



AAIAC Non Statutory Accreditation

Learning Outside the Classroom Quality Badging (Adventurous Activities Sector)

This document includes:

- the quality indicators against which providers may seek non-statutory accreditation via a Learning Outside the Classroom Badge
- the additional information that would be collected from providers as part of the inspection process
- a summary of the specific accreditation criteria for Quality Indicator 6 concerning safety and risk management – a section of particular interest in adventure activities

LOtC Quality Indicators

These are the quality indicators that providers seeking the LOtC Badge must meet.

They require that a provider:

1. Has a process in place to assist users to plan the learning experience effectively
2. Provides accurate information about its offer;
3. Provides activities, experience or resources which meet learner needs;
4. Reviews the experience and acts upon feedback;
5. Meets the needs of users; and
6. Has processes in place to manage risk and other liabilities effectively.

Pre Experience

1) The Provider has a process in place to assist users to plan the learning experience effectively:

Before the client's visit the Provider will

- a) Offer guidance/information on **or** agree respective roles and responsibilities with the client i.e. who does what
- b) Capture or agree learning objectives;
- c) Offer a menu or plan (where necessary) a tailored programme of work, with a purpose for each activity, linked to learning objectives
- d) Take into account, any equality, diversity and inclusion issues and needs
- e) Offer guidance/information on **or** agree a process with the user, for assessing learner progress during the overall experience
- f) Offer guidance/information on (could include resources/activities) **or** discuss with the client preparation and follow up to the visit

2) The Provider supplies accurate information about its offer:

ensures that any promotional / written materials provide an accurate description of amenities facilities and services provided and contact details. The Provider:

- a) ensures that any promotional / written materials provide an accurate description of amenities, facilities and services provided and contact details
- b) has charging policies that state honestly the charges of the experience
- c) clearly indicates what is included in and excluded from the services offered
- d) indicates a clear definition of the division of responsibility between provider and party leader, respecting the party leader's overall responsibility for the welfare of pupils.

During the Experience

3) The Provider offers activities, experience or resources which meet learner needs

- a) offers a variety of activities delivered through a range of teaching and learning styles
- b) equipment and materials are suitable for tasks/activities, the age and ability of the learners, and are current and in good working order
- c) makes good use of their location
- d) the amenities, facilities and services are as described in promotional / written materials

e) *where there are on site educational or instructional staff*, staff are competent

f) *where there are on site educational or instructional staff*, there is a process in place for monitoring and evaluating the quality of their teaching / instruction.

Post Experience

4) *The Provider reviews the experience and acts upon feedback:*

a) evaluates their own services

b) gathers feedback from users (teachers and learners), including that what was agreed at the planning stage was delivered, whether learning objectives have been met and value for money has been achieved

c) has a process in place to change practices as a result of review evaluation and feedback

Organisational

5) *The Provider meets the needs of users:*

a) communicates effectively with users

b) essential written policies and procedures are reviewed, maintained and updated. This should be undertaken on a regular basis and cover all venues and all activities

c) shows an understanding of sustainability issues and the impact of activities where appropriate

d) has a process in place to monitor the overall quality of provision across it site or sites (if multiple sites) and make changes where necessary

6) *The Provider has processes in place to manage risk and other liabilities effectively:*

Providers must:

a) Comply with the Provider Accreditation Criteria of Adventuremark (for activities outside the scope of Adventure Activity Licensing) or hold an AALS License (for providers in scope)

b) Ensure all risks and liabilities in the services promised to the user are effectively managed, even if fulfilled by a sub-contractor or other third party

c) Provider must ensure safety management processes are in place for all services offered in addition to activities e.g. accommodation, catering, transport and excursions

d) Provide evidence of Public and Employers Liability Insurance cover

e) Comply with the Package Travel Regulations when the operation falls within their scope

f) Have relevant safeguarding procedures in place concerning child protection

Declaration of Scope by Providers

Providers will also be expected to provide standard information which will include:

- Range of activities provided
- Venues
- Typical age of clients
- Age limits of clients
- Annual participant numbers
- Permanent instructional staff complement
- Temporary or seasonal instructional staff complement
- Maximum operating ratio
- Details of facilities and operating locations

Provider Accreditation Criteria for Safety and Risk Management

The Adventuremark criteria are applied and can be found in full at www.adventuremark.co.uk section of the site.

The AAIAC Provider Accreditation Criteria define the appropriate standards for inspection by requiring evidence of the following:

- Staff are competent
- Risks are identified and appropriately managed
- Access to appropriate technical advice exists
- Agreed operational procedures are implemented, regularly reviewed and responsive to changing events and circumstances
- Internal and external communication is effective
- Provision reflects the needs of targeted client groups and individuals
- Safety critical equipment, facilities and services are fit for purpose