐

Insurance

8. The provider has public liability insurance for a minimum of £5 million. ☐

Inclusion & Environment

9. The provider will take all reasonable steps to allow inclusion and participation of any pupils who have special needs or have a disability, following a risk assessment process, in line with the Special Educational Needs and Disability Act 2001 and Disability Discrimination Act 2005. ☐
10. The provider encourages responsible attitudes to the environment and/or promotes wider sustainability issues as an integral part of the programme. ☐

Vehicles

11. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are being used. ☐
12. Where applicable drivers are PCV qualified or operate with a small bus permit and local minibus driving assessment. ☐

13. All drivers are appropriately insured and hold a valid licence to drive them on behalf of the provider. ☐

Accommodation (if residential or main use accommodation is provided)

14. A fire risk assessment has been completed, reviewed appropriately and meets the requirements of the Regulatory Reform (Fire Safety) Order 2005. ☐
15. Security arrangements have been assessed and all reasonable steps taken to prevent unauthorised persons entering the accommodation. ☐
16. Separate male and female sleeping accommodation and washing facilities are provided. Staff accommodation is suitably located to ensure adequate supervision. ☐

APPENDIX C – PROVIDER QUESTIONNAIRE (continued)

SECTION B – ADVENTUROUS ACTIVITIES AND FIELD STUDIES IN OUTDOOR ENVIRONMENTS

Activity Management

17. The ratios of staff to pupils for the activities confirm to those recommended by the appropriate National Governing Bodies & LA, or, in the absence of this, the provider's Code of Practice informed by risk assessment. ☐

18. The provider maintains a written code of practice for activities, which is consistent with relevant National Governing Body guidelines **or** in their absence, recognised national/best practise standards. ☐
19. 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. ☐
20. The provider has made an assessment of the first aid needs for employees and visitors/participants. There will be adequate and appropriate facilities along with access to a person with a valid and appropriate level of first aid qualification. Staff are practiced and competent in accident and emergency procedures. ☐
21. All equipment used in activities is suited to the task, adequately maintained and monitored in accordance with statutory requirements and current good practice, with records kept on maintenance checks where necessary. ☐

AALA Licence *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 offered that are not covered by the licence.*

22. Adventure Activities Licensing Authority (AALA) Licence held. ☐

23. AALA reference No R_____ Expiry Date:_____

SECTION C – TOUR OPERATORS/PACKAGE HOLIDAYS

Where a tour operator delivers services 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.

24. 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. ☐

25. The Tour Operator complies with package Travel Regulations, including bonding to safeguard customers' monies. ☐

26. Security in the case of Insolvency - There is an on-going legal requirement to have sufficient evidence of security for the protection of pre-payments in the event of insolvency under The Package Travel, Package Holidays and Package Tours Regulations 1992. This states that businesses offering "packages" must be able to provide this evidence at all times. Please tick to confirm that this is understood and will be complied with. ☐

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

28. If abroad, the accommodation complies with fire, health and safety regulations, which apply in the country, concerned. ☐

SECTION D - EXPEDITIONS

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

If any of the above specifications cannot be met or are not applicable, please give details on a separate sheet.

Also please give details of any other accreditation with national governing bodies, tourist boards etc.

Please note – To enable provider endorsement to be completed leave no answer boxes blank and complete the declaration section in full.

DECLARATION

I hereby certify that I am an authorised signatory to enter into this agreement and to bind the said company, firm, person or corporation to the terms and condition herein.

Signed: Date:

Name in capitals: Position in organisation:

Name and address of provider or tour operator:

Tel: Fax: Email:

Thank you for completing this form. Please return to: Cornwall Outdoors, Chy Trevail (South 2), Beacon Technology Park, Dunmere Road, Bodmin PL31 2FR or email cornwalllearningoutdoors@cornwall.gov.uk