

Making a booking with Arthog Outreach

All group bookings are bespoke, so please get in contact, or complete a [booking enquiry form \(1\)](#), this will help ensure we give you the best possible experience. We welcome all enquiries and want your call or email to see what we can do to help.

Please go to the contact us option.

Then once we have created and confirmed a booking;

What you will need to do in the run up to the dates:

Check the confirmation form is still relevant with changes to the group, or topics. Where possible we will link the activities to curriculum topics, literacy, projects or individual outcomes. Please liaise to ensure we do the best for you.

- You do not need to risk assess our activities as we have full risk assessments for the activities, venues, weather etc. Please see our Risk Management Summary.
- **You will need to share information, as accurately as possible concerning individuals, the group and accompanying adults, medical and behavioural needs so we can include this in our risk assessment for the day.**

What you will need to do to prepare your groups:

1. Give out [Letter to parents or guardians \(2\)](#), [Consent forms \(3\)](#) and [‘What to Bring’ Lists \(4\)](#) to selected participants. *(Group size 12 max).*

If you are using prior consent or your own paperwork, we still need the information requested on our forms. Those attending need to be made aware of the ‘Participation statement/ Inherent risks’ as well as the ‘Privacy statement.’

2. Arrange for an appropriate adult to accompany the group. It is best if they are willing to join in with the group, it can be fun and is essential if the participants/ organisation are going to get the most out of each day. See attachment [Accompanying Adult information \(6\)](#).
3. Collect evidence of consent, *(only participants with consent may take part)*. [Don’t forget the Accompanying Adults!](#)
4. Copy details into [Group List \(5\)](#), with any medical information. [Don’t forget the Accompanying Adults!](#)

This must be given to the Arthog staff on the day.

5. Where individuals have additional needs please contact us as we will include this in our plans to ensure each day works as well as it can for everyone. It may also be necessary to complete the form [Special Needs Information \(7\)](#), or [Complex Needs \(8\)](#). **Or ideally phone/ email Outreach to discuss needs.**

What you will need to do on each day:

- Leave consent forms with an emergency contact and have a copy of the [Group List](#) to travel with the group and leave with the instructor.
- The Arthog Outreach staff should leave a [destination form](#) at your base which has details of where the group are, how to contact them if required, and actions necessary in an emergency.

After an event;

- We will be in contact for an evaluation,
- If there were any incidents or illnesses we should be aware of please get in contact as soon as possible.