

This form may be used when using a Service Provider (for instance a catering demonstrator), who is NOT employed or verified by the OIC Education and Leisure Services (the Service).

It should NOT be used when services include any **physical activity** during which risk of injury might occur - UNLICENSED ACTIVITY PROVIDER EX C4 is then used.

Ideally it should be processed via Fax or mail but the questions can be put 'over the phone' to the provider. The Excursion Leaders MUST then clearly sign and date the form in their **OWN** name so that it is evident to the Head or Service Approver.

The Excursion Leader/Organiser fills this part

Group: _____

Name of Service/Provider: _____

Excursion Leader/Event Organiser's name: _____

Contact Address: _____

Contact telephone number in Orkney: _____ Leader's Mobile No. _____

Service required _____

Date(s) and time(s) of visit: From _____ To _____

Group Numbers: Female: _____ Age range: _____ Male: _____ Age range: _____

Female staff members : _____ Male staff members: _____

To the External Service-Provider

Listed below are features and conditions ideally required by groups operating under the auspices of the Service.

Excursion leaders should ensure that the External Service Provider -

1. Is approved by The Head or are a recognised Educational Organisation - this may have to be supported by references
2. Is prepared to vouch for any Third Party who will be providing, or assisting with, the service
3. Is cleared through a National Police Database for any proposed unsupervised access to 'children'
4. Preferably has a 'track record' of assisting groups similar to your own
5. Is adequately insured, either personally or through an employer - **evidence must be provided**
6. Understands that if a 'facility' is being utilized then Provider Form EX C1 could also be used
7. Is familiar with any facility or equipment to be used
8. Where group members are mixing with the public, adequate and sustainable protection is in place

Where the service provider is a tour guide, group leaders should additionally ensure that -

1. The Guide has been trained for the precise duties to be undertaken
2. The Guide will have proper and defined procedures for dealing with an accident
3. The Guide will have proper and defined procedures for evacuating any premises or facility
4. The Guide or their employer has adequate Public Liability insurance

Overleaf are a number of statements which require the Provider's attention; if the Provider cannot comply or is not entirely certain, then he or she must state so on the declaration.

The Service Provider must put Y(es) or N(o) in the box provided.
 The ChK box is for the excursion leader or Head of Establishment.

What Service is being provided and where?

Assistants and staffing Y/N ChK

1 Are you arranging for coaches, instructors or other experts to be with the group?		
2 If so, are you responsible for their selection? (If not, say who is responsible) _____		
3 Their competences are confirmed by possession of qualifications or employer references.		
4 If you are arranging services with a third party, will you check their safety and security arrangements? (If not, say who will do so) _____		

Health, Safety & Security Y/N ChK

5 Who is responsible for the safety and welfare of group members during sessions?		
6 Are you arranging equipment for use by party members? a. If so, what? b. Is the equipment maintained and serviced using written records? c. And if so, are these records available for inspection?		
7 Do you have risk assessments, written accident and emergency procedures for the service you are providing? If so, are these available for inspection?		

Declaration

This form is to be completed by the Service Provider, then returned as soon as possible to the excursion leader/event organiser at the contact address shown overleaf.

Service Provider's name: _____ Telephone No(s) Home _____
 Mobile _____ Fax _____ Email _____

I comply with all relevant 'ideal requirements' on the previous page, **except** _____

I have answered all 7 questions above Yes
 (Please attach any additional information, including a brochure, which may be useful)

Signed _____
 Date _____

Checked by Excursion Leader
 Sign and date