

This is an agreement between:

School

and  
Provider

For provision of the following services:

TOPEC will take all reasonable practicable steps to ensure the Health and Safety of participants and staff attending this event (Health and Safety at Work Act 2015 and Vulnerable Children's Act 2014 )

**Please tick all information you have attached**

**Provider responsibilities – TOPEC will provide the school with the following:**

- How the expected learning outcomes of the course / activity will be met.
- A description of the supervision structures, including experienced staff to student ratios required for each activity (that meet relevant best practice requirements). – Max 1:15, see specific Standard operating Procedures for further information.
- Student supervision policies that the school must comply with.
- Safety management plans and policies, for example TARP matrix and activity cover sheets or similar for each activity. Outdoor Mark registration currency available through Work Safe website
- Staff profiles that include relevant qualifications / experience and meet Vulnerable Children's Act 2014 requirements for core and non core workers– see TOPEC website for further information.
- Details of facilities and equipment to be provided.
- A written quote for the equipment and services to be provided.
- A learning environment that is safe for the students and meets the stated educational outcomes.
- A list of equipment and clothing required by students for the activities.
- The preparation required by students to participate safely in the activities.

**School responsibilities – provide TSB TOPEC with the following:**

- The intended learning outcomes that are based on the achievement objectives in the relevant curriculum areas.
- Opportunity to be involved in planning, implementation and evaluation stages of event.
- Name and contact numbers of the liaison person for this event.
- Adequate staff and supervisors to meet best practice requirements.
- Details of facilities and equipment supplied by the school (if applicable).
- Behavioural profiles of the students involved in the event.
- Copy of up to date student medical and risk disclosure signed by parent or guardian
- Adequately prepared and equipped students (gear checked).
- Appropriate support for students with special needs.

**The school or provider reserves the right to withdraw any or all participants from the event if safety is compromised.**

Signed  (TSB TOPEC) Date

Name

Signed  (School) Date

Name