

AGREEMENT FOR SCHOOL GROUP LEADERS

Dear School Group Leader

As part of the regular review process of its Health & Safety systems, FSC has considered in detail the HSE report on the incident at Glenridding which resulted in the tragic death of a school student staying at an LEA centre in the Lake District. The report by HSE highlights the importance of following DCFS guidance, as set out in its HASPEV document. It also emphasises the need for effective communication to ensure individuals are aware of procedures and their responsibilities.

The purpose of this letter is to confirm FSC procedures and the responsibilities of FSC staff, Group Leaders and Students.

The HASPEV document makes it clear that the School Group Leaders must remain responsible for the overall safety of their Students, other than whilst undertaking a technical activity eg. Rock Climbing. FSC systems are, therefore, aimed at providing maximum support to Group Leaders during their visit to an FSC Centre whilst fulfilling FSC's own Duty of Care as a provider.

FSC will be responsible for ensuring the following:

- All FSC Centres will be Risk Assessed with the significant findings documented and acted upon. (Due to changes in licensing resulting from the implementation of the 'Fire Act' which comes into force in 2006, FSC has switched its Fire Protection procedures to one based on thorough Risk Assessment. FSC has been developing and refining this system since 2001 to ensure that it is fully embedded before the change in legislation becomes effective).
- All FSC vehicles will be well maintained and their journeys Risk Assessed. Where FSC hires vehicles, eg. coaches to transport students whilst at the Centre, FSC will ensure that only reputable companies are used.
- All sites for fieldwork and other activities led by FSC will be comprehensively Risk Assessed and FSC Tutors will be capable of carrying out ongoing Risk Assessments at field sites and amend the fieldwork or activities if required due to group, weather or other circumstances.
- All adventurous activities which FSC leads or offers will be delivered and inspected as determined under the Adventurous Activities Licensing Act
- All FSC Centres will have a duty system with FSC duty staff contactable on site at all times that students are at the Centre.
- All FSC staff will have a satisfactory CRB Disclosure check at an appropriate level for their post

School Group Leaders must be responsible for the following:

- Risk Assessing the journey to and from the Centre.
- Ensuring any activities not led by FSC staff are appropriately Risk Assessed.
- Having a presence on site and during activities to ensure the appropriate behaviour and effective pastoral care of their Students.
- Ensuring that FSC is made aware of any Student or Staff medical, dietary or health issues, or special educational needs in sufficient time, prior to the course

School Students on courses at FSC Centres also have responsibilities:

- All Students must follow Health & Safety instructions.
- All Students should behave with a concern for the safety of themselves and others.
- All Students (or their parents/guardians) should ensure that School Group Leaders are made aware of any health, dietary or medical conditions prior to the course.

FSC Policy is that safe and productive out-of-classroom activities must be based upon a partnership between the provider, organisers and students. FSC also hopes that organisers and accompanying staff will participate as fully as possible in the planning, support and follow up of the course to ensure that its educational potential is fully realised.

FSC will endeavour to ensure that it fulfils its obligations. We ask that School Group Leaders ensure they can fulfil their commitment to this partnership. If you have any concerns, or need clarification, please don't hesitate to discuss this with the Centre your group are attending.

R Lucas
Director of Operations
on behalf of Field Studies Council