



National
Guidance

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Checklist - Assessing a Provider

For guidance on assessing a provider, see OEAP National Guidance document [4.4g "Selecting External Providers and Facilities"](#). For further guidance about the quality of provision see document [5.1b "High Quality Outdoor Learning"](#).

Name of establishment

Click or tap here to enter text.

Details of the provider

Click or tap here to enter text.

Details of visit

Click or tap here to enter text.

Date(s) of visit Click or tap here to enter text.

Name and position of person completing the checklist

Click or tap here to enter text.

Date when checklist completed

Click or tap here to enter text.

Provider Statement

☐ Have you received satisfactory replies to the questions in OEAP National Guidance document [8.1q "Provider Statement"](#)? The provider can complete the form, or you can complete it using information given by the provider.

Further Questions

You may need to ask these or other questions in order to decide if this is the right provider for your group and the aims of the visit:

- ☐ Does the provider's approach and ethos match those of your establishment and visit leadership team?
- ☐ Do the provider's staff have the experience and competence to meet your requirements?
- ☐ Do the provider's setting, accommodation, facilities and activities meet the needs of the group and the intended learning outcomes?

- ☐ For a residential visit, are the sleeping arrangements appropriate (including the numbers sharing during the coronavirus outbreak)?
- ☐ Are you confident that the provider understands the needs of your group?
- ☐ Can the provider cater for the full range of group needs, including any special needs?
- ☐ Can the provider supply a point of contact for communication about learning outcomes and group needs, before, during and after the course?
- ☐ Will you be able to involve the provider in evaluating outcomes?
- ☐ Can the provider supply materials and support for the evaluation process for both before and after the visit?
- ☐ Can the programme or other aspects of provision be tailored to your needs?
- ☐ Are alternatives available if the conditions or circumstances on the day don't allow for the planned activities or programme?
- ☐ Do domestic arrangements support the intended learning outcomes?
- ☐ Is there clarity about the respective roles of the provider's leaders and your leaders, including during activity sessions, at mealtimes, between sessions and overnight?
- ☐ Will there be clear arrangements for the handover of responsibilities between the provider's leaders and your leaders, for example at the beginning and end of activity sessions?
- ☐ Are there any particular hazards or other aspects of the venue or provision that need to be considered in your risk assessment?
- ☐ Does the provider have any rules or conditions with which they expect participants to comply?
- ☐ Will participants need any particular clothing or equipment?
- ☐ Will the Visit Leader need any particular equipment for the group?
- ☐ Are there any staff training needs?
- ☐ Will participants need to be prepared or trained?
- ☐ Can the provider supply contact details of other users who will attest to quality?
- ☐ Is any travel to the venue worth its time and environmental impact?
- ☐ Is the total cost value for money and within your budget?
- ☐ If necessary to assess the provider, or to safely lead a quality visit, has a preliminary visit to the provider's site been made or arranged?
- ☐ Before contracting with the provider, are you confident that you have all the information you need to decide that the provider is appropriate?

- ☐ Are the terms and conditions of the provider's contract, including those about cancellation, acceptable?
- ☐ Are you confident that there are no significant financial risks in using the provider?

Notes

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