

Out & About



A guide to youth work using outdoor activities



Please read this guide alongside the attached Covid-19 supplementary information.

The outdoors can be a great place to learn and have fun and can make a significant contribution to the health and wellbeing of young people and adults. Positive experiences can generate an interest in the outdoors which goes far beyond the boundaries of your youth group.

Outdoor activities can extend from a simple walk or cycle in the local park to climbing the north face of Ben Nevis and each activity comes with its own level of risk and planning. To have a successful, fun and positive learning experience there are many things to consider in the preparation for a trip outdoors. The following chart may assist to plan your outing. Words highlighted in Red have additional important notes that can be found on the next page.



Group with Youth Scotland membership & insurance

Outing to local area and normal youth club activities being delivered by own staff.

The **insurance** policy provided through membership covers general activities that Insurers would expect youth groups to be involved in and is adequate for this type of outing. A list of activities that are specifically **not covered** by your insurance policy can be found in Youth Scotland's website publication

A Guide to Membership and Insurance.

However, If you are in any doubt if an activity is hazardous or excluded then contact **Lynne Tumilty** at Towergate Insurance on **0141 223 6907** or email: **Lynne.tumilty@towergate.co.uk**

Covid-19 Update: Youth Scotland's insurers have issued a statement to the effect that your insurance cover will only remain valid if you are complying with current government guidelines.

Group with Youth Scotland membership and own insurance

More adventurous activities being delivered by own staff member/s.

Some groups are fortunate to have staff members able to deliver more adventurous activities. You need to consider:

- Who is providing insurance cover?
- Is staff member/s **qualification** suitable and current?

Any outing—follow own organisations outings policy and procedures.

Outings Checklist:

- **Please see attached Covid-19 Supplementary information**
- **Information and emergency contact form** to members/ parents/ guardians.
- Emergency contact form to be completed and returned prior to activity for each member participating.
- Consider whether a particular qualification is needed to deliver proposed programme.
- **Risk assessment** completed for entire outing.
- **First aid** cover in place.
- Transport booked if required.
- **Sufficient staff** available and briefed on role during outing.
- Appoint a **Home-based Contact** and agree an **Emergency Procedure**. Information on what you need to do in an emergency may already be given in your organisations excursion policy.
- Evaluation process in place.

Activities being delivered by an external organisation or individual.

- Any company or individual providing trekking, water sports, caving and climbing as activities to young people under the age of 18 years and who operate these activities in a commercial manner need to have a current Adventure Activities Licence.
- Any company or individual must have in place adequate insurance cover and risk assessments for the activities they offer.



Important notes

Insurance:

Being properly insured is your organisations protection against claims for some kind of loss through the actions of you, your staff or group members. It is therefore important that each outing has a level of appropriate insurance cover in place for the planned activities. If an outside provider is to be used to deliver activities, it is good planning practice to obtain a copy of their insurance policy for your records.

Qualifications:

A National Governing Body (NGB) is an organisation that governs and administers a sport on a national basis and sets standards that instructors and coaches will be trained and assessed to in order to gain a qualification. Consequently, there is a wide range of qualifications that people can claim to have. As part of your planning it is good practice to ensure that the qualification being presented to you is relevant, current and the proposed activity falls within the remit of that particular level of qualification. Current means that the holder is a member of the relevant NGB, is in possession of a valid outdoor 1st aid certificate and has completed all required CPD.

The following links give further information on the levels of qualifications and related operating environments for:

- **Climbing & walking**
https://www.thebmc.co.uk/qualifications-explained_0
- **Off road cycling**
<https://www.britishcycling.org.uk/mtbleadership/article/leaderst-Level-2-Mountain-Bike- Leadership-Award-0>
- **Paddle sports**
<https://www.britishcycling.org.uk/mtbleadership/article/leaderst-Level-2-Mountain-Bike- Leadership-Award-0>

Emergency Contact form:

Also known as a parent/ guardian consent form. Each participant under the age of 16 years must have a completed emergency contact form signed by a parent or guardian. Group members over the age of 16 years can complete their own form unless your organisation's policy states otherwise. No consent form—no activity! These forms should include details of at least two emergency contacts, relevant medical information and can include a separate consent for the taking of photographs during the outing. Please remember that this information is confidential and should be safely stored whilst in your possession, during the activity and properly disposed of once the outing is completed. Further information regarding your GDPR responsibilities can be found at <https://www.youthscotland.org.uk/resources/quick-guide-to-data-protection-and-gdpr>

A sample of an emergency contact form can be found here.

Information to parents or guardians:

As early as possible before your outdoor adventure, information should be sent to parents or guardians outlining your proposed outing. Included in your information should be:

- Venue / date of excursion and time of leaving and return / who is responsible for delivery of activities
- Details of the activity and whether any particular clothing / change of clothing / footwear / food or drink is required
- Details of accompanying staff and any cost involved.



Adventure Activities Licensing Scheme:

The aim of the Adventure Activities Licensing Scheme is to give assurance that good safety management practice is being followed so that young people can continue to have opportunities to experience exciting and stimulating activities outdoors while not being exposed to avoidable risks of death and disabling injury.

The Activity Centres (Young Persons' Safety) Act 1995 and the Adventure Activities Licensing Regulations 2004 make it a legal requirement for providers of certain adventure activities for young people to undergo an inspection of their safety management systems and to hold a licence. Licensing only applies to those who offer activities to young people under the age of 18 years and who operate in a commercial manner. The current status of an organisation or individual you propose using for delivery of outdoor activities can be found on <https://www.hse.gov.uk/aala> and then clicking on "looking for a provider". At this time, an indoor climbing venue does not require to have an AALA licence. **Full information on the AALA Scheme can also be found here.**

Risk assessment:

Risk assessment is quite simply about deciding what could go wrong in an activity session and determining what you need to do to prevent that happening. All clubs and groups have a 'duty of care' towards those that come into contact with their organisation. This means having a duty to take reasonable care to avoid causing harm to all staff, group members and members of the public.

Completing a risk assessment is an important part of your planning and enables you to identify the hazards, who could be harmed, the risk of harm and the measures you can put in place to reduce those risks.

If using an outside provider to deliver your activities, they will have their own risk assessment in place and obtaining a copy for your records is recommended.

Further information on risk assessment and how to complete a risk assessment document can be found here.

Licensable activities include the following:

Climbing	Water sports	Trekking	Caving
<ul style="list-style-type: none">○ Rock climbing○ Abseiling○ Ice climbing○ Gorge walking○ Ghyll scrambling○ Sea level traversing	<ul style="list-style-type: none">○ Canoeing○ Kayaking○ Dragon boating○ Wave skiing○ White-water rafting○ Improvised rafting○ Sailing○ Sailboarding○ Windsurfing	<ul style="list-style-type: none">○ Hill walking○ Mountaineering○ Fell running○ Orienteering○ Pony trekking○ Off-road cycling○ Off-piste skiing	<ul style="list-style-type: none">○ Caving○ Potholing○ Mine exploration



First Aid:

Your club or group will benefit from having an adult responsible for first aid who should have a current first aid certificate and contact information for the nearest doctor and hospital should this be required. Taking a first aid kit with sufficient plasters / bandages on outings is good practice but check with your own organisations health & safety policy regarding the use of first aid equipment.

Staffing the outing:

Taking a group outdoors **alone is not advisable and not a practice to be encouraged.** A minimum of two staff members should be the starting point and the more participants, the younger the age group or the greater the distance from your home base will increase the number of accompanying staff. Your own organisations excursion policy may give direction regarding minimum numbers. With a mixed gender group, it is preferable to have a gender mix of leaders. However, there are many circumstances where this is not possible or essential. Consideration of this issue should be part of the risk assessment process.

Home-based Contact and emergency procedures:

It is common practice for organisations to appoint a Home-based Contact for the duration of your outing. Using an HBC relieves you of the pressure of contacting parents etc and allows you to concentrate on effectively dealing with the incident. The HBC should be a responsible adult who is not accompanying the group and is able to be contacted at any time during the outing.

It is preferable that the HBC is not related to any member of the group and will be in possession of full details of the outing and the names and emergency contact details of all participants. In the event of an incident you must follow your organisations guidelines, or if none is given, the following procedures should apply:

- Ensure that the incident is dealt with appropriately and recorded accurately
- A child or children being removed to hospital must be accompanied by a member of staff
- The Home-based Contact is informed of the incident and any further action you intend to take
- The Home-based Contact will contact parents on your behalf to report action already taken or still needing to be taken
- The accompanying staff should ensure that young people do not use their mobile phones to contact anyone until after the Home-based Contact has been informed otherwise incorrect information may be given to parents or guardian
- The Home-based Contact will contact any other relevant member of your organisation that needs to be informed at this time e.g. Chairperson or CEO.





Useful links

John Muir Trust – STEM and Outdoor Learning Padlet:

<https://padlet.com/kindroganfsc/4c8xbrvfsodh>

Development in the Outdoors: An Asset based Approach:

<https://research-portal.uws.ac.uk/en/publications/development-in-the-outdoors-an-asset-based-approach>

Education Scotland: Outdoor Learning: PRACTICAL GUIDANCE, IDEAS AND SUPPORT

<https://education.gov.scot/nih/Documents/hwb24-ol-support.pdf>



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