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## APPENDIX 1A: AGREEMENT FOR SCHOOL GROUP LEADERS

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Dear School Group Leader,

Thank you for making a booking with the Field Studies Council, we look forward to welcoming you at our centre.

The purpose of this letter is to confirm FSC procedures and the responsibilities of FSC staff, Group Leaders and Students.

FSC systems are aimed at providing an appropriate level of support to Group Leaders during their visit to an FSC Learning Location whilst fulfilling FSC's own Duty of Care as a provider.

School Group Leaders, in exercising their duty of care, remain responsible for the overall safety of their Students at all times, other than whilst undertaking a technical activity e.g. Rock Climbing, where a higher level of care is transferred to the technical specialist.

School Group leaders must therefore have adequate arrangements for the pastoral care of their students during non-contact time, and remain responsible for the behaviour of their students at all times.

### **FSC will be responsible for ensuring the following:**

- All FSC Learning Locations will be Risk Assessed with the significant findings documented and acted upon.
- All FSC vehicles will be well maintained and their journeys Risk Assessed. Where FSC hires vehicles, e.g. coaches to transport students whilst at the Learning Location, FSC will ensure that only reputable companies are used.
- All sites for fieldwork and other activities led by FSC will be comprehensively Risk Assessed and FSC Tutors will be capable of carrying out ongoing Risk Assessments at field sites and amend the fieldwork or activities if required due to group, weather or other circumstances.
- All Adventurous Activities which FSC leads or offers are Risk Assessed and will be delivered and inspected as determined under the Adventurous Activities Licensing Act.
- All FSC Learning Locations will have a duty system with FSC duty staff contactable at all times that students are at the Learning Location.
- FSC will ensure appropriate first aid cover for visitors during their stay. Where visitors require medical attention, beyond immediate first aid, Learning Location staff will support teachers to make appropriate arrangements.
- FSC staff will be subject to a Disclosure and Barring Service check at an appropriate level for their post. Safeguarding of visitors is a priority for the FSC and is delivered through induction, training and codes of practice.
- All FSC Learning Locations are recognised as meeting the standard set by the Council for Learning Outside the Classroom. This benchmark demonstrates that the FSC is engaged in an on-going process to sustain high quality learning outside the classroom and that it meets all of the Learning Outside the Classroom Quality Badge indicators.

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- FSC codes of practice are consistent with the National Guidance of the Outdoor Education Advisers' Panel.

**School Group Leaders must be responsible for the following:**

- Risk Assessing the journey to and from the Centre.
- Ensuring any activities not led by FSC staff, including non-contact time, are appropriately Risk Assessed.
- Having a presence on site and during activities to ensure the appropriate behaviour and effective pastoral care of their Students.
- Ensuring that they are able to meet the requirements of their school's safeguarding policies.
- Ensuring that FSC is made aware of any Student or Staff medical, dietary or health issues, or special educational needs in sufficient time, prior to the course.
- Ensuring that in the event of illness or indiscipline the school or parent/guardian have arrangements in place to facilitate the safe return home of the student(s).

**School Students on courses at FSC Centres also have responsibilities:**

- All Students must follow Health & Safety instructions.
- All Students should behave with a concern for the safety of themselves and others and follow the FSC behaviour code.
- All Students (or their parents/guardians) should ensure that School Group Leaders are made aware of any health, dietary or medical conditions prior to the course.

FSC Policy is that safe and productive out-of-classroom activities must be based upon a partnership between the provider, organisers and students. FSC also hopes that organisers and accompanying staff will participate as fully as possible in the planning, support and follow up of the course to ensure that its educational potential is fully realised.

FSC will endeavour to ensure that it fulfils its obligations. We ask that School Group Leaders ensure they can fulfil their commitment to this partnership. If you have any concerns, or need clarification, please don't hesitate to discuss this with the Learning Location your group are attending.

DM Bolland  
Director of Infrastructure  
on behalf of Field Studies Council  
August 2015

