

NORTH YORKSHIRE COUNTY COUNCIL  
EDUCATION SERVICE

**Form For Completion Of Providers And Tour Operators Of Educational Visits  
To North Yorkshire Establishments**

School: Any Visiting school or establishment ..... Group Leader: As confirmed by client .....

Date(s) of visit 3<sup>rd</sup> August 2009 – 10<sup>th</sup> August 2010 ..... Name of provider: East Barnby Centre .....

The provider or tour operator providing services to the school 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 tick all specifications you can meet. Indicate by a cross any that you cannot meet. Write N/A against any specifications that do not apply to your provision.

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

**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 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.
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 pupils' accommodation.

**SECTION B – ADVENTURE ACTIVITIES AND FIELD STUDIES IN OUTDOOR ENVIRONMENTS**

11. Adventure Activities Licensing Authority (AALA) Licence Yes  No  Not Applicable
12. AALA Reference No: R 0201

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 specifications with respect to any activities or aspects of their provision to the school not covered by the licence.

### Activity Management

- 13. 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.
- 14. 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.
- 15. 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.
- 16. 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.
- 17. 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.
- 18. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.
- 19. 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 schools 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.


- 20. 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.  N/A
- 21. 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.  N/A
- 22. ATOL, ABTA or other bonding body name and numbers: \_\_\_\_\_

### SECTION D – EXPEDITIONS

- 23. 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 LEA to give Formal Approval.

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

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

Signed:  ..... Date: 3<sup>rd</sup> August 2009

Name in capitals: STEVE GRAHAM ..... Position in organisation: Head of Centre .....

Name and address of provider or tour operator: East Barnby Outdoor Education Centre, Wades Lane, East Barnby, Whitby, North Yorkshire

Tel: 01947 893 333 ..... Fax: 01947 893 467 ..... Email: east.barnby@northyorks.gov.uk .

Website: www.outdoored.co.uk .....

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

Schools requiring advice on the interpretation of information given by providers or tour operators on this form should contact the Outdoor Education & Educational Visits Consultant, North Yorkshire Education Service, Bewerley Park Outdoor Education Centre, Pateley Bridge, North Yorkshire, HG3 5JB