



National
Guidance

Assessing an adventure activity provider - check list

Is the choice of provider, and the activities it offers, appropriate for your group and its intended learning outcomes?

- Has the Visit Leader clearly identified the intended learning outcomes of the visit? See the document: "Planning and Negotiating Provider Learning Outcomes Mind-Map".
- Can the provider supply a point of contact for communication about learning outcomes and group needs, before, during and after the course?
- Does the nature of the provider's setting, accommodation, facilities, activities, staffing and ethos meet the needs of the group and the intended learning outcomes? See the document "High Quality Outdoor Education".
- Does the provider's approach to teaching and learning match those of your establishment and staff team?
- Is the programme a "fixed menu", or can the content be negotiated?
- Do domestic arrangements support the intended learning outcomes?
- Do the provider's staff have appropriate and credible experience and competence to provide the learning opportunities you expect? Are activity staff personal profiles available for inspection?
- Can the provider supply contact details of other users who will attest to quality?
- What does the provider expect of visiting staff during activity sessions/mealtimes/between sessions/'downtime'/overnight?

Does the provider have accreditation to demonstrate that they meet minimum standards for safety and quality?

- Does the provider hold a Learning Outside the Classroom (LOtC) Quality Badge?
- Does the provider hold an AALA licence (if activities are in scope of the Adventure Activity Licensing Regulations)? If activities are not in scope of the regulations and the provider does not hold a LOtC Quality Badge do they have any other form of accreditation e.g. "Adventuremark" or any National Governing Body (NGB) Centre Approval?
- If the provider does not hold a LOtC Quality Badge, what evidence or assurances about educational quality are available? (See separate document: "Indicators of Educational Quality").

- Many employers have standard checks or standard forms for sending to providers to seek assurances about such issues as insurance, fire safety, risk management systems, compliance with regulations etc. Have you complied with these? If your employer does not have a standard form for vetting providers there is one within this guidance – see the document 'Provider Questionnaire'

Have you established a rigorous procedure for visit evaluation?

- Has the Visit Leader agreed a clear role for the provider in evaluating outcomes?
- Can the provider supply materials and support for the evaluation process for both before and after the visit?

Do you need to carry out a pre-visit to the provider?

- Before contracting with the provider, are you confident that you have all the information you need to decide that the provider is appropriate?
- Does the provider give you information about hazards on their site that you may want to include in your risk benefit assessment?
- Before the visit itself, does your Visit Leader or staff team need familiarisation with the provider's site in order to safely lead a quality visit?
- Are you confident that the provider understands the needs of your group?

