



## *NEW VIEWS Phase 6 Courses*

# **The Code of Practice**

*for The London Challenge residential course providers*

All course providers will be asked to sign a Code of Practice. This Code will be published and will be promoted to all London Challenge schools. It has two purposes: to provide reassurance and confidence in the ability of *New Views* providers to deliver safe, effective and enjoyable courses; and to set a standard against which existing provision can be compared. We hope that this will maintain or improve residential course delivery across London schools.

All providers will have to provide evidence that they can meet these standards before being accepted by DfES as a *New Views* provider.

The code covers three areas: quality; safety; and booking administration. On the following pages, each of the sections has a series of statements with accompanying tick boxes. Please use these as a self assessment sheet and return the completed sheet indicating that your organisation is able to meet these requirements.

# Code of Practice for Phase 6 Providers

## Self Assessment Form

### Please tick boxes as appropriate

## Quality

The following factors all contribute to a high quality, memorable fieldwork experience, with many transferable characteristics. All *New Views* providers will have to demonstrate that they have taken account of them, or will do so when designing and delivering the course. All will be included in external reviews.

#### *Site Assessment*

Providers will ensure that activities take place at suitable places identified by appropriately qualified personnel.

Site assessments will be available to visiting schools.

The places used for activities will demonstrate that the sites are the best ones for the learning and outcomes which are to be achieved (see below).

#### *Responsibility*

Providers and their course leaders recognise the implications of their role including their duty of care, use of current guidelines on school visits, responsibility for planning/organisation/relevant documentation and responsibility for making clear delegation of responsibility to accompanying staff and to other support staff.

All other staff will be briefed to understand their role and responsibility in support of the leader and towards themselves and others.

The *New Views* Code of Practice will be sent to schools and participants before the course, to ensure that all understand their role and responsibility to themselves and others.

Providers will have an equal opportunities policy.

Providers will attempt to meet the dietary needs of groups. As a minimum they will offer vegetarian and vegan options at meals.

#### *Curriculum value*

The *New Views* course gives clear value to the subject area, the wider curriculum and areas of personal and social development.

The course has clear outcomes, some of which can be measured and evaluated.

When setting the outcomes, the following will be demonstrated to ensure that purposeful and differentiated activities are being offered:

- the objectives are appropriate to the needs of the pupils;

- the objectives are achievable by the learners;
- the objectives provide sufficient challenge for the learners involved
- the objectives are linked to the planned schemes of work within the school.

- Schools will ensure the planned activities offer progression rather than repetition.
- The programme will ensure that all young people on the course have equal opportunity to participate in the range of activities.
- The course will achieve a balance between technical delivery of specific objectives and excitement, awe and wonder.
- A variety of teaching and learning styles will be employed to meet the expectations of both teachers and learners.
- The course will be evaluated using *New Views* protocols which are then used for public reporting and may be externally assessed/evaluated.

### *Resource Value*

- Optimum use is made of teachers'/learners' time and effort.

### *Delivery*

- All leaders will be suitably qualified and experienced.
- The leader's age and experience will be appropriate for the course and the type of participants.
- Teachers and learners will be given time and support to gain relevant experience.

## Safety

**Safety depends on all those who are involved acting responsibly, towards themselves and others, and recognising and complying with good practice. The requirements below will help to ensure that *New Views* courses provide a safe yet challenging residential experience.**

### *Duty of care*

- Providers will fulfil all the obligations of their Duty of Care as defined by Health and Safety Legislation. The pastoral care of students and overall responsibility for their health, safety and well-being will remain the responsibility of the school staff, with the support of the provider as set out in DfES guidance.

### *Personal responsibility*

- All participants will be briefed to recognise the impact of their actions not only on themselves but on the group as a whole.

### *Group responsibility*

- Pre-course briefings will ensure that members of the group recognise and carry out, according to their level of development, the duty of care to each other.

### *Hazard and risk*

- Providers will ensure that all participants are made aware of major hazards, significant risks and control measures appropriate to the site or activity.
- Activity/field sites will be formally reviewed at regular intervals, at least annually, and are risk assessed on an on-going basis by course leaders trained in risk assessment.
- Checks/evaluation of the sites are comprehensive and include, for example, facilities, safety (including risk assessment) and sensitivity as well as educational value.
- Risk assessments for sites will be openly available to schools and concerned parties such as parents/guardians.
- Providers will have their clear codes of practice for dealing with accidents, emergencies and major incidents.

### *Practicalities*

- A full itinerary will be available to the school and parents/guardians before embarking on the course.
- It will be clear that the itinerary may have to be modified due to unforeseen circumstances, e.g. exceptional weather.
- All specialist equipment required for the course will be provided as an integral part of the course.
- Providers will arrange transport for travel to and from the centre (which should be quoted separately from the course fee) and any transport required during the course (which should be included in the course fee).
- All adventurous activity providers should be assessed and certified by Adventure Activity Licensing Authority (AALA) or comply with National Governing Body (NGB) standards where they fall outside the scope of the act.
- All non-adventurous activities should follow DfES guidelines on staff:pupil ratios as set in the most recent updates issued in the DfES guidance *Health and Safety of Pupils on Educational Visits: A Good Practice Guide (HASPEV)*. See also *HASPEV; Health and Safety: Responsibilities and Powers*; and the other parts of this supplement: *Standards for LEAs in Overseeing Educational Visits* and *Standards for Adventure*.
- Providers will ensure preparations are sufficient to ensure that:
  - the centre/leader is sufficiently knowledgeable and prepared to support and care for the group;
  - everyone is personally prepared and properly equipped;
  - sleeping accommodation will be in rooms or areas which have controlled access, e.g. locks or keycode pads.

- Providers will ensure that accommodation is risk assessed for fire and findings acted upon.
- Providers will have available a supply of waterproofs and outdoor footwear when required and whenever individuals are unable to supply their own.
- Providers will ensure that drying facilities for outdoor clothing are available.
- Providers will ensure that recreational space and tea/coffee making facilities are made available to the *New Views* groups.