



INFORMATION FOR TEACHERS & 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: 414494

Registered Office: Loaningdale House, Biggar ML12 6LX

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

Rev--May 2024

ACTIVITY SAFETY POLICY

Scottish Outdoor Education Centres (SOEC) 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, we ensure these 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:

Belmont	Broomlee	Dounans
• canoeing • rock climbing • abseiling • hill walking & mountaineering (summer conditions)	• canoeing • rock climbing • abseiling • hill walking and mountaineering (summer conditions)	• canoeing • rock climbing • abseiling • burn scramble • hill walking and mountaineering (summer conditions)

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

Centre	Reference No.	Expiry Date
Belmont	R0701	24 June every 2 years
Broomlee	R0702	29 June every 2 years
Dounans	R0700	23 May every 2 years

Minimum qualifications for our NGB activities are as follows:

Activity	Area	Qualification
Kayaking/canoeing	pond	SOEC runs kayaking at the level appropriate to the NGB held by the member of SOEC staff.
Kayaking/canoeing	loch	
Kayaking/canoeing	river	
Hillwalking		We operate 3 levels of walking from the Centres
Hillwalking	< 600 m	SOEC runs hillwalking sessions at the level appropriate to the NGB held by the member of SOEC staff.
Hillwalking	> 600 m	Mountain Leader (ML) remit and would be run by staff who hold this award.
Archery		Appropriate archery qualification.
Abseiling	on site	RCI or above
Abseiling	off site	RCI or above
Climbing	off site	RCI or above
Gorge walking		SOEC runs sessions at the level appropriate to the experience and qualification held by the member of SOEC staff.
Expedition	off site	SOEC runs sessions appropriate to the level of qualification held by the member of staff.
minibus driving		D1/D1E as appropriate

All other activities (including high and low ropes course, nightline, orienteering, problem solving, environmental sessions) are officially termed **out of scope**. Staff instructing these activities will hold in-house validations to run these sessions.

Rev--May 2024

Scottish Outdoor Education Centres Ltd

Registered in Scotland No: 414494

Registered Office: Loaningdale House, Biggar ML12 6LX

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

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 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

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 safeguarding.

Any 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. We have equipment and monthly maintenance records which are inspected by AALS.

Rev--May 2024

Scottish Outdoor Education Centres Ltd

Registered in Scotland No: 414494

Registered Office: Loaningdale House, Biggar ML12 6LX

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

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 employer's 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: £10,000,000

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 safeguarding 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.

- | | | |
|---------------------|-----------------|---------------|
| • Manager, Belmont | Jonny Channon | 01828 640 275 |
| • Manager, Broomlee | Richard Gerrish | 01968 660 259 |
| • Manager, Dounans | Harry Souch | 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.

Rev--May 2024

Scottish Outdoor Education Centres Ltd

Registered in Scotland No: 414494

Registered Office: Loaningdale House, Biggar ML12 6LX

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