

INFORMING PARENTS

Aberdeenshire Council's safety policy requires that parents should be informed at an early date with full and explicit information about adventurous outdoor activities. Employees designated as organisers of an adventurous activity must send a communication containing the information indicated below to parents in advance of the time during which the activity will take place.

SPECIMEN INFORMATION SHEET CHECK LIST

1. Name and designation of official authorising the activity.
2. Name of establishment/base promoting the activity (School/Community Education Centre/Care Facility etc.)
3. Name of external organisation contracted to provide the activity. (if applicable)
4. State that the provider is approved by Aberdeenshire Council for the provision of Adventurous Activities.
5. Names(s) and designation(s) of person(s) responsible for the planning and conduct of the activity.
Relevant technical qualification(s) and experience of instructor(s)/leader(s).
Name(s) and qualification(s) of any other adult accompanying the group.
6. Number in group: Males..... Females.....
7. Age range of group.
8. Total cost of trip, payment requirements and financial accounting arrangements.
9. Detailed statement on proposed activity including location, duration and demand likely to be made on participants.
10. Preparatory training undertaken/completed and level of ability which participant must possess before they are permitted to take part.
11. Details of proposed programme including:
Transport (type, pick-up and dispersal points and timings).
Accommodation (location, description, telephone number and security arrangements).
Meals/food arrangements.
Supervision arrangements both during programmed activity and down time. Any remote supervision required by programme.
12. Clothing to be worn or carried.
13. Any items NOT to be taken or brought back.
14. Guidance on spending money to be taken and arrangements for safe-keeping.
15. Equipment to be provided.
16. Code of conduct, expected standards of behaviour and any ground rules.
17. Names, addresses and telephone numbers of persons designated as contacts between parents and party.
18. Procedures to be followed in an emergency by parents, leaders or contact persons.
19. Statement of insurance-cover provided for members of the group by the Council and/or School/Centre/Organisation. (See section A of safety document page).
20. Medical services provided or available to the party during the course of the activity.
21. Advise that a copy of the **Rules and Guidance for Off-Site Excursions Including Adventurous Activities** document is freely available for inspection at the school/community centre/ children's home or at any council public office.
22. **Acknowledgement of risk:** These planned activities will take place according to Aberdeenshire Council's published safety policy and procedures. They are designed to ensure that the inherent risks involved in adventurous activities are effectively managed to acceptable levels. Nonetheless a degree of residual risk will remain. A totally risk-free activity would no longer be adventurous and its purpose would be lost.

Parents are asked to acknowledge, when giving their consent for their child/guardian to take part in adventurous activity, that a degree of residual risk remains.

23. Any other relevant information.

NOTE: It is essential that the attention of parents is directed to the need for retaining all relevant information so that, in the event of emergency, accurate information is readily available.