

Help Sheet

Providers of Adventurous and Residential Activities

What is a provider?

A **'Provider'** is any company / organisation / individual / venue / etc who provides a service to a school or youth service establishment, irrespective of whether they charge for this service.

For example if you use a travel/tour company/third party organisation to book/organise any aspects of your itinerary, that company is normally the 'Provider' for those aspects of the visit. If you book the coach travel, flights, hotels, etc yourself, neither you nor the school are the Provider. The 'Provider' is the coach company, the airline, the hotel, etc.

The Outdoor Education Unit is required to **'vet'** any **'Providers'** of **adventurous activities and/or residential accommodation on educational visits** on behalf of schools and youth establishments. The Outdoor Education Unit does not vet any transport, work experience placements or non-adventurous activities. Checks for these activities/providers should be made by the school or youth service establishments themselves.

Selection of Providers for residential accommodation or adventurous activities

Kent Local Authority endorses the Learning Outside the Classroom (LOtC) Quality Badge and recommends the use of Providers who have been awarded the LOtC Quality Badge. For details and a searchable database click here - www.lotcqualitybadge.org.uk/home

The **"Providers" section** of an **e-Go form** contains information on Providers of adventurous and/or residential activities that have been successfully vetted by the Outdoor Education Unit. The Providers you can see listed meet KCC's requirements for working with KCC organised groups of young people.

Please Note: KCC is not an 'approving body' and does not 'approve' Providers.

The **search function** can be used to **locate Providers within the database**. Simply type in the name or part of a name of a Provider in the search field and click on the **"go"** button. Alternatively click on the **"View All"** button to view the full list, or click on one of the A to Z buttons to display Providers alphabetically. To view further details about each Provider, including contact details, simply click on the Providers name.

You can also use **key words** in the Provider's search field to locate providers by type, location, activities, destinations etc.

Please ensure that you familiarise yourself with any **'Provider Comments'** the Outdoor Education Unit has made regarding a particular Provider, as these may need to be considered BEFORE a booking is made.

Once you have identified any Providers you wish to use, the establishment will need to carry out a pre-check to create the visit on the system. This is done by clicking on the **"New Visit"** button on either the **"My e-GO"** page or **"Visits"** page.

Vetting a new Provider

The Outdoor Education Unit requires at least **12 weeks notice, before the visit is due for submission, to vet an un-vetted Provider**. Schools and youth establishments should not enter into contracts with, or pay non-refundable deposits/money to, an un-vetted Provider.

Please see the *'Adding a New provider to a Visit'* help sheet for further information.

Once the Outdoor Education Unit has completed the vetting of a new Provider the school or establishment will be informed via e-Go system of the outcome of the vetting process.