

Learning Outside the Classroom Site Provider Award Code of Practice declaration form

I have completed the self-assessment for the LOtC Site Provider Award and declare that to the best of my knowledge, the information provided is accurate and complete.

I am aware that the LOtC Site Provider Award can be withdrawn at any time should any information provided in my self-assessment be found to be inaccurate or untrue.

I confirm that I have read and understood the LOtC Site Provider Award guidance notes, and I have used them to inform my responses in completing the Self Evaluation Form.

I understand that the LOtC Site Award can only be awarded to my provision in its entirety; if any activities are provided at my site that are not declared in the application this will invalidate my LOtC Site Provider Award.

I declare that, as detailed for quality indicator 6 in the Self Evaluation Form, I abide by all of the health and safety and any other statutory requirements applicable to my site. I also hold current and appropriate public liability insurance and confirm that I will do so for the entire validity period of my LOtC Site Provider Award.

Maximum Public Liability Insurance Cover £.....

I undertake:

- To observe the requirements of the LOtC Site Provider Award Code of Practice and its appeals procedure;
- To inform the Council for Learning Outside the Classroom (CLOtC) immediately should there be a significant change in the activities I offer and to meet the costs of any extra assessment these activities might require;
- To allow access to our site(s) and to our records, to an assessor or other CLOtC representatives, to verify observance of the LOtC Site Provider Award Code of Practice;
- To commit to continuous improvement and development to sustain high quality learning outside the classroom, in order to benefit children and young people;
- To cease to use or display the LOtC Site Provider Award (and any associated logo or certificate) in the event of the LOtC Site Provider Award being withdrawn.
- To notify CLOtC as soon as is reasonably practicable should any of the following occur at my site or sites, including the date, time and location as well as full details of the incident:
 - Death or serious injury to a visitor/ participant or member of staff;
 - Fire, flood, or other serious incident where serious injury could have resulted, or which could attract media interest;
 - Serious Safeguarding issues;
 - Any health issues or incidents reported to RIDDOR or HPA;
 - Any other incidents likely to result in negative local or national media interest.

On behalf of *(insert organisation name)*

Name & Position.....

Signed: Date.....

Please print this form, complete and sign it and email a scanned copy to qualitybadge@lotc.org.uk

The Council for Learning Outside the Classroom abides by the Data Protection Act 1998 and complies with its provisions to ensure that all data is treated accordingly.