
APPENDIX 1B: AGREEMENT FOR CO-ORDINATORS OF COURSES FOR INDIVIDUAL STUDENTS FROM SCHOOLS UNACCOMPANIED BY GROUP LEADERS

Dear School Group Co-ordinator,

The purpose of this agreement is to confirm FSC procedures and the responsibilities of FSC staff, Group Co-ordinators and Students.

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

School Group Co-ordinators must be responsible for the following:

- Risk Assessing the journey to and from the Learning Location.
- Ensuring any activities not led by FSC staff, including non-contact time, are appropriately Risk Assessed.
- Providing a point of contact in the event of problems.
- Ensuring that FSC is made aware of any Student medical, dietary or health issues, or special educational needs in sufficient time, prior to the course.
- Ensuring that parents/guardians are aware of the nature of the FSC course. There is a pro-forma letter attached to assist with this.
- Ensuring that all arrangements for the trip meet the requirements of the school's safeguarding policy.

-
-
- Ensuring that in the event of illness or indiscipline, the school or parents have arrangements in place to facilitate the safe return home of the student(s).

School Students on courses at FSC Learning Locations 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 should behave in a way which is conducive to the smooth running of a field centre, including following Learning Location rules.
- All Students (or their parents/guardians) should ensure that School Group Co-ordinators are made aware of any health, dietary or medical conditions prior to the course.
- All Students must be aware that in the event of a transgression of these guidelines they may be required to return home at their own expense at the earliest practical opportunity.

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 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 Co-ordinators 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 is attending.

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

