

**EXTERNAL PROVIDERS ENDORSEMENT - for use with organisations  
that do not hold the Learning Outside the Classroom Quality Badge**



<b>Dates:</b>  1 <sup>st</sup> September 2021 - 31 <sup>st</sup> August 2022	<b>Name of Provider</b>  REACH
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**Description** - This information must be included. What are the services/activities/provision to be offered by this provider to be covered by this endorsement:  
*Alternative Education Provision for KS2 - KS5 in Somerset.  
 Social & Emotional support & development for groups & individuals  
 Activities, Life skills & the outdoors all tools for engagement.*

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 young people, for relevant criminal history and suitability for work with young people. (i.e. UK DBS 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 young people 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 the Equalities Act 2010.
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 maintained in a roadworthy condition 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.  N/A
13. All drivers are appropriately insured and hold a valid licence to drive the vehicles on behalf of the provider.

**Accommodation** (if residential or main use accommodation is provided)

14. A fire risk assessment has been completed, is 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.  N/A

## SECTION B - ADVENTUROUS ACTIVITIES AND FIELD STUDIES IN OUTDOOR ENVIRONMENTS

### Activity Management

17. The ratios of staff to young people for the activities conform 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.  N/A
19. Staff competencies are confirmed by appropriate National Governing Body qualification for the activity to be undertaken, or staff have had their competencies confirmed by an appropriately experienced and qualified technical adviser.  N/A
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 practised and competent in following 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.

**National Accreditation:** Please state which national accreditation awards your organisation holds and the issuing body (national body examples may include Learning Outside the Classroom (LOtC))

22. N/A License/Ref No: \_\_\_\_\_ Expiry date: \_\_\_\_\_

**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.

23. Adventure Activities Licensing Authority (AALA) Licence held.  N/A

24. 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 operate to standards which meet the relevant regulations that apply in the countries concerned.

25. 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.  N/A
26. The Tour Operator complies with package Travel Regulations, including bonding to safeguard customers' monies.  N/A
27. Security in the case of Insolvency - The Tour Operator complies with The Package Travel, Package Holidays and Package Tours Regulations 1992. (This states that businesses offering "packages" must be able to provide evidence of secure arrangements for the protection of pre-payments in the event of insolvency at all times.)  N/A
28. ATOL, ABTA or other bonding body name and numbers: \_\_\_\_\_  N/A
29. If abroad, the accommodation complies with fire, health and safety regulations, which apply in the country, concerned.  N/A

## SECTION D - EXPEDITIONS

30. 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.  N/A

*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 these statements on behalf of the said company, firm, person or corporation named as the provider/tour operator.

Signed: 

Date: 22/08/21

Name in capitals: MR DAN PALMER

Position in organisation: Director & Safeguarding Lead

Name and address of provider or tour operator: PO Box 37, Martock - TA12 6WN

Tel: 07966 281959 Fax: N/A

Email: info@reachyouth.co.uk

Thank you for completing this form. Please return to: Graham Bowley. The Outdoor Education Office, A2 East, Somerset County Council, County Hall, Taunton, Somerset. TA1 4DY.