



## Checklist for using external providers

### Details of Visit

Dates of visit	
Visit to	
Group Leader	

Enquiry	Information / notes	✓
Does the centre or provider hold a current valid licence where required?		
Have relevant steps been taken to check staff for relevant criminal history or civil action for damages or negligence?		
Will the provider liaise with the visiting group at the planning stage, throughout the stay and after the visit?		
Is the programme of activity appropriate, relevant and suitable for the group concerned?		
Is the programme flexible & are bad weather alternatives offered?		
Are all the staff competent and/or qualified to undertake the duties to which they are assigned in terms of technical expertise and group management?		
Is there a suitably qualified person identified as the key person responsible for the supervision of staff leading activities?		
Are written local guidelines maintained for each activity that define appropriate levels of staff competencies, qualifications and/or experience?		
Does equipment used conform to the appropriate standard and is there evidence that the safety of such equipment is maintained and checked?		
Is there a written code of conduct / instruction booklet?		
Are the responsibilities of provider staff and Group staff clearly outlined?		
Does the provider have a clearly defined emergency procedure? Are competent first-aiders available?		
Has the provider a current fire risk assessment and suitable fire procedures?		
What insurance cover does the provider have?		
Do the provider's vehicles to be used by the Scout group comply with current statutory requirements?		
Has the provider a health and safety policy that covers the activities to be undertaken?		
Does the provider have written risk assessments for significant risk activities?		
Will the provider give you the names and addresses of other Scout Groups that have used them? Have these Groups been contacted and, if so, what advice have they given?		