



Outreach Activities

Guidance notes for using Arthog Outreach

At the time of booking we should have created a booking confirmation form which contained details of timings, an outline of the activities, and other preliminary information. This should have been checked and completed before a copy was returned to Arthog Outreach.

What you will need to do in the run up to the dates:

Check the confirmation form is still relevant with changes to the group, or topics. Where possible we will link the activities to curriculum topics, literacy, projects or individual outcomes. Please liaise to ensure we do the best for you.

- You should not need to risk assess our activities. Please see our Risk Management Summary.

What you will need to do to prepare your groups:

- Give out Letter to parents or guardians (2), Consent forms (3) and 'What to Bring' Lists (4) to selected participants. (*Group size 12 max*).
- If you are using prior consent or your own paperwork we still need the information requested on our forms. Those attending need to be made aware of the 'Participation statement/ Inherent risks' as well as the 'Privacy statement.'
- Arrange for an appropriate DBS checked adult to accompany the group. It is best if they are willing to join in with the group, it can be fun and is essential if the participants/ organisation are going to get the most out of each day. See attachment Accompanying Adult information (6).
- Collect evidence of consent, (*only participants with consent may take part*). Don't forget the Accompanying Adults!
- Copy details into Group List (5), with any medical information. Don't forget the Accompanying Adults! This must be given to the Arthog staff on the day.
- Where individuals have additional needs please contact us as we will include this in our plans to ensure each day works as well as it can for everyone. It may also be necessary to complete the form Special Needs Information (7), or Complex Needs (8).

What you will need to do on each day:

- Leave consent forms with an emergency contact and have a copy of the Group List to travel with the group and leave with the instructor.
- The Arthog Outreach staff should leave a destination form at your base which has details of where the group are, how to contact them if required, and actions necessary in an emergency.

Paperwork and resources are available from the Arthog Outreach pages of the website; www.arthog.co.uk

For more information contact Arthog Outreach on;

01952 387378 or by email outreach@arthog.co.uk

Payment: the organiser will be invoiced at the end of courses or each half term period.

Rules: There are simple rules to ensure everyone's safety and well-being. Failure to follow rules may result in a participant being removed from activities.

Damage: Deliberate damage to Arthog equipment will have to be paid for.

Liability: Telford and Wrekin Council carries appropriate insurance to cover claims arising from its negligence or that of its employees. It is under no obligation whatsoever in respect of personal injury or loss.

Broadcasting and websites: No organisation or individual may grant broadcasting rights without prior written consent of the Head of Centre.

Risk Management Summary: Covers all relevant evidence of policies and procedures required