

INFORMATION FOR LEADERS



Insurance

OAS is insured to carry out outdoor and adventurous activities through Activities Industry Mutual AIM. Our policy covers our public liability up to £5 million. Please see www.activitiesindustrymutual.co.uk for more information. Copy of our certificate is in this pack.

Technical equipment

We request that all technical equipment issued is treated with respect. Any wilful damage will be charged for. The equipment is there for your safety please respect it.

Duke of Edinburgh Award Expeditions

Practice and Qualifying Expeditions - Organisation staff are required to be present during the expedition. There are some campsites that do not allow unaccompanied groups. Therefore you will need to be on the overnight camp(s). Organisation staff are responsible for the behaviour of the group. OAS staff are there as technical support.

Residential course

All our "Adventure Day" activities can be combined to create a residential programme of activities from a simple night stay "Under the Stars" (Bivi), to 5 days in a posh hotel. Accommodation options are:

- Camping Barns which offer simple basic accommodation,
- Camping Static or Mobile (walking, cycling, canoeing),
- Bunkhouses,
- Climbing Club Huts, some of which have an appealing remoteness about them,
- Youth Hostel,
- Scout Camps at which a number have bunkhouse units,
- Residential Centres,
- Hotels.

Courses can be catered for, or self catering the choice is yours!

Contact

STUART GOE
OUTDOOR ACTIVITIES SERVICE
AND ALTERNATIVE ADVENTURE

New Meadows Gap Cottage, Cranberry Lane,
Cranberry Fold, Darwen, Lancashire, BB3 2HZ

Web: www.altadv.co.uk
Tel: 01254 704898 Fax: 01254 774420



*price as of 30/5/2011



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Thank you for taking the time to read through the information supplied. We hope the information will assist in the delivery of a successful session or day with OAS.

Aim of session / day

To use Outdoor Education Activities to work with young people of all ages to offer opportunities to try different activities to learn skills that will enable them to reach their full potential. As well as learning practical skills, young people will be able to develop communication, co-operation, teamwork, leadership, participation and enthusiasm in a fun and informative environment. On our group booking form is space for you to write information about your aims for the activity(s).

Objectives of the session / day

Outdoor Activities Service (OAS) will provide session(s) or day(s) to the group of young people from your organisation or School. The activities include the development of the above life and social skills. The programme will be developed to be flexible to meet the needs of the group and the weather conditions on the day. The session(s) may lead to some form of accreditation or qualification.

Booking procedure

Please call first to discuss your requirements for activities and dates. We can then check availability of equipment and staff. We will send out to you a Group Course Application Form. Please return this as a matter of urgency to ensure your booking. On receipt a conformation letter will be sent out.

Start / Finish times

Sessions are either morning, afternoon or evening. A day of activities has a start time to your requirement. Please remember that during school holidays it is difficult to get young people up in the morning. Please think carefully about how long it will take you to get to the activity venue. Then think about getting your group to your departure location. This may calculate out to a start time of say 10.30am or later.

What to bring

Think of it like this you are out in the countryside and the candidates are likely to get **cold, wet and dirty**. They will need spare clothing just in case they get wet. Even if the activity is a dry one (land based) it may rain. They will feel better returning home in dry warm clothing. Example clothing, think socks, several layers of T-shirts, fleece, hat, gloves, tracksuit / trouser bottoms (jeans are not recommended) trainers, strong shoes or boots that they do not mind getting wet and dirty. If you have booked Gorge Walking as an activity we can supply Wellingtons, but we need notice of sizes required several days before the event.

Many of the venues we use do not have access to shops and cafes, etc. Bring with you food and drink. See the kit list supplied with each course booking conformation letter sent. Please supply the individuals with a copy.

Toilets

Many of the venues we use do not have access to toilets. Remember we are out in the countryside. This is not always the case but plan for there not being any.





Smoking

OAS has a NO smoking policy when you are wearing or using our equipment. Much of it is nylon based and can be damaged by ash. Ropes, Harness, Waterproofs, etc.

If your organisation allows smoking it will need to take place at agreed times with your OAS tutor delivering the activity. This may mean stopping the activity or removing our equipment and smoking in a designated area.

Litter

Remember you are in the countryside and your group needs to take all rubbish home. At the end of the activity our tutors will check the venue to ensure we leave it clean and tidier than we found it. Best to bring some bin bags with you, always a useful item to have anyway.

Activity locations

We are mobile and deliver activities at numerous venues from school grounds, local parks to countryside venues around the UK. Our primary area of operation is the West Pennine Moors, South Lancashire, Greater Manchester, and Merseyside and further afield when requested. On receiving your complete booking form we will send a confirmation letter with a map, directions to the activity venue and clothing list.

Outdoor Activities Service Responsibilities

OAS will provide the activities as agreed in accordance with our Adventure Activities Licensing Authority (AALA) approved operating procedures. OAS will provide the technical equipment required for the activities. The tutors delivering the session(s) or day(s) are appropriately qualified with National Governing Body coaching qualifications. If no formal qualification is available they have been through an in house induction relating to the activity.

Behaviour

The individual and groups behaviour agreement will be established with the young people and accompanying staff. OAS reserve the right to exclude any young person from the activities or cancel activities if the safety of the activity is compromised by the behaviour of an individual or by the group as a whole. The behaviour is the responsibility of the staff accompanying the group. This will be done through discussion with accompanying staff, OAS staff and the young people. Please consider who you are taking on the activity and appropriate staffing levels.

Youth Organisation / School Responsibilities

- The group leader to be the person who has knowledge of and experience of working with the group of young people participating.
- There is to be a group leader with each group when the main group is split into smaller sub groups.
- Please inform OAS of any additional needs or appropriate information regarding young people participating in the activity that is relevant to the successful delivery of session(s) or day(s). THIS INFORMATION TO BE BASED ON YOUR ORGANISATION'S RISK ASSESSMENT OF EACH INDIVIDUAL PARTICIPANT.
- This assessment will assist in your decision regarding the appropriate staffing ratios you will require.
- Inform the participants in advance of the session(s) or day (s) about the activities to be undertaken. What appropriate clothing and footwear they need to bring. This is listed in the kit list which OAS sent out with the booking confirmation letter.



Young person responsibilities

- To beware that they are there as a member of a group and need to respect the feeling and needs of the other participants.
- That their involvement is required to enable the session (s) or day (s) to be successful.
- Be advised that they are going to be out in the countryside and there is unlikely to be any facilities such as shops, cafe, etc.
- Young people to treat the equipment provided with due respect. Wilful damage of the specialist equipment provided will result in a charge for replacement.

Payment Invoice

Does your organisation use a purchase order form system? Once you have received our conformation letter which has the cost stated on it. You can then request a purchase order to be sent to us from your finance department. We send out invoices normally 7 days before the event. The invoice will be based on final number of participants stated on the booking form. Amendment to the numbers may be made no later than 7 days before the event.

Cancellation policy

Full course fee is due if less than 8 days notice is given.

Mobile phones

We recommend that your young people do not bring along their mobile phone. The reason for this is the risk of accidental damage. This could be through getting wet on a gorge walk or rock climbing and it being dropped.

Valuables

Please do not bring items of value with you they may get lost or broken during the activity. Wearing jewellery is not compatible with the activities. If a student arrives wearing jewellery they will be asked to remove it for safety.