

FOR COMPLETION BY PROVIDERS AND TOUR OPERATORS OF EDUCATIONAL VISITS TO NOTTINGHAMSHIRE SCHOOLS

When considering using a provider or tour operator for an educational visit, Nottinghamshire schools must seek written assurances that the provision complies with Nottinghamshire LEA policy.

School: _____ Teacher in charge: _____

Date(s) of visit: _____ Name of provider: Time Travelling, Southwell Minster

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 you cannot meet. Write N/A against any specifications which do not apply to your provision.

SECTION A - ALL VISITS

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

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, 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.

Vehicles

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

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 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 (if residential accommodation is provided)

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. Provision has been recently inspected by the local Environmental Health Officer and any recommendations have been implemented. N/A
8. If abroad, the accommodation complies with the fire, health and safety regulations which apply in the country concerned. N/A
9. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation. N/A
10. Separate male and female sleeping accommodation and washing facilities are provided and staff accommodation is close to pupils' accommodation. N/A

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 _____

