

Administration Pack - Description

Educational Services

Arran Outdoor Education Resource



Dear Colleague,

Please find enclosed the '**Administration Pack**' for the Arran Outdoor Education Resource.

Listed below are various Forms and an Information Broadsheet . Some of these are for your information whilst others are for distribution to parents/guardians. Every effort has been made to ensure that these are relevant to both **council and national policy in matters relating to educational outdoor activities.**

General Information

Four pages of information describing the North Ayrshire Council, Educational Services, Arran Outdoor Education Resource, its aims and objectives, the range of provision, accommodation, catering, and staffing - For distribution to both Visiting Staff & Parents (if requested).

Charges Session 06/07

A list of charges for the various client groups - For Party Leaders & Heads of Establishment.

Confirmation of Booking

One page which provides the title of the course, and the client details, to be returned once a booking date has been agreed with the Resource - For Party Leaders & Heads of Establishment.

Course Participants Form

Two pages which list all the Course Participants details. Submission date 6 weeks prior to attendance - For Party Leaders & Heads of Establishment.

General Information to Parents/ Guardians

One page which briefly describes the Resource - For Parents/ Guardians.

Visiting Staff Responsibilities

One page which describes the various responsibilities of Visiting Staff. - For Party Leaders.

Insurance Information

One page which describes the insurance provision offered to users of the Arran outdoor Education Resource by the North Ayrshire Council - Must be provided to all persons attending an Outdoor Education Course.

Parental/ Guardians Consent Form

A three page document which must be completed before any child can participate in an activity - The Resource requires two copies of these forms, one to be held at the Administration Base and one to be held at the Centre. For all children participating in Outdoor Education Courses - must be sent prior to arrival on Arran.

Adult Consent Form

A three page document which must be completed by all adults participating in an Outdoor Education Course - must be sent prior to arrival on Arran.

Clothing & Equipment List

One page describing the recommended Clothing & Equipment required by Course Participants - All Course Participants.

Medical Administration Form

One page which allows clients the opportunity to disclose any medication requirements - Appropriate to all clients, any serious medical condition should be disclosed at least 6 weeks in advance. For some participants further medical information may be required from a specialist/ doctor regarding any special conditions/ illnesses etc.

Dormitory Plan

An outline of the layout of the Centre Dormitories which is intended to aid Party Leaders in the organisation of the accommodation.

Please Note:

To avoid disappointment it is important that all the necessary Administration is completed correctly and that the timescale for returns is strictly adhered to.

For more information contact the ARRAN OUTDOOR EDUCATION RESOURCE, COUNCIL OFFICES,
SHORE ROAD, LAMLASH ISLE OF ARRAN, KA 27 8LB.
Telephone 01770 600532 Fax 01770 600083
E-mail - efaulkner@north-ayrshire.gov.uk

Parent/ Guardian/ Child Consent Form (1/3)
Educational Services
Arran Outdoor Education Resource



1. Course Details

Course Title: _____ (Eg. School OE Course, CL&D OE Course, Name of Group)

Course Dates: From _____ To _____

2. Group/ Participant Information

Name of School/Organisation _____

Full Name of Participant _____ Date of Birth _____

Address _____ Telephone _____

Town _____

Post Code _____

3. Child's Consent

(To be completed by children who are or will be over the age of 12 years at the time of the visit).

Declaration

I agree to participate in all the activities of the Arran Outdoor Education Resource.

I understand that the programme of activities may have to be altered because of matters relating to the safety of the Group.

I acknowledge the need for obedient and responsible behaviour.

Signed by _____ **Date** _____

Print Name _____

4. Parents/ Guardians Consent

I agree to my son/daughter taking part in all the activities of the Arran Outdoor Education Resource. I understand the programme may be altered to accommodate the group, poor weather etc.

I acknowledge the need for obedient and responsible behaviour on his/her part.

Signed by _____ **Date** _____

Print Name _____

Signed by _____ **Date** _____

Print Name _____



5. Watersports Courses (May – September)

Please confirm that your Son/ daughter is Water Confident.

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

Signed by _____ **(Date)** _____

Print Name _____

6. Medical Information

a) Does your son/daughter suffer from any condition requiring medical treatment including medication? Yes No

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

b) Where medication is required, please fill in the Form - Administration of Medicines

c) Is your son/ daughter allergic to any medication? Yes No

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

d) To the best of your knowledge, has your son/daughter been in contact with or suffered from any contagious or infectious disease in the past four weeks? Yes No

If **Yes**, please give brief details:

e) Has your son/ daughter had a tetanus injection in the last ten years? Yes No

7. Special Dietary Requirements

Has your son/ daughter any special dietary requirements.

If **Yes**, please give details: _____

8. Family Doctor

Doctors Name _____

Address _____

Town _____

Telephone _____



9. Medical Consent

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

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

Signed by _____ **(Date)** _____

Print Name _____

Signed by _____ **(Date)** _____

Print Name _____

10. 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 _____

11. Insurance

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

Signed by
Parent/ Guardian _____ **(Date)** _____

Signed by
Parent/ Guardian _____ **(Date)** _____

Please ensure the information supplied in this form is correct.

A copy of this Form must be retained at the Administration Base and the Centre



Confidential
Parental/ Guardian Request Form

In the interest of your child's 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 your child 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 child, including emergency procedures).

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

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

Signed by
(Parent/ Guardian). _____ (Date) _____

Course Participants Form (1/2)
Educational Services
Arran Outdoor Education Resource



Residential Course

Course Title _____

Course Dates From _____ To _____

Name of School/Organisation _____

Address _____ Tel. Number _____

Out of Hours Emergency Contact Number _____

Name	Address
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____

Course Participants Form (2/2)
Educational Services
Arran Outdoor Education Resource



Residential Course

Name	Address
21. _____	_____
22. _____	_____
23. _____	_____
24. _____	_____
25. _____	_____
26. _____	_____
27. _____	_____
28. _____	_____
29. _____	_____
30. _____	_____
31. _____	_____
32. _____	_____
33. _____	_____
34. _____	_____
35. _____	_____
36. _____	_____
37. _____	_____
38. _____	_____
39. _____	_____
40. _____	_____

Staff Name	Address
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Signed by _____ (Date) _____
(Party Leader)



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 Resource 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 Administration Base and the Centre



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.

General Information (1/5)

Educational Services

Arran Outdoor Education Resource



The Arran Outdoor Education Resource provides outdoor education for the residents of North Ayrshire Council.

This is achieved by utilising the accommodation of the North Ayrshire Council, Arran Outdoor Centre in Whiting Bay and the beautiful landscape and facilities of the Island of Arran. The Outdoor Experience can take many different forms and can be either land or water based but emphasis is made on the use of Educational Outdoor Activities to access the more remote and interesting parts of the island not normally frequented by the casual visitor. This is achieved through careful guidance and tuition by fully qualified staff.



Educational Outdoor Activity Courses provided by the Arran Outdoor Education Resource include:-

School Courses

- Primary School - Residential Outdoor Education Courses
- Secondary School - Residential Outdoor Education Courses
- School ESB Residential Courses
- Standard Grade P.E.- Orienteering
- Standard Grade Field Study Courses for Geography, History & Biology
- Advanced Higher Geography Field Studies Techniques
- Schools Hill Walking
- Schools Canoeing & Sailing Courses

Youth Training Agencies

College Outdoor & SNVQ Courses

Community Learning and Development Courses including;

- Youth Exchange Groups
- Adult Training Courses
- Duke of Edinburgh Award

Other promoted courses which are available through the Resource include;

- Introduction to Mountain Navigation
- Scottish Mountain Leader Award- Training
- Scottish Canoe Association - Sea Kayaking Courses
- Royal Yachting Association - Keelboat Sailing Courses
- Royal Yachting Association - Dinghy Sailing Courses
- Royal Yachting Association VHF Radio Courses
- Royal Yachting Association Powerboat Courses
- Royal Yachting Association - Shorebased Day Skipper Theory Course
- HSE First Aid Courses

One of the great assets of the Arran Outdoor Education Resource is the flexibility it can offer. The aim of the A.O.E.R. is to make each course as far as possible, client based, in that the course and its content should be designed to meet the needs of the user Group. There are some limitations to this flexibility and these are clearly defined by the North Ayrshire Council, Educational Services, Off-site Activities, Safety Document.

General Information (2/5)

Educational Services

Arran Outdoor Education Resource



Accommodation

The Resource utilises the accommodation which was formally Whiting Bay Youth Hostel. The council has leased the building for a short time until the council's own centre is built. In the interim the council has upgraded and adapted the Hostel facilities to suit the requirements of an outdoor centre. The Centre is situated at the southern end of the village of Whiting Bay with magnificent views of the Clyde and Holy Isle. It offers a good base for Educational Outdoor Activities and has facilities which include;

- Lounge and T.V. Room
- Spacious Dining Room
- Well appointed Kitchen
- Tuck Shop

The Resource will have exclusive use of the Hostel facilities for the duration of the lease.

All A.O.E.R. groups will be accommodated in dorms exclusively. The capacity of the Dormitory Accommodation at the Hostel is outlined below so that the best planning of the allocation of dormitories can be achieved: (A Dormitory Plan is enclosed to assist with Planning the accommodation).

Female Dorms are organised in groups of; 3, 4, 4, and 6 beds.

Male Dorms are organised in groups of; 4, 4, 6, and 8 beds.

Accompanying Staff will be accommodated separately from the children.

The Resource provides all bed linen free of charge.

Please note: In the interest of hygiene personal sleeping bags are not permitted.



Catering

The Resource prides itself on its catering provision. The Resource Cook endeavours to provide meals which are well balanced and adequate for clients involved in strenuous activities. All meals and the ordering of provisions are the responsibility of the Resource Cook. The preparation of packed lunches and supper are the responsibility of the Group assisted by the Cook/ Duty Instructor.

The Resource Cook can also provide food for those with special dietary needs. If this provision is required, please inform the Resource Secretary prior to attendance.



COURSE PROGRAMME

The flexibility of the A.O.E.R. offers the client the opportunity to design their own Course so that the needs of a Primary School Course can be satisfied as easily as an Adult Course or Field Studies Group. This is achieved through careful consultation between the Resource Staff and the Group Leader prior to attendance on the Course. It should be noted that all activities are dependant on the weather conditions on the day.

It is the policy of the Resource to abandon any activity if safety is brought into question.

The traditional Core Summer Season Activities are:-

High and Low Level Hill Walking
Rock Climbing
Gorge Walking
Orienteering
Camping
Problem Solving
Sea-Canoeing
Sailing
Powerboating



The Winter activities are the same with the exclusion of Watersports. During periods of heavy snowfall it may be possible to offer Winter Hill Walking, Sledging, and Cross Country Skiing.

Safety information relating to outdoor activities is delivered on all courses.

In addition a range of single day options for multi-activity courses are also available. These include:-

Pony Riding/Horse Care Additional Cost of £12.00/person*
Mountain Biking Additional Cost of £10.00/person*

Swimming is also available at the Auchrannie Country House Hotel - Leisure Club at a cost of £1.70/person*. The 'Auchrannie Pool' is approved by the North Ayrshire Council - Educational Services.

The duration of the Courses are;

Monday to Friday (Weekday Course)
Friday evening to Sunday afternoon (Weekend Course)

It is an aim of all our Outdoor Education courses to 'learn out of doors' whereby the AOER will support the curriculum through the use of Educational Outdoor Activities and Environmental Education etc.

It is the policy of the Council to promote the training and qualification of visiting Staff. Occasionally Visiting Staff wish to contribute to the Instructional Team, this is only permissible if the conditions outlined below are satisfied:

The member of Staff presents evidence of possession of the appropriate NAC recognised qualification for the Activity. The member of Staff is fully conversant with the operating procedures of the A.O.E.R.



The ARRAN OUTDOOR EDUCATION RESOURCE

Is registered with the **Adventure Activities Licensing Authority** as licensed to provide specific activities under the following headings:

KAYAKING, SAILING, WINDSURFING, PADDLE SURFING, HILL WALKING, MOUNTAINEERING, ABSEILING & ROCK CLIMBING (Specific Sites only), MOUNTAIN BIKING.

The Arran Outdoor Education Resource has also been inspected by both the **Royal Yachting Association** and **Scottish Canoe Association** and is approved as a **Recognised Teaching Establishment** by both of these **National Governing Bodies**.

North Ayrshire Council - Policy & Procedures

The Instructional Duties carried out by Staff are done in compliance with the North Ayrshire Council Guidelines. The Council is at the forefront of developing good practise and safe procedures in the instruction of outdoor activities and as such, employs staff who are well qualified and experienced.

The Staff Team

The A.O.E.R. operates with a Co-ordinator, three full time members of Instructional Staff and Temporary Specialist Instructors as required for specific activities. In addition there is a Secretary to assist with the administration and a Cook and Assistant Cook for the provision of meals.

The Staff and their Qualifications

Mr N.A.Marshall - Resource Co ordinator - 30 Years Experience in Outdoor Education

Teaching Certificate in Outdoor Education
Principal Royal Yachting Association Teaching Establishment
Royal Yachting Association Senior Instructor
Royal Yachting Association Advanced Powerboat Instructor
Royal Yachting Association VHF Radio Assessor
British Canoe Union, Senior Instructor Sea, (Coach Level 3)
Mountain Leader Winter
Royal Lifesaving Society - Open Water Supervisor Award
HSE First Aid Standard Certificate
Senior Helmsman for Royal National Lifeboat Institute - Lamlash, Isle of Arran (Retired).

Miss Anne Lloyd - Resource Instructor - 30 Years Experience in Outdoor Education

Teaching Certificate in Outdoor Education
British Canoe Union Senior Instructor Sea (Coach Level 3).
British Canoe Union Senior Instructor Inland (Coach Level 3).
Mountain Leader Summer
Mountain Leader Winter Training
Royal Yachting Association Level 2 Dinghy Sailing.
Royal Yachting Association Powerboat Level 3
British Orienteering Association Instructor
SNSC Nordic Ski Leader
HSE First Aid Standard Certificate
Royal Lifesaving Society – Open Water Supervisors Award

Staff and their qualifications contd. see next page.



The Staff and their Qualifications - contd.

Mr Alex Lumsden - Resource Instructor - 6 Years Experience in Outdoor Education

NC in Sports & Recreation.
Computing Scotvec Modules.
Scottish Canoe Association Level 3 Kayak Coach.
Royal Yachting Association Keelboat Instructor.
Royal Yachting Association Dinghy Sailing Instructor.
Royal Yachting Association Level 2 Windsurfing Coach.
Scottish Canoe Association Canoeing Safety Test.
Royal Yachting Association Powerboat Level 2 & Safety Boat.
Royal Yachting Association Powerboat Instructor.
British Orienteering Federation Instructor.
Scottish Mountain Leader.
Scottish Mountain Leader Winter (Trained).
Scottish Mountain Leader Board Single Pitch Award (Trained).
St. Andrews Ambulance Association First Aid at Work.
Full Driving Licence.

Mr Archie Hunter - Resource Instructor - 23 Years experience of Outdoor Education

Military Service - Unit Expedition Leader & Section Commander
British Hangliding and Paragliding Association Pilot/ Dual Pilot & Club Coach
Scottish Mountain Leader Training Board Mountain Leader (Summer).
Scottish Mountain Leader Training Board Mountain Leader Winter (Training).
Scottish Mountain Leader Training Board Single Pitch Award
Mountain Bike Leader Award.
Royal Yachting Association Day Skipper Shorebased Certificate
Royal Yachting Association Powerboat Level 2
VHF Radio Telephony Course
Fast Water Rescue Technician
St. Andrews Ambulance Association First Aid at Work.
British Association of Ski Patrollers Advanced First Aid & Safety
Full Driving Licence.

General Information for Parents/Guardians
Educational Services
Arran Outdoor Education Resource



The ARRAN OUTDOOR EDUCATION RESOURCE

Is registered with the **Adventure Activities Licensing Authority** as licensed to provide specific activities under the following headings:

KAYAKING, SAILING, WINDSURFING, PADDLE SURFING, HILL WALKING, MOUNTAINEERING, ABSEILING & ROCK CLIMBING (Specific Sites only), MOUNTAIN BIKING.

The Arran Outdoor Education Resource has also been inspected by both the **Royal Yachting Association** and **Scottish Canoe Association** and is approved as a **Recognised Teaching Establishment** by both of these **National Governing Bodies**.

Dear Parent or Guardian,

Your Son/Daughter has been offered a place on an Outdoor Education Course at the North Ayrshire Council, Educational Services, Arran Outdoor Education Resource based in Whiting Bay on the Isle of Arran.

The Resource utilises the accommodation which was formally the Whiting Bay Youth Hostel. The council has leased the Hostel for a short time until the councils own centre is built. In the interim the council has upgraded and adapted the facilities to suit the requirements of an outdoor centre. The Centre is situated at the southern end of the village of Whiting Bay with magnificent views of the Clyde and Holy Isle.

The courses offered by the Resource are essentially of an Outdoor type and will be designed to suit the needs of the group. Some of the outdoor sports on offer include:-

Summer - Hill Walking, Rock Climbing, Sailing, Kayaking, Camping, Gorge Walking, Orienteering.

Winter - Hill Walking, Rock Climbing, Gorge Walking, Orienteering, Cross-Country Skiing, Sledging.
(Weather permitting).

Other activities available are:

Pony Trekking	£12.00 per person/ session.
Mountain Biking	£10.00 per person/ hire.
Swimming	£1.70 per person/ session.

These charges are preferential and are only available for A.O.E.R. groups.

The Instruction for the duration of the Course will be carried out by fully qualified Staff.

The cost of the course can be affected by the options chosen by the Party Leader. He/she will inform you of the overall charge prior to your child's attendance on the Course. It is the aim of the Resource to maintain 'Best Value' in both the cost and quality of service offered.

Transport on the Island and all specialist Outdoor Equipment will be supplied by the Arran Outdoor Education Resource.

I hope you find this information useful, if you require more detailed information please contact the Party Leader.

Yours sincerely

Nigel A. Marshall
Resource Co-ordinator

Clothing & Equipment Checklist

Educational Services

Arran Outdoor Education Resource



The clothing and sundries listed below are recommended to make participation in the activities of the Resource a comfortable and enjoyable experience. There is no need to buy specialist equipment, this will be supplied by the Resource 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/slippers	
2	Outdoor shoes	
3	Woollen socks - 2 pairs	
4	Jogging Trousers - (Shell Suits & 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), Handkerchiefs	
13	Sun Glasses for Summer and Winter	
14	Notebook & pencil	
15	Disposable Camera (not essential but fun to bring if you have one)	
16	Sun Cream	
17	Old Trainers	

The Arran Outdoor Education Resource 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.

General Information for Visiting Staff

Educational Services

Arran Outdoor Education Resource



Visiting Staff are responsible for;

1. The Domestic Discipline of the Group

2. Supervision of children at meal times and the domestic routine

A duty group system is normally employed which is supervised by a member of staff, to ensure that the various duties are carried out fairly and that the A.O.E.R. Cook has assistance when required.

The A.O.E.R. Cook will prepare all the meals for the duration of the stay however visiting staff are requested to assist in the organisation of packed lunches and in the provision of supper.

The Leader must ensure that the Group contribute to the domestic system of the Centre and that the Kitchen and Centre are kept clean after their Groups use of the facility.

3. Evening Programme

The A.O.E.R. Staff will provide evening sessions (17.00 - 22.00 hrs). During these sessions the Duty Instructor will deliver a Talk/ lecture relating to the Course or in some instances the supervision of a swimming session.

4. Operating according to Centre Rules. See Below.

	Centre Rules relating to Visiting Groups
1	No Smoking.
2	Gambling, use of drugs and alcohol are prohibited.
3	Only indoor shoes are allowed inside the Centre (slippers, flip-flops etc).
4	Only bed linen supplied by the Resource must be used at Centre.
5	Bedtime will be decided by A.O.E.R. & Visiting Staff.
6	Day access is possible
7	Animals are not allowed.
8	All personal property is the responsibility of the owner.
9	Any damage to hostel property must be repaired at cost to the party involved.
10	Groups will be expected to carry out some domestic duties.



The Rates are effective from 1st April 2006

USER GROUP	DURATION	COST/ PERSON
North Ayrshire Council	Week Course Schools	£115
North Ayrshire Council	Weekend Course Schools	£70
Any Other User	Week Course	£225
Any Other User	Weekend Course	£125

All Rates at Cost Per Person

Please Note

FREE PLACES

Educational Services offers a subsidy to North Ayrshire Council - School Groups attending the Arran Outdoor Education Resource.

This Subsidy is only available to those children who are eligible for Free School Meals and/or Clothing Grants.

The maximum number eligible per group is 33% of the total number of children attending any course.

EXAMPLE

School Group Size = 24 pupils.

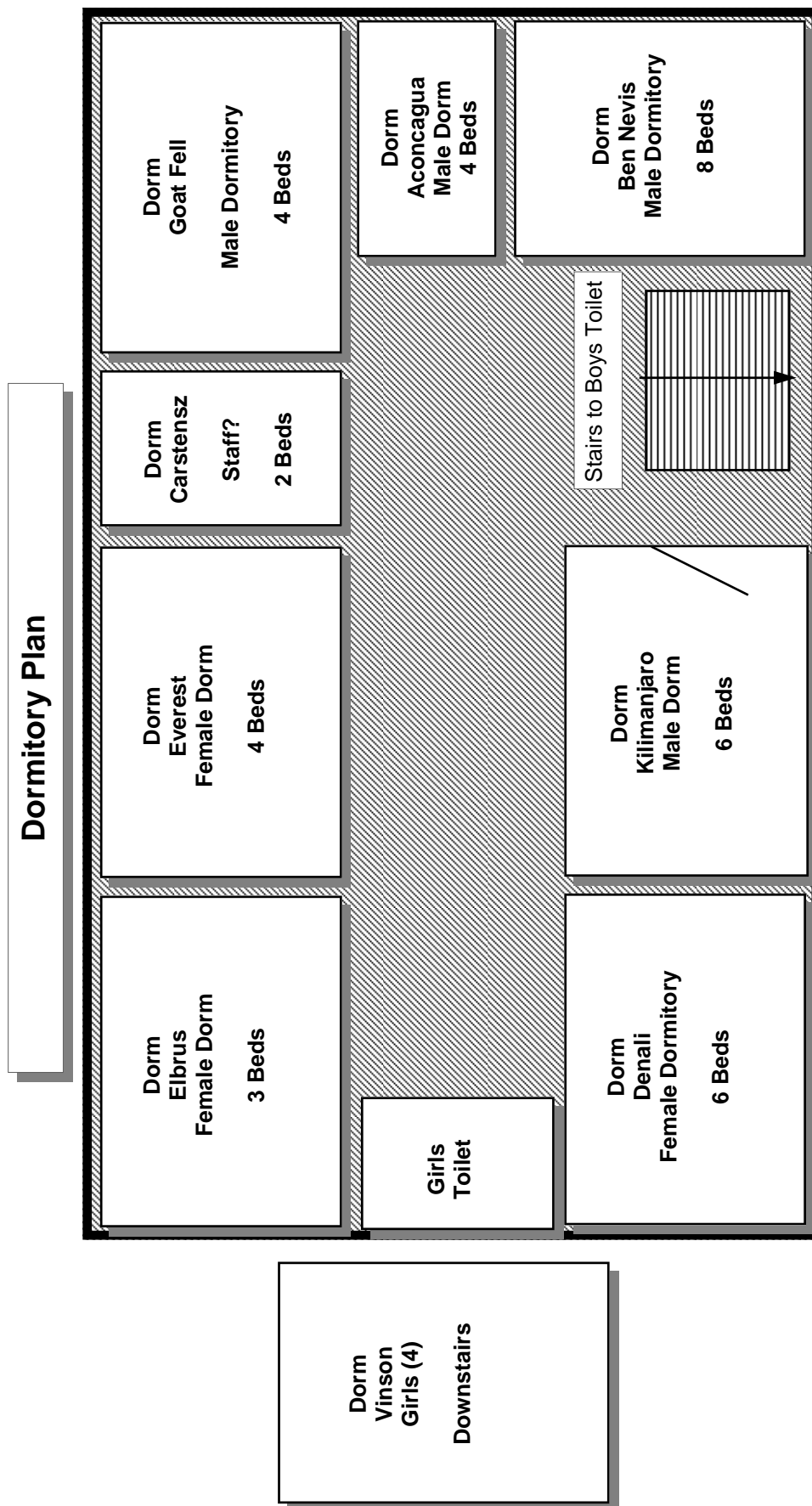
Actual Number of pupils eligible for Free School Meals and/or Clothing Grants = 12 pupils.

Subsidy available = 33% of 24 = 8 free places.

The Education Department requests that Head Teachers use their discretion in the management of the Subsidy where applicable.

GRANTS

Grants; Community Groups may be eligible for Grants through Community Learning & Development.



Accommodation Plans should be discussed in advance with the AOER Secretary.

- Please Note:
- This is a graphic representation and not an accurate plan.
 - The arrangements outlined above are for guidance only.



Sample Programme (Autumn/ Winter/ Spring)

Monday	Tuesday	Wednesday	Thursday	Friday
0945 Ex Ardrossan	Hill Walking Shelter Building Navigation	Rock Climbing & Seal Colony Visit or Horse Riding	Orienteering Brodict Castle Adventure Playground	Prize Giving Swim at Auchrannie Spa
1045 Ar Brodick				1350 Ex Brodick 1450 Ar Ardrossan
Equipment Issue Lunch The Rules & Fire Drill Introductory Walk	As Monday	1700 Dinner 1800 Log Book 1900 Tuck Shop	1700 Dinner 1800 Log Book 1900 Tuck Shop	
1700 Dinner 1800 Log Book 1900 Tuck Shop 1915 Talk 2100 Supper 2145 Bed 2200 Lights Out		Night Orienteering or Expedition to Cloudbase 2100 Supper 2145 Bed 2200 Lights Out	Disco! 2100 Supper 2145 Bed 2200 Lights Out	

Please Note: The above is an example programme - It is likely that the forecasted weather will influence the final decision of when and where activities will take place.