



**Document C-80**

**OUTDOOR EDUCATION CODE OF PRACTICE**

**Index**

<b>Part 1: General information</b>	
<b>Paragraph/ Sub- Paragraph</b>	<b>Content</b>
<b>1</b>	<b>General statement</b>
<b>2</b>	<b>Introduction</b>
<b>3</b>	<b>Licensing and Regulation</b>
<b>4</b>	<b>Definitions for the Code of Practice</b>
<b>5</b>	<b>Notes on the Code of Practice</b>
5.1	Organisational policy and procedure documents
5.2	Outdoor Education Code of Practice
5.3	Authorisation by Outdoor Education Manager
5.4	Responsibilities
5.5	Weather and other considerations
5.6	Safety equipment and first aid training
<b>6</b>	<b>Camping</b>
6.1	Definition
6.2	Purpose
6.3	Procedures
6.4	Accommodation
6.5	Communication
6.6	Responsible person
<b>7</b>	<b>Vehicles</b>
<b>8</b>	<b>Outdoor Education Procedures</b>
8.1	Prior to leaving for the day, whether on a residential trip, Outdoor Education residential trip or in house
8.2	Out of area/remote residential trip/Outdoor Education residential trip procedure
<b>9</b>	<b>Emergency procedures</b>
9.1	General emergency procedure
9.2	If no contact has been made with the group by the emergency contact time
9.3	Illness of a young person or member of staff
9.4	Dealing with and reporting dangerous occurrences
<b>10</b>	<b>Competency &amp; qualifications matrix</b>
<b>Part 2: Codes of Practice for specific Outdoor Activities</b>	
<b>11</b>	<b>Hill walking and trekking activities</b>
<b>12</b>	<b>Kayaking and canoeing (watersports)</b>

<b>13</b>	<b>Rock climbing and abseiling</b>
<b>14</b>	<b>Mountain biking</b>
<b>15</b>	<b>Caving</b>
15.1	General notes
15.2	Radon gas requirements and regulations
<b>16</b>	<b>Grounds exercises</b>
<b>Part 3: Appendixes</b>	
<b>A</b>	<b>Approved safety equipment (minimum for all activities)</b>
<b>B</b>	<b>Caving emergency kit</b>
<b>C</b>	<b>First aid contents</b>
<b>D</b>	<b>Internal assessments</b>

## 1. General statement

This document refers to all children and young people accommodated in children's homes operated by Arnfield Care Limited, as well as to all children attending Arnfield Independent School.

## 2. Introduction

Arnfield Care Limited provides residential care for children at its two children's homes, Arnfield Tower Activity Centre and Greenfield House<sup>1</sup>. Education is provided through Arnfield Independent School at both sites, and Outdoor Education is an integral part of the programme for children and young people. Further details of the purpose and function of the two children's homes can be found in their respective Statements of Purpose.

Working in partnership with residential care and teaching staff, Outdoor Education is used as a means to change children and young people's perception of themselves, to challenge their beliefs and to motivate and develop both their minds and their bodies. Outdoor Education helps to prepare the children and young people for the some of the challenges that they may face in their lives.

This Code of Practice sets out the framework within which Outdoor Education programmes will operate throughout Arnfield Care Limited.

## 3. Licensing and Regulation

Arnfield Care is licensed by the Adventure Activities Licensing Authority (AALA) to undertake outdoor activities. AALA is the government-authorised body that regulates activities for young people up to the age of 17 years. The AALA divides outdoor activities into four basic types:

- Caving (underground exploration in natural caves and mines including pot-holing, cave diving and mine exploration). This excludes show caves or tourist mines open to the public, or parts of mines which are still being worked
- Climbing (climbing, traversing, abseiling and scrambling activities), except on purpose-designed climbing walls and towers
- Trekking (walking, running, pony trekking, mountain biking, off-piste skiing and related activities) when done in moorland, or any terrain above 600m, which is remote - i.e. over 30 minutes travelling time from the nearest road.

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<sup>1</sup> A third residential children's home is due to open in early 2021.

- Watersports (canoeing, rafting, sailing and related activities) when done on the sea, tidal waters, larger or non-placid inland waters.

Our AALA licence does not cover all the activities we undertake. For those additional activities we endeavour to meet the same standards as for our licensed activities by following recognised 'best practice' guidelines.

The National Governing Bodies which oversee the activities undertaken as part of Arnfield Care's programmes are:

MT – Mountain Training  
BC – British Canoeing  
BCA – British Caving Association  
MIAS – Mountain bike instructor award Scheme  
British Cycling

Copies of the syllabi for all National Governing Body Awards referred to in this Code of Practice are available online and for inspection at Arnfield Tower Activity Centre.

#### **4. Definitions for the Code of Practice**

"Employee" means any person employed by Arnfield Care Limited on either a full-time or temporary basis and includes residential care staff and freelance instructional staff.

"Young Person" is any child or young person placed with Arnfield Care Limited by a Local Authority.

"Instructor" refers to the employee with the overall responsibility for the safety of an activity in which one or more young people are participating. Where an appropriate National Governing Body Award exists, the Instructor will hold the Award, otherwise he/she will be an internally assessed person (see Appendix D).

The "Manager" is the Outdoor Education Manager for Arnfield Care Limited.

The "Leader" is the Instructor where the activity requires an Instructor; otherwise the Leader will be the senior employee present.

Any Employees who do not have full clearance to lead, may assist an Instructor on an outdoor activity session if they have been authorised to do so by the Manager or other designated person holding the appropriate qualification. A person operating in this context is referred to as "back-up".

#### **5. Notes to the Code of Practice**

##### **5.1 Organisational policy and procedure documents**

This Code of Practice sets out the mandatory basic regulations for employees involved in the running of outdoor-based activities. However, bearing in mind that Arnfield Care Limited provides services to vulnerable children and young people, all employees need to have read and understood all the relevant organisational policy and procedure documents relating to child care (prefix 'C') and staff responsibilities and conduct (prefix 'S'). Copies of these documents are available in the staff offices at both children's homes, within the Company Policies folder available electronically at both children's homes, in the Outdoor Education Manager's office and the Head Teacher's classroom.

The documents listed below are of particular relevance to Outdoor Education:

<i>Document reference</i>	<i>TITLE</i>
C-42	Administration, Control and Recording of Medicines
C-44	Smoking by children
C-45	Misuse of alcohol, drugs and illegal substances by children
C-46	Risk Assessment and Management
C-50	Child protection statement
C-51	Safeguarding children
C-52	Complaints and representations
C-60	Care and control policy
C-61	Promoting Positive Behaviour and Relationships
C-62	Positive handling plans
C-63	Physical intervention
C-64	Children going missing
C-46	Use of vehicles for escorting and transporting children
C-70	Education Policy
C-71	Teaching and Learning Policy
C-72	Curriculum Plan
C-76	Inclusion Policy
C-83	Residential Trip and Outdoor Education Residential Trip procedures
C-90	Policy statement on children's rights
C-95	Daily routines and support for children's individual needs
S-10	Organisational health and safety policy and statement of intent
S-11	Health and safety
S-12	Fire safety
S-13	First aid
S-16	Vehicle breakdown and repair
S-20	General statement on working together
S-23	Confidentiality and working together
S-30	General statement and guidance on recording and reporting
S-32	Notification of significant events
S-55	Social Work England: Professional Standards Guidance
S-56	Photographic and recorded media management
S-62	Working alone with children
S-63	Working with children of the opposite sex
S-64	Physical contact with children
S-70	Staff conduct at work and outside work
S-79	Safer Working

## 5.2. Outdoor Education Code of Practice

All employees must also read and understand all sections of this Code of Practice.

The Code of Practice defines the basic, general regulations. It should be read in conjunction with any generic activity or site-specific risk assessments in force at the specific centre. Outdoor staff should read the generic benefit risk analysis for each activity and conduct dynamic risk analysis in addition to checking of PPE before, during and after activity sessions.

## 5.3 Authorisation by the Outdoor Education Manager

There is an emphasis on regulation in the Code of Practice that may lead some employees to think that they are not allowed to do anything. The key point is for employees to remember is to ask for guidance before doing an activity if uncertain of the regulations or implications. Any outdoor activities that are not specifically referred to in the Code of Practice, or not licensed activities must be cleared in advance by the Manager.

#### 5.4 Responsibilities

The Outdoor Education Manager is ultimately responsible for ensuring the Code of Practice is observed. Day to day responsibility may be delegated to a suitably experienced employee.

Outdoor staff should read the generic benefit risk analysis for each activity and conduct dynamic risk analysis in addition to checking of PPE before, during and after activity sessions.

The Leader is also responsible for ensuring that the behaviour of the young people is appropriate and that expectations around this are clear. In particular, the Leader must not permit any conduct that might damage the environment or wildlife, endanger access agreements or offend local residents, landowners and members of the general public.

It is the responsibility of all members of staff to safeguard and promote the welfare of children and young people in their care or under their supervision. This applies not only to child protection matters, but also to the health and safety of children and young people. Staff should have read and understood the relevant organisational policy and procedure documents on safeguarding, health and safety, children's health, risk assessment and behaviour management. It is important that staff are also familiar with the organisational policies and procedures on working alone with children, working with children of the opposite sex, and physical contact with children (see list of documents under paragraph 4.1 above).

#### 5.5 Weather and other considerations

It is the Instructor's responsibility to check and monitor weather and environmental conditions. The Code of Practice applies to normal weather conditions, at an appropriate location and with a reasonably well-behaved group. Instructors should always be mindful of the need to work well within the National Governing Body (NGB) award remit, or in activities that are not covered by NGB standards - the standards laid down by Arnfield Care Limited, as the individual situation on the day dictates.

#### 5.6 Safety Equipment and First Aid training

All groups should have readily available the approved Safety Equipment, as laid out in NGB guidance and this document, when involved in any outdoor activity. All first aid kits and PPE must be checked by the individual instructor before session. All equipment can be provided by the company, if an instructor provides their own equipment it must be used in accordance with manufacturers guidelines, PPE, and NGB regulation. Instructors own PPE equipment must be inspected in alignment with Arnfield Care Limited's own PPE inspection policy. It is the Instructors duty to inform Arnfield Care when equipment is retired or replaced.

All outdoor education employees will hold a recognised a two-day Emergency First Aid training qualification, and revalidation will take place in line with NGB requirements.

## **6. Residential Trips and Outdoor Education Residential Trips**

### **6.1 Definition**

'Residential Trips and Outdoor Education Residential Trips' cover more than staying in tents on a campsite. Such trips include any trip away from the home using various types of accommodation, including, tents, bivvies, bunkhouses, bothies, barns, caravans, cottages etc. The type of accommodation will depend on the time of year, anticipated weather, the activities being undertaken and the needs of the young people. The specific risk assessment relating to the type of camping being undertaken must be referred to by the Leader.

### **6.2 Purpose**

The purpose of the Residential Trips and Outdoor Education Residential Trips varies with the needs of the young people. Residential Trips and Outdoor Education Residential Trips provide a base from which the surrounding environment can be used to stimulate and challenge the young people. A place where the needs of the young person can be addressed without the interference and negative influence of the larger group. Residential Trips and Outdoor Education Residential Trips also allow young people to experience different areas, sights and sounds, on the coast and in the mountains. At times it may be necessary for the trips to provide a low stimulus environment with a lack of activities. This is to enable the young people to have space and time to reflect on their behaviour and discuss their feelings and other issues with staff. This often creates a reflective environment for the young person to move forward away from past bad experiences.

### **6.3 Procedures**

Before leaving site the instructor must:

- Check the weather forecast (Met Office is best practice)
- Check the specific risk assessment for the appropriate type of accommodation.
- Check the risk assessment for each activity and young person.
- Complete the 'Residential Trip' or 'Outdoor Education Residential Trip', as applicable, information board and planning paperwork in the main office, containing accommodation details, location and contact details.
- Phone in (01457 860200) activity information each day to allow the activity board to be completed. This MUST be done as part of the morning call-in, and also as any plans to activities change.
- Have the correct emergency kit
- Check any PPE and sign out equipment
- Brief the young people and staff appropriately

### **6.4 Accommodation**

Staff must carry out a risk assessment regarding the suitability of the accommodation for the young people regarding supervision, damage, presenting behaviour etc Where any additional risks to those in the generic Outdoor Education Residential Trip/Residential Trip risk assessment are observed, it can be amended to reflect

these. All accommodation will be risk assessed for fire safety and health and safety and will be adequate for our needs at that time.

## 6.5 Communication

Two calls each day to the children's home are required, unless, by prior arrangement with the Home Manager or Outdoor Education Manager, the Residential Trip/ Outdoor Education Residential Trip will be in an area with no mobile phone signal for any period. If there is no reception, a public phone should be used. One call is to be made as soon as possible each morning, and one after the activity has been completed. If no activity has taken place a call should be made by 22.00. Staff at the children's home may ask to speak to the young people during these contact calls and children will also be asked if they would like to speak with the staff in the home. When calling in, details of any planned activities for the day should be given to staff at the home, with an estimated time of return to the accommodation. These details should be entered in the home's daily logbook and on the activities board by staff at the children's home.

## 6.6 Responsible Person

If there are two Residential Care Workers (RCWs) on the Residential Trip together then the Home Manager will nominate the RCW who is responsible for the trip.

If there is an Instructor working with an RCW, then the Instructor is responsible for equipment, safety, location and activity plan. The RCW is responsible for the young peoples' welfare and needs. The trip staff are jointly responsible for the vehicle. It is however imperative that both staff consult with each other to ensure an agreed and consistent approach in all areas of responsibility.

It is the responsibility of all staff to ensure that no alcohol, drugs or illegal substances are to be consumed by any person whilst on the trip.

## 7. **Vehicles**

Any employee using a Company vehicle must have read and understood the relevant policies and procedures, which are listed below:

<i>Document reference</i>	<i>TITLE</i>
C-82	Use of vehicles for escorting and transporting children
C-83	Residential and Outdoor Education Residential Trip Procedures
S-16	Vehicle breakdown and repair

<i>Staff Handbook</i>	<i>TITLE</i>
Clause 22	Rules for Driving on Company Business

Vehicles must always be kept clean and tidy; money for jet wash and vacuum can be used out of petty cash up to the value of £5. Anymore may require further authorisation from senior on shift.

All employees should remember that smoking is illegal in any company vehicle, this includes the use of electronic cigarettes.

Eating and drinking should not be encouraged in the company vehicles however any rubbish should be removed, and young people should be prompted to tidy up after

themselves. This is everyone's responsibility, but the named driver will be held accountable for any mess unless reported to the senior on shift.

## **8. Outdoor Education procedures**

### **8.1 Prior to leaving for the day, whether on the Residential/Outdoor Education Residential Trip or in house:**

- The white board and logbook need filling in with destination, route, activity and contact numbers. If already at the trip location, the instructor will phone in with details.
- The exact location and route of a planned activity needs recording on the activity board in as much detail as possible.
- The estimated time back needs to be recorded. This is the emergency contact time.
- If the activity is out of phone range, such as caving or gorge scrambling, an estimated contact time for a phone-in is needed. The instructor for the activity will work out where phone reception is, and how long they need to get from the activity venue to phone reception in order to give this time. This is the emergency contact time.
- If the venue/route changes whilst out, this should be phoned in and the logbook & activity board updated.

### **8.2 Out of area/remote trip procedure:**

- The call-in procedure can be difficult from remote areas. When an instructor is planning a trip like this, they need to agree call in times and dates prior to leaving the home. These times and dates need recording on the white board and logbook.
- If the call-in times and dates lapse without contact, the same procedure needs to be followed as for the day activities.

## **9 Emergency procedures during outdoor activities**

### **9.1 General emergency procedure.**

In the event of an emergency occurring whilst out on activity the instructions in this flow chart must be followed:

### **SERIOUS INCIDENT PROCEDURE**

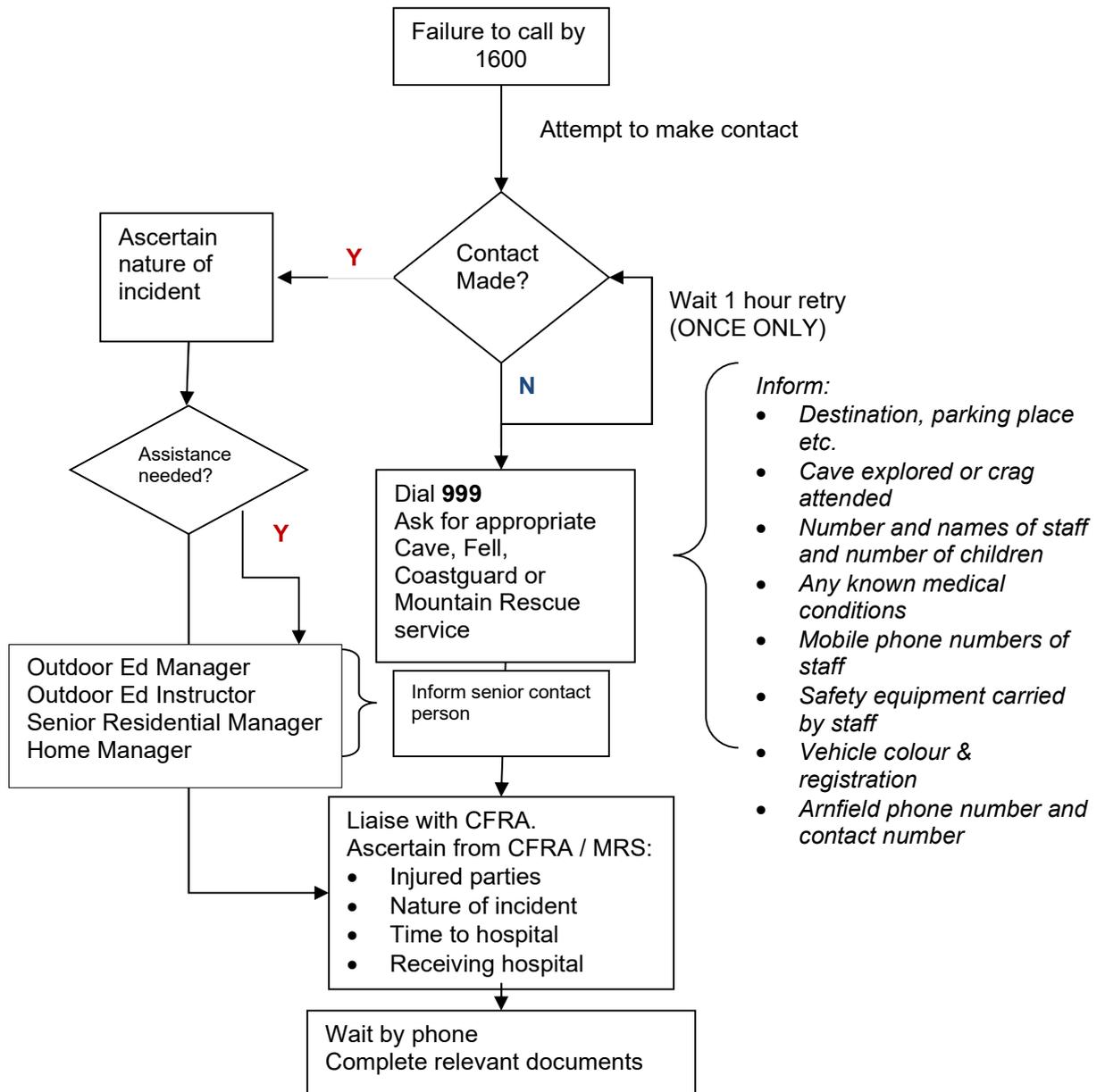
#### **Action to be taken by leader in the event of a serious incident, accident or death:**

- Stay calm and assess the situation
- Take your time and do not rush
- Protect self and the party from further injury or danger and ensure all party members are accounted for.

- Assess and remove danger as far as possible (e.g., turn of electrical power if necessary).
- Ascertain the nature and extent of the emergency
- Give First Aid to Casualties within the remit of your first aid award
- Telephone 999 and ask for appropriate emergency service. May need to move to get signal coverage.
- State your name, location (6 figure grid reference if possible) and time and nature of emergency, how many in the group, how you are dressed, any other significant details.
- Monitor casualties until help arrives
- Telephone nominated contact person – staff office at Arnfield Tower Activity Centre 01457 860200
- Give nature, time and location of incident
- State action taken so far
- State the names of individuals involved, the extent of injuries and where they are now located.
- Remove remaining party to secure accommodation and ensure they are under the care of a staff member who will protect them from media attention.
- DO NOT MAKE ANY STATEMENT TO THE MEDIA – direct media enquiry to the head office
- Complete the relevant accident reporting forms.

9.2 If no contact has been made with the group by the emergency contact time the instructions in this flowchart must be followed:

### **Action to be taken in the event of a Serious Incident**



### 9.3 Illness of a young person or an employee.

Should a young person or an employee fall ill whilst away from the children's home a local Doctor or Hospital should be visited, medical advice can be sought by ringing 101. A list of the local A&E and Doctors should be available from the proprietor of the facility being used. Guidance may be obtained from the on-call Manager.

### 9.4 Dealing with and reporting dangerous occurrences.

And dangerous occurrence, including reportable occurrences under RIDDOR, must be dealt with and reported following the appropriate organizational procedures, which include:

<i>Document reference</i>	<i>TITLE</i>
S-11	Health and safety policy
S-12	Fire safety policy
C – 47	Knives and sharp objects policy

<i>Staff Handbook</i>	<i>TITLE</i>
Clause 25	Health, Safety and Hygiene

The Employee Health and Safety Handbook<sup>2</sup> states that: ‘You are required to take all reasonable steps to safeguard your health and safety, and that of any other person who may be affected by your actions, and to observe at all times published health, safety and fire rules and procedures. All accidents must be reported to management and entered into the Accident Book as necessary.’

## 10. Competency/Qualifications Matrix

In addition to the qualifications below instructors are expected to have a valid first aid certificate of 16 hours minimum, with best practice being an outdoor specific first aid course.

(SS means Site specific), a full list qualification break down and syllabi can be located on the relevant national governing body webpages.

<i>Activity</i>	<i>Activity description, limitations and conditions</i>	<i>Minimum Qualification Required</i>	<i>Any Additional Information</i>
Climbing (outdoor)	Rock climbing, placing protection on routes, or having to rig top ropes and choosing anchors	Rock climbing instructor (RCI) or higher	Instructor on tidal crags must have Mountaineering Instructor Award (MIA)
Climbing (indoor)	Climbing on artificial surfaces	Climbing Wall Instructor (CWI) or higher	Abseiling requires the CWA to have the abseil module. Teaching leading instructor may have CWLA, RCDI or higher
Off Road Cycling	Tracks or trails suitable for mountain bikes no more than 30 mins walk from a road, summer conditions, UK only.	Trail cycle leader or higher under MBLA. British cycling level 2. MIAS level 2	ML award, significant experience on a MTB and SS sign off from technical advisor may also be considered for taking groups.
Kayaking and canoeing (very sheltered water)	Quiet canals with easy bankside access and egress; small lakes, which are not large enough and do not have difficult landing, where problems could occur if there is a sudden	BCU Level 1 Coach/ BC Paddlesport Instructor (with site specific training and sign off)	Staff holding level 1/ paddlesport instructor qualifications should have undergone site/session specific training and assessment before being allowed to operate

<sup>2</sup> Arnfield Care Limited: ‘Employee Handbook’, (2019)

	change in conditions; gentle, slow moving rivers. The definition implies weather conditions that are not in themselves likely to cause problems. At any point, the paddler should not be more than 50 metres from the bank.	BC Coach Award (Sheltered water) BC 4 Star Leader BC Moderate Water Leader + FSRT	independently.
Kayaking and canoeing (sheltered water)	Flat water rivers, faster flowing, but not involving the shooting of, or playing on weirs or running rapids. Discretion and common-sense must apply when considering the use of lakes/lochs. No more than 200m from shore. Wind strength does not exceed Beaufort force 3	BCU Level 1 Coach/ BC Paddlesport Instructor (with site specific training and sign off) BCU level 2 coach BC (ukcc) level 2 coach BC Coach Award (Sheltered water) BC 4 Star Leader BC Moderate Water Leader + FSRT	Staff holding level 1/ paddlesport instructor qualifications should have undergone site/session specific training and assessment before being allowed to operate independently.
Kayaking and canoeing (moderate water)	Large areas of open water that exceed the sheltered water definition, where the paddlers are no more than 500 metres off shore and in wind strengths that do not exceed Beaufort force 4. Grade 2 (3) white water or equivalent weirs.	BC (UKCC) Level 2 Coach + Moderate water endorsement BC Coach Award (Moderate water) BC (UKCC) Level 3 Coach BC Performance Coach BC 4 Star Leader BC Moderate Water Leader	Instructor expected to have recent BCU updates. Instructors expected to have WWSR as a minimum
Kayaking and canoeing (Sea/Tidal)	Moderate Tidal Water/Sea: The definition involves: A stretch of coastline or estuary in close proximity to the shore, with available landings at every 1-2 miles / 1 hour and areas where it is not easy to land. Up to a maximum of 2 knots tide but not involving, tidal races, or overfalls, winds not above force 4 beaufort sea state 4	BC (UKCC) Level 2 Coach + Moderate water endorsement BC Coach Award (Moderate water) BC (UKCC) Level 3 Coach BC Performance Coach BC 4 Star Leader BC Moderate Water Leader All qualifications to be held in relevant discipline.	Instructor expected to have recent BCU updates. Instructors expected to have Coastal Navigation and Tidal Planning (CNTP) as a minimum
Stand Up Paddle boarding	SUP can use either a rigid or inflatable board, and long paddle to propel and	ASI Level 1 instructor BSUPA	If surfing is to take place then 4* sea and CNTP must be in place, or on a

(SUP)	support the board through water. SUP can be used on flat water or surfing. Previous definitions of very sheltered, sheltered, moderate and advanced water apply.	instructor WSA foundation instructor  BC (UKCC) Level 1 Coach, BC Paddlesport Instructor, BCU Level 2 Coach, BC (UKCC) Level 2 Coach, BC Coach Award (Sheltered water) +BCU SUP DSM  Relevant paddlesport qualification + significant SUP experience + agreement with OE manager	life guarded beach with waves no higher than 1 m and agreement from OE manager sought.
Coasteering	The activity usually includes swimming, jumping, scrambling and climbing along the intertidal zone of the coast	MCI CNTP, WWSR, & SPA	MTA coasteering CPD module will be considered. Regardless of qualification Instructor should be familiar with venue used.
Gorge/ Stream walking	Travelling along the course of a gorge, Ghyll or Stream, typically jumping into pools, climbing/scrambling over rocks, some rope work may be used to protect certain areas	MCI  SS with tech advisor sign off.	Instructors must be observed at each venue by the Tech advisor before site specific sign offs to instruct.
Mountain walking	Walking or trekking in mountainous terrain, a full list of mountainous areas can be found on the MTA website	ML (s) – for summer mountain walking ML (w) for winter mountain walking MCI for summer mountaineering WMCI for winter mountaineering	
Hill walking/moorland walking	Rural paths, Moorland, Fells, upland, downs, none mountainous terrain, no more than 30 mins from a road, summer conditions in the UK	Hill and Moorland leader Summer ML	
Caving and mine exploration	Caving or mining in named caves, both vertical and horizontal.	Horizontal LCMLA level 1 (module 1 and 2) Vertical LCMLA level 2 (modules 1-5) CIC	
Bushcraft	Use of survival equipment such as saws, knives, hatchets, axes, fire strikers,	SS or IOL accredited course <i>ML expedition</i>	

	tarps	<i>skills, and personal experience maybe considered if discussed first with OE Manger</i>	
Archery	Target or field archery using sport bows and arrows	Archery GB level 1	

**11. Code of Practice for Hill Walking and Trekking Activities**  
*Technical Advisor – Paul Knowles*

Before leaving site the instructor must have

- Checked the weather forecast (Met Office is best practice)
- Checked the risk assessment for the activity and young person.
- Filled out activity whiteboard including group, vehicle, detailed location and route, time back and contact number.
- Have the correct emergency kit
- Checked any PPE and signed out equipment
- Briefed the young people and staff

Recommended emergency kit – this list is not exhaustive

- Bothy and/or emergency bivvy bags
- Spare warm clothing including hats and gloves
- Spare emergency high energy food
- Confidence rope
- First aid kit
- Spare headtorch

**12. Code of Practice for Kayaking and Canoeing (watersports)**  
*Technical Advisor – Chris Brain*

Before leaving site the instructor must have

- Checked the weather (Met Office is best practice)
- Checked tides/river levels if appropriate
- Checked the risk assessment for the activity and young person.
- Filled out activity whiteboard including group, vehicle, detailed location and route, time back and contact number.
- Have the correct emergency kit
- Checked any PPE and signed out equipment
- Briefed the young people and staff

Recommended emergency kit – this list is not exhaustive

- Bothy and/or emergency bivvy bags
- Spare warm clothing including hats and gloves
- Spare emergency high energy food
- First aid kit
- Spare paddle or splits
- Towline
- Throwline

- Rescue knife
- Folding saw
- Sling and screw gate karabiner
- 5 m climbing tape
- Prussic
- Flares and VHF radio (if at sea)
- Repair kit for boat

In addition, it may be useful to have on your person, alcohol gel.

When loading roof racks with boats it is the driver's responsibility to ensure the load is secure before moving

#### Equipment Hire

On occasions it may be deemed necessary to hire equipment from an external provider rather than use equipment belonging to Arnfield Care. When this is the case it is the responsibility of the instructor to ensure that the equipment supplied is in a useable, safe condition and is fit for purpose. It is also expected that even though external providers may have their own safety procedures in place (i.e. safety boat on the water) instructors should still ensure they have the correct equipment to manage their session safely.

Where possible Arnfield Care will hold on file risk assessments from external providers relating to paddlesport hire activities.

### **13. Code of Practice for Rock Climbing and Abseiling**

*Technical Advisor – Paul Knowles*

Before leaving site the instructor must have

- Checked the weather (Met Office is best practice)
- Checked the risk assessment for the activity and young person.
- Filled out activity whiteboard including group, vehicle, detailed location and route, time back and contact number.
- Have the correct emergency kit
- Checked any PPE and signed out equipment
- Briefed the young people and staff

Recommended emergency kit – this list is not exhaustive

- Bothy and/or emergency bivvy bags
- Spare warm clothing including hats and gloves
- Spare emergency high energy food
- Haul kit- pulley, DMM revolver, slings
- Rescue knife
- First aid kit

### **14. Code of Practice for Mountain Biking**

*Technical Advisor – Paul Knowles*

Before leaving site the instructor must have

- Checked the weather (Met Office is best practice)
- Checked the risk assessment for the activity and young person.
- Filled out activity whiteboard including group, vehicle, detailed location and route, time back and contact number.

- Have the correct emergency kit
- Checked any PPE and signed out equipment
- Briefed the young people and staff

Recommended emergency kit – this list is not exhaustive

- Bothy and/or emergency bivvy bags
- Spare warm clothing including hats and gloves
- Spare emergency high energy food
- Bike repair kit – including bike pump
- First aid kit
- Spare inner tubes

### Equipment Hire

On occasions it may be deemed necessary to hire equipment from an external provider rather than use equipment belonging to Arnfield Care. When this is the case it is the responsibility of the instructor to ensure that the equipment supplied is in a useable, safe condition and is fit for purpose. It is also expected that even though external providers may have their own safety procedures in place instructors should still ensure they have the correct equipment to manage their session safely. Where possible Arnfield Care will hold on file risk assessments from external providers relating to bike hire activities.

## 15. Code of Practice for Caving

### 15.1 General notes

*Technical Advisor – Daryl Godfrey/Martin Barry TBC*

Before leaving site the instructor must have

- Checked the weather (Met Office is best practice)
- Checked the risk assessment for the activity and young person.
- Filled out activity whiteboard including group, vehicle, detailed location and route, time back and contact number.
- Have the correct emergency kit
- Checked any PPE and signed out equipment
- Briefed the young people and staff

Recommended emergency kit – this list is not exhaustive

- Bothy and/or emergency bivvy bags
- Spare warm clothing including hats and gloves
- Spare emergency high energy food
- Spare torch
- Small roll carpet tape
- Roll mat (can be cut down to fit into container)

### 15.2 Radon gas requirements and regulations.

The Instructor must ensure that s/he operates in accordance with the appropriate requirements and regulations relating to radon gas. The Health & Safety Executive (HSE) require that those mines being used for educational purposes are checked by a Mines Inspector. These requirements/regulations have brought about the creation of the Peak Instructed Caving Association (PICA). PICA is recognised by the HSE and AALS and makes recommendations through research regarding the above.

Arnfield Care Limited is a member and as such will implement any recommendations made by PICA.

## **16. Code of Practice for Coasteering**

*Technical Advisor – Paul Knowles/Mark Richards TBC*

Before leaving site the instructor must have

- Checked the weather (Met Office is best practice)
- Checked the risk assessment for the activity and young person.
- Filled out activity whiteboard including group, vehicle, detailed location and route, time back and contact number.
- Have the correct emergency kit
- Checked any PPE and signed out equipment
- Briefed the young people and staff

Recommended emergency kit – this list is not exhaustive

- Bothy and/or emergency bivvy bags
- Spare warm clothing including hats and gloves
- Spare emergency high energy food
- First aid kit
- Throwline
- Rescue knife
- Sling and screw gate karabiner
- 5 m climbing tape
- Prussic
- Flares and VHF radio

## **17. Code of Practice for Stand Up Paddleboarding (SUP)**

*Technical Advisor – Chris Brain*

Before leaving site, the instructor must have

- Checked the weather (Met Office is best practice)
- Checked tides/river levels if appropriate
- Checked the risk assessment for the activity and young person.
- Filled out activity whiteboard including group, vehicle, detailed location and route, time back and contact number.
- Have the correct emergency kit
- Checked any PPE and signed out equipment
- Briefed the young people and staff

Recommended emergency kit – this list is not exhaustive

- Bothy and/or emergency bivvy bags
- Spare warm clothing including hats and gloves
- Spare emergency high energy food
- First aid kit
- Spare paddle or splits
- Towline
- Throwline
- Rescue knife
- Sling and screw gate karabiner
- 5 m climbing tape
- Prussic

- Flares and VHF radio (if at sea)
- Repair kit for board

### Equipment Hire

On occasions it may be deemed necessary to hire equipment from an external provider rather than use equipment belonging to Arnfield Care. When this is the case it is the responsibility of the instructor to ensure that the equipment supplied is in a useable, safe condition and is fit for purpose. It is also expected that even though external providers may have their own safety procedures in place (i.e. safety boat on the water) instructors should still ensure they have the correct equipment to manage their session safely.

Where possible Arnfield Care will hold on file risk assessments from external providers relating to paddlesport hire activities.

## 18 Code of Practice for Grounds Exercises

Grounds Exercises refers to activities, which take place out and about, or are permanently set up in other Centre grounds. An internal sign off at the appropriate Centre is used, as no National Governing Body Award exists for such purposes.

Ground Exercises must always be conducted in a safe manner and in accordance with the specific guidelines set by each Centre for each activity.

All persons involved in or near an activity designated as requiring helmets must wear them. Such activities will include all those where exercise equipment might fall or strike someone. The helmets used will be the type used for rock climbing or caving. Suitable protective clothing and footwear must be worn.

Instructors must position themselves appropriately so that if a young person falls the Instructors are ready to break an awkward fall.

The Instructor must ensure that the approved safety equipment (*see Appendix A*) is readily available at the site.

Before leaving the children's home, the Instructor must leave details in the designated place, stating the nature and location of the activity and an estimated time of return.

Lewis James (Outdoor Education Manager)  
Terry Heathcote (Training Officer)  
Wayne Relf (Head of Care and Responsible Individual)  
Arnfield Care Limited.

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## APPENDIX A

### APPROVED SAFETY EQUIPMENT (MINIMUM)

The following safety equipment must be taken on all outdoor activities. Further equipment may be taken where necessary at the discretion of the Outdoor Education Manager.

- 1 x emergency shelter or appropriate number of emergency bivvi's
- 1 x First Aid Kit

- 1 x Torch
- 1 x Whistle

Other specific recommendation's dependant upon activity

- Rescue knife
- Slings
- Pulleys
- Emergency screwgates
- Throwline
- Towline
- Folding saw
- Split paddles
- Flares
- Spare warm layers
- Spare inner tubes
- Bike pump
- Trail side tool kit
- Water
- Alcohol gel
- Gaffer tape
- Spare headtorch
- VHF radio
- Tick Remover

## **APPENDIX B**

### **INTERNAL ASSESSMENTS**

All internal clearance competencies and Back-up competencies will be assessed by a person holding the appropriate National Governing Body Qualification, which is deemed suitable for such purposes:

The **MT Mountain Instructor Award** or above for:

- Rock Climbing
  - Hill walking and Expeditions

The **BC Level III Coach or New UKCC level 2, Paddlesport Leader** or above (in relevant craft) for:

- Open Canoeing
- Kayaking

The **Level 2 LCMLA/CIC** for:

- Back-up caving Competencies (which will be cave specific)

The **Manager** for:

- Any other activities not specifically overseen by a governing body qualification structure.

Assessments for site specific activities or activities without NGB guidance will be 'signed off' by an appropriately qualified tech advisor, following the NGB structure of

Own experience  
Training  
Shadowing  
Consolidation  
Assessment  
Ongoing appraisal

### **Ongoing monitoring**

As part of the recruitment process staff will need to undergo an induction which will contain the following elements:

Stores and procedures in stores  
Monthly trip inspection  
Policies and procedures including safeguarding  
SEND lecture/seminar  
Attendance on mandatory training e.g. induction, Team Teach, driver induction training  
An observed session with young people  
Feedback session

In addition to NGB and site-specific qualifications, all instructors are expected take responsibility for maintaining their qualifications and staying in line with current best practice, this will be done by the following:

Organisational CPD update- e.g. MTA and British Canoeing regularly run update days  
Further qualifications – e.g. MIA, British Canoeing personal performance awards, CIC  
Internal CPD assessment days  
A current and up to date log book

The manager will also undertake observations twice a year, ideally covering one land-based activity and one water-based activity. These observations will look at if safety protocol is being used, if the educational objectives of the centre are being met, and will follow a similar system used by qualified teaching staff, and will provide an opportunity for appraisal and instructor development.

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### **Relevant legislation, guidance and organizational information:**

*Activity Centres (Young People's Safety) Act 1995*  
*Adventure Activities Licensing Regulations 2004*  
*Education (Independent Schools Standards) Regulations 2014*  
*Children's Homes (England) Regulations 2015*  
*'Guide to the Children's Homes Regulations including the Quality Standards':*  
*DfE (April 2015)*  
*'Keeping Children Safe in Education': DfE. (September 2020)*

*Organisational policy and procedure documents relating to residential child care*  
*(all documents with prefix "C")*

*Organisational policy and procedure documents relating to staff responsibilities and conduct (all documents with prefix 'S')*

*Arnfield Care Limited Staff Handbook 2019*