



# INFORMATION FOR TEACHERS AND GROUP LEADERS

## SAFETY POLICY & OPERATING PROCEDURES

**Belmont Centre, Meigle**

**Broomlee Centre, West Linton**

**Dounans Centre, Aberfoyle**



**Scottish Outdoor Education Centres Ltd**

Registered in Scotland No: 4144940

Registered Office: Loaingdale House, Biggar ML12 6LX

SOEC Ltd is a wholly owned subsidiary of Scottish Environmental & Outdoor Education Centres Association Limited  
a Scottish Charity SC002278 and social enterprise – Registered in Scotland No 24950

**June17**

## ACTIVITY SAFETY POLICY

Scottish Outdoor Education Centres holds Adventure Activities Licensing Authority (AALA) licences for all its operating Centres and is subject to annual and spot inspections. **All** the activities we offer have Standard Operating Procedures and are Risk Assessed and reviewed annually. In addition, where they exist, we qualify to hold service agreements or approved provider status with a number of Local Authorities for provision of outdoor activities to schools and groups from their area.

Where national governing body (NGB) qualifications exist, e.g. Mountain Leader Award, Single Pitch Award, Level II coach (kayaking) etc, we ensure their guidelines are adopted as a **minimum** standard. When there is no NGB for an activity, we operate our own in-house staff validation process, which has been examined and approved by AALA and our Technical Advisors.

We are registered with AALA for the following *in-scope* activities:

<b>Belmont</b>	<b>Broomlee</b>	<b>Dounans</b>
<ul style="list-style-type: none"> <li>• Kayaking</li> <li>• open canoeing</li> <li>• rock climbing</li> <li>• abseiling</li> <li>• gorge scrambling</li> <li>• hill walking &amp; mountaineering (summer conditions)</li> <li>• improvised rafting</li> </ul>	<ul style="list-style-type: none"> <li>• kayaking</li> <li>• open canoeing</li> <li>• rock climbing</li> <li>• abseiling</li> <li>• gorge scrambling</li> <li>• hill walking and mountaineering (summer conditions)</li> <li>• improvised rafting</li> </ul>	<ul style="list-style-type: none"> <li>• kayaking</li> <li>• open canoeing</li> <li>• rock climbing</li> <li>• abseiling</li> <li>• hill walking and mountaineering (summer conditions)</li> <li>• improvised rafting</li> </ul>

Copies of AALA licence can be obtained from our Head Office if required. Their details are as follows:

<b>Centre</b>	<b>Reference No.</b>	<b>Licence No</b>	<b>Expiry Date</b>
Belmont	R0701	L12882	24 June 2017
		L12440	24 June 2018
Broomlee	R0702	L12883	29 June 2017
		L12447	29 June 2018
Dounans	R0700	L13286	23 March 2018

Minimum qualifications for our NGB activities are as follows:

<b>Activity</b>	<b>Area</b>	<b>Qualification</b>
Kayaking	pond	BCU/SCA Level II trainee or above
Kayaking	loch	BCU/SCA Level II or above
Kayaking	river	Level II (flat water) or Level III (moving water) or above
Hillwalking		We operate 3 levels of walking from the Centres
Hillwalking	< 600 m	<b>Category A-</b> very low level and within a few minutes from the Centre. This is covered by internal validation. <b>Category B-</b> within either the Walking Group Leader (WGL) or Basic Expedition Leader Award (BELA) remit and would be run by staff who hold these awards.
Hillwalking	> 600 m	<b>Category C-</b> within the Mountain Leader (ML) remit and would be run by staff who hold this award.
Archery		GNAS
Abseiling	on site	SPA
Abseiling	off site	SPA
climbing	off site	SPA
gorge walking		Canoe safety and Mountain Leader Award (summer) or above
expedition	off site	BELA, WGLA or above (location dependent)
minibus driving		a local authority minibus permit or MIDAS certificate will be

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		held by the person driving your group to and from an activity site.
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All other activities (i.e. ropes course, catwalk, crate climb, flying fox, tree climb, inclined log, Jacob's ladder, nightline, orienteering, pole climb, problem solving, environmental sessions) are officially termed **out of scope**. Staff instructing these activities will hold in-house validations to run these sessions.

Our activity leaflet specifies which activities are on and off site.

In line with AALS recommendations, SOEC has 2 **Technical Advisors** - one for our water-based activities and one for walking/ climbing activities. Both are qualified and experienced to a high level in their particular area of expertise. They give advice on practice and policy and undertake staff training. They also give advice on specific activity queries and safety matters.

## ROLES AND RESPONSIBILITIES

- All our Centres have Centre Managers. Each Centre Manager has overall responsibility for the Centre, its tutor and support staff and operating procedures.
- Each Centre has a Senior Tutor who is responsible for the design and delivery of your programme and for the supervision of the tutors.
- Each Centre has a team of Tutors who are responsible for delivering your programme.
- All Tutors hold valid first aid certificates.
- All Tutors are familiar with emergency procedures.
- Tutors running activity sessions for you will be responsible for the safety and instruction in these sessions.
- The visiting group leader should make Tutor staff aware of any special needs within the group.
- Group leaders accompanying the groups are in **loco parentis**, and are therefore responsible for their pupils/group members at all times.
- SOEC reserves the right to exclude any participant from activities where behaviour is unacceptable.
- In very extreme cases we may ask you to remove a child from our Centre. If this happens we cannot be held liable for any travel expenses incurred as a result.

## Programme

Your Programme will be discussed with the Senior Tutor at whichever Centre you are visiting whose experience with the Company and in outdoor activity provision will ensure you have a safe and enjoyable experience. All activities are undertaken with learning, and the personal and social development of participants as their aim. Participants will be encouraged, but not forced, to take part.

## Tutor Staff

Our tutors come from all over the UK and sometimes abroad. Each member of staff goes through an initial induction and training period as well as ongoing training and assessment as the season progresses. Staff are selected following a process of interview, qualification and reference checking and registered on Disclosure Scotland's Protection for Vulnerable Groups (PVG) scheme. These recruitment procedures reflect our commitment to Child Protection.

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Overseas employees/ volunteers are asked to obtain and bring these from their country of origin.

## Equipment

Any specialist outdoor equipment provided is fit for purpose as inspected as part of our AALA licence. Equipment logs and monthly maintenance records are kept.

## Own Programme

Groups undertaking their own programme of activities, whether sporting, musical, drama or staff training, are responsible for ensuring they have their own risk assessments in place.

## Insurance

SOEC holds employers liability insurance and public liability insurance for all its Centres. Our policy is currently with Zurich Municipal and is renewed on 1 April annually.

Public liability: £5,000,000

Employer's Liability: £10,000,000

Loss or damage to personal belongings is **not** covered. SOEC cannot be held liable for damage or loss of clothing or possessions. Please let the Manager know if you need assistance with looking after valuables.

Groups or individuals should therefore make their own arrangements for personal belongings and fees associated with having to cancel or shorten their visit.

## Further information

Where possible group organisers and educational visit co-ordinators are encouraged to visit our Centres in advance of a visit to meet the staff who will be involved in your visit, ask questions and examine paperwork. To arrange this, please contact the Manager of the Centre you will be visiting.

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|---------------------|---------------|---------------|
| • Belmont           |               | 01828 640 275 |
| • Manager, Broomlee | Mark Campbell | 01968 660 259 |
| • Manager, Dounans  | Jamie Miller  | 01877 382 291 |

Group organisers may wish to refer to "Going Out There" the Scottish Government's framework for Safe Practice in Off-site Visits.

For all general enquiries and bookings please ring our Head Office on: 01899 221115

We look forward to welcoming you to our Centres.

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