



**North Ayrshire Council
Educational Services
Arran Outdoor Education Centre**

TEACHERS WEEKEND

Course Information



Course Aim	To experience the facilities on offer at the Centre.
Accommodation	Arran Outdoor Education Centre
Programme	Friday Evening Ferry 18.00hrs Ex Ardrossan Course Introduction / Options Equipment Issue
Saturday	09.30 hrs – 16.30 hrs Activities Evening - Auchrannie Hotel?
Sunday	09.30 hrs – 16.40 hrs Activities or other options
Equipment	All specialist equipment can be supplied including: Boots, Rucksac, Waterproofs, Wetsuit, Lifejacket etc.
Equipment to bring	You are Required to bring- See list attached. For watersports bring wet suit boots if you have them, If not, old trainers will do fine!!
Food	All food is provided, also provided a Stainless steel flask if required.

Transport	All transport to and from the various Venues will be provided by the Resource	
Staffing	The Staffing will be provided by the Resource: Nigel Marshall, Anne Lloyd, Archie Hunter, Ian Staples, Martin Wood and Associate Staff.	
Weather	The Instructional Staff will adapt the programme to suit the weather conditions on the day – at no time will the safety of the group be compromised.	
Administration	Included	Information Pack Please return slip below (Copy as appropriate).

This Course is approved by the Corporate Director of Educational Services.



Please confirm your interest in this Course in writing on the slip below as soon as possible enclosing payment where appropriate.

Please reserve a place for me on the Teachers Weekend Course dated :
25th - 27th Sept 2009

Organised by the Arran O.E. Centre

Enclosed are:

- My Adult Consent Form.
- Payment – £70.00 – Cheques to be made payable to the Arran O.E. Centre.

I understand that the Course is physically demanding.
I confirm that I am water confident (only applicable to those involved in Watersports).

Signed: Print Name:

School.....

Address:

Clothing & Equipment Checklist
Educational Services
Arran Outdoor Education Centre



The clothing and sundries listed below are recommended to make participation in the activities of the Centre a comfortable and enjoyable experience. There is no need to buy specialist equipment, this will be supplied by the Centre Store. However if you have outdoor equipment of your own and it is appropriate to the activity we would encourage you to use it.

Item	Checklist	√
1	Indoor shoes	
2	Outdoor shoes	
3	Woollen socks - 2 pairs	
4	Jogging Trousers - (Denims are not recommended)	
5	Long sleeved shirts	
6	Change of Clothing	
7	Warm Sweaters (2)	
8	Woollen Hat, Scarf, Gloves, Sun Hat	
9	Swimming Costume	
10	Shorts	
11	Pyjamas/ nighties	
12	Toiletries, Towels (2)	
13	Sun Glasses	
14	Camera (not essential but fun to bring if you have one)	
15	Sun Cream	
16	Old Trainers - for Watersports Courses	

The Arran Outdoor Education Centre will provide all the specialist equipment listed below free of charge.

Landbased Courses	Watersports Courses
Rucksac	Wetsuit
Waterproof Suit	Waterproof/ Sailing Suit
Mittens	Lifejacket
Balaclava	Holdall
Boots and Wellingtons	Helmet
Stainless Steel Flask	Stainless Steel Flask

PLEASE NOTE YOU ARE LIABLE FOR THE REPLACEMENT COST OF LOST OR DAMAGED EQUIPMENT.



The Teachers Outdoor Education Weekend Course is a well established event in the calendar for many teachers and it is worth noting that this course is supported by Educational Services and is offered at the subsidised rate. The Centre Staff are pleased to be able to offer this course and we look forward to providing Visiting Staff with an insight into some of the aspects of the Centre enjoyed by other Adult Groups.

We would appreciate your assistance with the following for the smooth running of the Course and to maximise the use of the time available.

1. Delivery of Food to the Tables – please assist in this, although our Cook will provide all the food for the Course and her assistant will wash up we would ask you to assist when necessary.
2. Packed Lunches & Supper – all the food required is provided we ask you to make your own as required.
3. Evening Programme – The Island Community organises a wide range of events over the summer evenings for visitors. The Instructor on duty will provide information on any evening events which may be available.

Or, you may decide to just rest your weary limbs in the steam room at Auchrannie!!

4. Centre Rules – These are not onerous and should be generally acceptable for an activity led weekend.
 1. Only indoor shoes inside the Centre (slippers, flip-flops etc.)
 2. Beds must be made on arrival at the Centre with bed linen supplied by A.O.E.R.
 3. Doors closed at midnight.
 4. Beds must be vacated and made by 09.00 hrs.
 5. Animals are not allowed.
 6. Gambling, use of drugs and alcohol are prohibited.
 7. Radios, tapes etc. may be played in the Common Room only.
 8. No Smoking.
 9. Property is the responsibility of the owner.
 10. Any damage to Centre property must be repaired at cost to the party involved.
 11. Residents are expected to behave in a courteous and orderly manner.



1. Course Details

Course Title: _____

Course Dates: From _____ To _____

2. Group/ Participant Information

Name of School/Organisation _____

Full Name of Participant _____

Address _____ Telephone _____

Town _____ Work _____

Post Code _____ E-mail _____

3. Medical Information

a) Do you suffer from any conditions requiring medical treatment, including medication? **Yes** **No**

If **Yes**, please give **Details** below:

b) To the best of your knowledge, have you been in contact with any contagious or infectious diseases in the last four weeks?

Yes **No**

If **Yes** please give **Details** below:

c) Are you allergic to any medication? **Yes** **No**

If **Yes** please give **Details** below:

d) Have you had a Tetanus Injection in the last ten years? **Yes** **No**



3. Medical Information (contd)

e) Family Doctor

Name: _____

Address: _____

Telephone Number: _____

f) Medical Consent

I agree to receiving medical treatment, including anaesthetic, as considered necessary by the Medical Authorities present in the event of my sustaining an injury.

I undertake to inform the Arran Outdoor Education Centre as soon as possible of any change in my medical circumstances between the date signed and the commencement of the visit.

Signed by _____ (Date) _____

Print Name _____

4. Special Dietary Requirements

Have you any special dietary requirements.

If Yes, please give details:

5. Watersports Courses (May – September)

Please confirm that you are Water Confident.

I understand that participation in watersports could result in immersion in cold water.
I am confident that if properly equipped and trained I will be able to participate in this activity.

Signed by _____ (Date) _____

Print Name _____



5. Contact Information

Name _____

Address _____ **Tel. (Home)** _____

Town _____ **Tel. (Work)** _____

Post Code _____ **Mobile** _____

Other contact address if appropriate

Name _____

Address _____ **Tel. (Home)** _____

Town _____ **Tel. (Work)** _____

Post Code _____ **Mobile** _____

10. Insurance

I acknowledge the receipt of the details of the insurance cover as supplied with the Information pack.

Signed by _____ **(Date)** _____

Print Name _____

Please ensure the information supplied in this form is correct.

A copy of this Form must be retained at the Centre Office



Confidential

In the interest of your health and safety, this form must contain accurate and current information.

Name of School/Organisation _____

Full Name of Participant _____ **Date of Birth** _____

Name of General Practitioner _____

Address _____ **Tel. Number** _____

Town _____

Post Code _____

Nature of Illness – Medical Condition _____

Medication

- use one section for each different medicine (e.g. 1 Ventolin, 2 Bectide).
- include emergency medication (e.g. rectal diazepam).
- include any other relevant information (e.g. 'as required' - is there a maximum daily dose?)

Seizures/ Fits

Does you suffer from this condition **Yes** **No**

If **Yes**, date of last **Seizure/ Fit** _____

Warning signs preceding a **Seizure/ Fit** (if any) _____

Management (specific to your condition, including emergency procedures).

	Name of Medicine	Dosage (e.g. 5ml)	Time (e.g. 08.30hrs)
1.			
2.			
3.			
4.			

I confirm that I require the above medicine, and that it may be administered by a non-medically qualified person.
I agree to notify the AOEC immediately of any change to this information.

Signed _____ **(Date)** _____

Educational Excursions - Insurance for Off-site Activities

1. PUBLIC LIABILITY AND EMPLOYERS' LIABILITY INSURANCE

North Ayrshire Council is covered by its Public Liability and Employers' Liability Policies against claims resulting from fault of the Council or negligence on the part of one of its employees, full-time or part-time. Officially approved activities are therefore covered. Activities can be officially approved either by the Head of the Establishment or else by the person who has been delegated responsibility for the care of those involved.

2. PERSONAL ACCIDENT AND TRAVEL INSURANCE

There are two separate authority Policies covering Personal Accident and Travel Insurance as follows:

- a. Group Personal Accident Policy - applicable to staff only. (Detailed at Appendix 1).
- b. Travel Policy including cover for Off Site Activities both within and outwith the United Kingdom. (Detailed at Appendix 2).

The Policies apply to activities approved by the Head of the Establishment or the person delegated by the Head to be responsible for the care of those involved. Pupils are covered by the Personal Accident Insurance Policies when they are under general supervision although not necessarily accompanied at given times.

Please note that if Off Site Activities include anyone other than pupils and teachers (such as other adults whether employees or not, volunteers or helpers) this information need not be notified in advance to the Insurers.

Copies of all notifications should be forwarded to the Education Department, Cunninghame House, Irvine, marked for the attention of the Head of Service.

3. EXCLUSIONS

Certain activities are excluded from the Policies and these are clearly stated in the appendices applicable to individual Policies. Any activity, which is not listed, should, in general, be taken to be covered. Where there is some doubt, advice should be sought from the Insurance Section, Tel No 01294 324515.

Cover for extra curricular organised team games is available for pupils, only where occurring away from the school Personnel supervising such games are, also, covered. It is, of course, the duty of Heads of Establishments to ensure that pupils in activities that make use of potentially hazardous environments are supervised by suitably experienced and qualified teachers or other adults, and that the relevant standard circulars and health and safety codes of practice are adhered to.

Cover for pupils in organised sports tournaments, within or outwith the United Kingdom, is provided for activities away from the school. All other aspects including travel and baggage are covered, parents or guardians should be advised of the position.

4. CLAIMS

Claims on the Policies should be made through the Director (Educational Services). All correspondence concerning claims should be accompanied by receipts for medical expenses, where appropriate, and any other related correspondence should be copied to the Director.

With regard to the Travel Policy referred to in 2(b) above, the Insurance Company is **ACE Europe**. In the event of an accident, the leader of a group may require the services of ACE Rescue:

Telephone Number: 0870 607684



5. NOTIFICATION

All proposed foreign trips must be advised to the Department of Finance prior to departure.

Details of trips within the British Isles should be returned quarterly in arrears.

The following information must be included in the notification:

- Number of Pupils/Participants
- Number of Staff/Supervisors
- Mode of Travel
- Destination
- Date of Trip
- Description of Trip e.g. Cultural Exchange, Adventurous Activities etc.
- Main Activities.

6. EVENTS

With respect to organising holding outdoor events, either by the Council or an external organisation permitted to use land or property owned or occupied by the Council the organisation should be directed to the Insurance Section.

The applicant will be provided with a pack to guide them through the considerations for arranging an event.



GROUP PERSONAL ACCIDENT POLICY - APPLICABLE TO STAFF ONLY

Cover

All members of the Council staff are covered against accident by this Policy while engaging in official activities.

The benefits are:

Death	
Total Disablement (Permanent)	5 x annual salary
Loss of Limb(s) or Eye(s)	
Loss of Hearing	
Temporary Total Disablement	50% of wages
Temporary Partial Disablement	50% of wages

Exceptions

This section does not cover Death or Disablement directly or indirectly resulting from:	
Description	
Exception 1 Suicide & Hazardous Pursuits	An Insured Person A) Committing or attempting to commit suicide or intentionally inflicting self injury B) Flying or taking part in other aerial activities except while travelling in an aircraft or helicopter as a passenger and not as aircrew. C) Taking part in mountain rock climbing necessitating the use of ropes or guides, potholing, caving, racing of any kind (other than on foot or while yachting on inland or territorial waters) or winter sports (other than skiing, curling or skating or those organised by outdoor activity centre). This will only be excluded if it is regarded, as non-occupational i.e. not endorsed by NAC.
Exception 2 Gradual Cause	A cause gradually operating upon the Insured Person
Exception 3 Alcohol or Drugs	Alcoholism or drug addiction of an Insured Person.
Exception 4	Any physical or mental defect or infirmity which was known to the Insured Person at the time of the occurrence of Bodily Injury unless it has been declared to and accepted in writing by the Insurers. However, if the period of disablement is prolonged but not directly or indirectly caused by such physical or mental defect or infirmity the Insurers will pay for the period of disablement, which would have arisen, had the physical or mental defect or infirmity not existed.
Exception 5	Undertaking an excursion against the advice of a qualified medical practitioner or for the purpose of obtaining medical treatment.
Exception 6	Pregnancy or Childbirth.



Travel Insurance

Off Site Activities within and out with the UK: Personal Accident

Cover

This Policy applies to pupils or voluntary adult helpers and provides cover for bodily injury or death resulting solely and directly from accident caused by violent and visible means. The extent of compensation is shown in the following table.

Benefits		
	Pupils	Adults
Death	£3,500	£5,000
Loss of one or more limbs or one or both eyes	£20,000	£20,000
Permanent total disablement from gainful employment of any and every kind.	£20,000	£20,000
Temporary disablement from usual occupation.		
A) Temporary Total Disablement per week.	Nil	£50***
B) Temporary Partial Disablement per week.	Nil	£25***
Note: For cover for full time employees under this heading, see Appendix 1. *** payments made for a maximum of 104 weeks		

Exceptions This section does not cover expenses directly or indirectly resulting from:	
Description	
Exception 1 Suicide & Hazardous Pursuits	An Insured Person A) Committing or attempting to commit suicide or intentionally inflicting self injury. B) Flying or taking part in other aerial activities except while travelling in an aircraft or helicopter as a passenger and not as aircrew.
Exception 2 Gradual Cause	A cause gradually operating upon the Insured Person
Exception 3 Alcohol or Drugs	Alcoholism or drug addiction of an Insured Person.
Exception 4 Pre-existing Defects	Any physical or mental defect or infirmity which was known to the Insured Person at the time of the occurrence of Bodily Injury unless it has been declared to and accepted in writing by the Insurers. However, if the period of disablement is prolonged but not directly or indirectly caused by such physical or mental defect or infirmity the Insurers will pay for the period of disablement which would have arisen had the physical or mental defect or infirmity not existed.
Exception 5	Undertaking an excursion against the advice of a qualified medical practitioner or for the purpose of obtaining medical treatment.
Exception 6	Pregnancy or Childbirth.



Miscellaneous Contingencies

The Company will indemnify the Insured on behalf of the person concerned in respect of:

- 1 any loss sustained by any person
 - a. who had arranged to join the Educational Excursion failing to do so
or
 - b. curtailing the Educational Excursion by returning home before its completionas a direct consequence of death, illness, quarantine, accidental bodily injury, compulsory quarantine where the Insured Person is a participant, unemployment of parent/guardian or any other cause totally outwith the control of the Insured Person;
- 2 any additional expenses reasonably incurred by the Insured due to compulsory cancellation or curtailment of the Educational Excursion;
- 3 loss of deposits due to compulsory abandonment by the Insured of the Educational Excursion for the whole party;
- 4 any additional expenses reasonably incurred by reason of strikes, locked out workers, riots, and/or civil commotion which could not have reasonably been anticipated at the commencement of the Educational Excursion;

The limit of the Company's Liability under Miscellaneous Contingencies shall be £5,000 in total other than item 4, where the benefit is £50 per person.

Transport Delays

If the Educational Excursion is not completed within the period of Insurance due to delay or interruption of Public Transport Services, the Period of Insurance shall be automatically extended without additional premiums for such period as may be reasonably necessary for the completion of the journey.

Additional Expenses due to Riot, Strike, Civil Commotion

The company will indemnify the Insured in respect of all expenses reasonably incurred as a direct result of enforced extension or abbreviation of an educational excursion, for reason of riot, strike or civil commotion, provided that the party shall not proceed to any place where it may reasonably be anticipated at the date of commencement of the journey that strike, riot or civil commotion is likely to occur. Limit for any one person - £50.00.

Personal Baggage

Compensation will be paid for loss of baggage up to a limit of £1500 (£250 for each single item) per person.

Money

Compensation will be paid for loss of money occurring on or after the commencement date of the journey up to a value of £500 per person, provided the loss is reported to the Police within 24 hours of discovery.

Note: There is no cover for money held in custody for pupils prior to an excursion.

Special Conditions

- 1 Where canoeing or sailing of any kind is undertaken, the teachers or other adults in charge must be qualified to the standard specified in the NAC Off-site Activities Manual.
- 2 For yachting and canoeing, life jackets must be worn by all Insured Persons and for all other sailing (except in rowing boats) life saving equipment must be carried in the vessel.