

COMPANY POLICY AND BEST PRACTISE

Instructors & Trainers for all activities

All Instructors employed in the delivery of Outdoor or Indoor Adventure Activities will first of all be selected for their aptitude for working with vulnerable young people. An enhanced CRB check on file is a minimum requirement for any trainer.

They then must hold and have on file with us the appropriate NGB Qualification e.g. SPA for climbing and abseil; ML Summer for walking and orienteering on hill and mountain; Level 2 Kayak Coach for still enclosed water canoeing and kayak introductory courses.

Forest School practitioners must hold a recognised certificate and or be trained and accompanied by Graeme or Susan Wardle.

In the case of **Bushcraft** ; until a governing body is established with recommendations to apply, BELA (Basic Expedition Leader Award) and considerable experience via a Military or Scouting background or directly trained and approved by Graeme Wardle will be accepted as deliverers.

Any instructor delivering **OCN** units will be inducted as to company policy and ethos and administration and will follow lesson plans and schedule of work.

Licensed centres may be employed from time to time to deliver activities on behalf of Graeme Wardle and where appropriate these will independently hold or be directly covered by the AALA License.

Typical sites might be;

Dovestones Sailing Club; Linnet Clough Scout Camp; Debdale Water Park, Hollingworth Lake

Equipment

Canoe and kayak

We have a small newly purchased (2008) fleet of Canoes plus helmets and buoyancy aids, extras will normally be hired on site from reputable providers who guarantee regular equipment checks. Instructors will make inspection of equipment as issued.

Climbing and abseiling indoor and outdoor

Graeme Wardle holds and keeps in good condition a minimum equipment store.

Bush-craft & Survival

A selection of tools and knives are kept in store and only removed under supervision and in line with current knife law.

Forest School

Tool use varies as per group ability, (see risk assessments at the rear of this document and safety policy) and a variety of garden, forestry and construction tools may be used. See **Forest Schools Welcome Pack** enclosed

Policy specific to delivery of OCN Units but including Disability & Equal Opportunities Policy.

OCN Units may be attached to 6 week (35 hour courses) focussed on either Bush-craft or Multi Disciplinary Taster Courses in Outdoor Activities. In each case lesson plans for each session will highlight learning outcomes and evidence examples as relates to the OCN Unit. In addition a “session report” will accompany the lesson plan where tutor and students (individual or group as appropriate), will comment on the session outcomes etc.

OCN Course Folder

For each designed and accepted course a large folder will be established containing:

- Register with names, DOB and any necessary course codes
- Individual consent forms, required for adventurous activities
- Individual named folders for storing evidence for assessment
- A scheme of work covering the entire course
- Typically 6 lesson plans highlighting all learning outcomes
- Blank session reports
- The appropriate number of log books if appropriate
- A centre policy leaflet/statement to be read to students

Disability

On occasion specialised courses are delivered, with lesson plans and evidences appropriately adjusted. The OCN will be made aware of any groups and individuals who require special attention and made aware of any adjustments of evidencing and lesson plans.

Candidates issued with the following policy statements: (see course folder)

Equal Opportunities Policy

Graeme Wardle Adventure & Training while remaining a small family organisation, remain committed to providing training to all members of society regardless of race, religion or sexual orientation.

Health & Safety Policy

All activities are properly Risk Assessed in line with National Governing Body Standards and regularly inspected by AALA (Adventure Activities Licensing Authority).

Fair Assessment Statement

In line with OCN requirements Graeme Wardle Adventure & Training are committed to fair and clear assessment procedures. All student

work, evidence, and assessments and tutor comments are kept on file and internally and externally moderated. Any complaint will immediately be reported to the OCN. An investigation by the internal moderator will ensue and a report filed with the OCN and complainant.

Appeals Procedure/Complaints Procedure

Any complaint that is not satisfactorily dealt with by the tutor should be put in writing and addressed to the centre administrator. A formal record will be made and the OCN informed. All staff will attend an emergency meeting where appropriate action might be agreed. Advice may be sought from the OCN authorities. Reporting directly to the OCN any complaint not satisfactorily concluded.

Malpractice Procedure

Any report of suspected malpractice by staff or student will be investigated thoroughly and appropriate action taken.

Induction

Any staff enlisted to deliver any part of a programme or to support a session, no matter how small or specialised will be handed the above company policy.

Risk Assessments Policy

Detailed written risk assessments for all activities are enclosed in the "Risk Assessment Document". The document is reviewed annually and updated when required. Trainers and activity leaders are trained to review the necessary Risk Assessments before delivering an activity. It is our policy as stated earlier, that all trainers and leaders carry up to date certification which in each case emphasises the importance of risk assessment and all trainers have the experience to carry out dynamic risk assessments at all times. It is our policy to review the specific needs of each visiting group and individual and make necessary adjustments to the programme or situation to ensure that risks are managed.