

# Party leader planning guide

Appledore



**SKERN**  
ADVENTURE

# Your Skern Adventure Appledore residential guide

This guide contains all required operational, safety, insurance and accreditation details needed for EVC compliance, along with planning information for teachers and leaders.

## What's included in your booking

### Accommodation

Clean, and comfortable bunk rooms with bedding (unless camping).

### Meals

- All meals included unless otherwise stated in your quote or booking pack.
- First meal is the evening of arrival and last meal is packed lunch on departure day (unless otherwise stated in your quote or booking pack)

### Activities

- Tailored daytime and evening programme
- Typical session times: 9am–12:30pm, 1:30pm–5pm, 7pm–9pm.

### Equipment

All specialist safety equipment provided (please see packing list for personal equipment recommendations).

### Transport

- Local transport to off-site activities (except field studies specialist programmes),
- Transport to and from the centre at the start and end of the visit is NOT included.

### Support

- Dedicated Course Director with you throughout your visit.
- Bookings Manager for planning.
- Preview visits are welcomed.
- Duty staff available 24/7
- Designated Safeguard team, first aiders throughout your stay

## Optional Extras

Prices are per person **excluding VAT** unless otherwise stated:

- **RIB (power boat ride & drive)** £20 (minimum group cost £265)
- **Expedition bivi** £20 (Year 7 +)
- **Overnight bivi in Skern grounds:**
  - With Skern staff: £13.50
  - Self-supervised: Free
- **Birds of Prey evening session:** Quote provided upon request (subject to restrictions and availability)

## Pre-Visit Checklist for Teachers

- No later than 14 weeks prior to arrival: Final numbers and gender breakdown.
- 10 Weeks prior to arrival: Final balance due.
- 2 Weeks prior to arrival:
  - Names list with medical, dietary, and special requirements; mobility issues; weak/non-swimmers.

## You'll Receive:

- Provisional programme no later than 2 weeks prior to arrival
- Your allocated rooming no later than 2 weeks prior to arrival
- All necessary forms for completion in line with the stipulated deadline
- Risk Management Arrangements for EVC purposes

## Payment & Cancellation Summary

- **Deposit:** 17.5% of total group base cost (excluding optional extras).
- **Final Balance:** Due 70 days before arrival.
- **School Closure Periods:** Payment deadlines brought forwards to last day of preceding term.
- **VAT:** Prices exclude VAT unless stated.
- **Cancellation Charges:**
  - 56 days: 17.5%
  - 56–29 days: 80%
  - 28 days: 100%

A 10% Flex is allowed per booking, fee free, subject to restrictions as per the Terms and Conditions

## Bookings Team

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# Management of groups on site

All visiting staff on centre agree to:

- Always supervise their own groups, Centre staff are only responsible for the Health, Safety and Welfare of participants whilst undertaking organised activities, delivered by Centre Staff.
- Party leaders must greet all visitors to their group at reception and inform reception of expected arrival times in advance
- We aim for a quiet site from 10:30pm in order for all guests to enjoy the site without disturbances from others

## Additional facilities

### Shop

Souvenirs, snacks, hoodies (cash/card).

### Wi-Fi:

Managed access – ask Course Director.

### Bar:

Open upon prior request Risk Management Arrangements

## Site Contacts

Address: Skern Adventure, Appledore, EX39 1NG

Telephone: 01237 475992

Email: [enquiries@skernadventure.co.uk](mailto:enquiries@skernadventure.co.uk)

## Safety Accreditations

### Adventurous Activities Licencing Authority

Reference No: R0316

License No: L158743

Issue Date: 13 May 2025

Expiry Date: 12 May 2027

### Activity categories covered by the licence:

1. Climbing
2. Watersports
3. Trekking

### Specified activities:

1. Abseiling
2. Canoeing

3. Hill and mountain walking
4. Improvised Rafting
5. Kayaking
6. Paddle Surfing
7. Rafting
8. Rock Climbing
9. Stand Up Paddleboarding (SUP) - (not including Foiling)

## Learning Outside the Classroom

LOtC Quality Badge Certificate Number: 101480

LOtC Quality Badge Expiry Date: 16/03/2028

## Insurance

### **Employers Liability Insurer:**

Allianz Global Corporate & Specialty SE

Policy number: PLON99/0124580

Cover period: 31st January 2026 to 30th January 2027

Indemnity limit: £10,000,000

### **Public Liability Insurer:**

Allianz Global Corporate & Specialty SE

Policy number: PLON99/0124580

Cover period: 31st January 2026 to 30th January 2027

Indemnity limit: £10,000,000

### **Products Liability Insurer:**

Allianz Global Corporate & Specialty SE

Policy number: PLON99/0124580

Cover period: 31st January 2026 to 30th January 2027

Indemnity limit: £10,000,000

## Site Hazards

Risks on activities will be managed by our instructors. In addition to these visit leaders should be aware of the following risks and consider these in their supervision arrangements during non-activity times:

- Main activity areas are out-of-bounds but remain accessible when not in use and no team member is present.
- These areas are clearly shown to guests during site tours.
- Off-site activities are in public environments that Skern Adventure does not control.
- Bodies of water and Swimming Pools are out of bounds to students who are not participating but may not be always secured.
- Vehicles use the centre's internal roadways to access the site and service areas. Speed limit is set at 10 mph.
- Some accommodation buildings may be shared between different school groups.

- Some accommodation has en-suite facilities, some has separate bathrooms within the building and some rely on facilities in separate washroom blocks which may be shared between groups.
- Some of our team members live in on-site accommodation. This is out-of-bounds to visitors.
- All accommodation can be locked and secured to prevent entry, CCTV covers entry and exit points from centre.
- The site is gated and there is an active Duty Team available 24hrs a day.
- Please reinforce good behaviour in the dormitories including keeping floors clear of bags, using bunk beds and ladders sensibly and taking care around closing doors. Poor conduct in dormitories may cause unintended minor injuries.

## Risk Assessments

Our risk assessment programme covers all elements of our activity and learning programmes, our hospitality services, fire safety and our premises. These assessments meet the requirements of relevant legislation, including the Management of Health and Safety at Work Regulations and the Regulatory Reform (Fire Safety) Order.

Our risk assessments are largely internal documents and are unlikely to be of use to visit leaders. We would draw your attention to the National Guidance produced by the Outdoor Education Advisors Panel relating to accessing a provider's risk assessment:

***“If a provider holds a Learning Outside the Classroom Quality Badge, there is normally no reason to seek further assurances about the safety of their provision. Even if a provider does not hold external accreditation, their risk assessment records are unlikely to be of use to a Visit Leader. Risk assessments that are written for the provider's own purposes will mean little to others - unless they are qualified to understand, assess and, if necessary, challenge them.”***

OEAP National Guidance 6a – Asking for a provider's risk assessments

## Risk/Benefit Evaluation

It is not possible for us to remove all risk from outdoor learning and it brings little benefit to try. The choices we make in adopting risk control measures are informed by the level of benefit that the experience brings. Evaluating whether a risk is acceptable can be difficult, and may vary depending on the needs or objectives of those exposed. We only define benefit in terms of learning and development outcomes for participants. Tolerating higher levels of risk is never justified for

reasons of cost, ease or speed where it is otherwise reasonably practical to reduce these risks.

## Staff competence and training

All staff are trained and assessed to in-house standards in order to deliver activity learning outcomes. Additional National Governing Body qualifications are held for certain activities. All staff training is consistent with the Adventure Activities Industry Advisory Committee principles for determining staff competency.

### First Aid

All of our activity leaders hold a first aid qualification. There is a first aider available 24/7 whilst guests are in residence.

### Supervision

The leader to participant ratio is specified in each activity risk assessment. This is usually 1:10 for higher risk activities, 1:15 for normal risk activities or 1:30 for lower risk activities such as those that are part of evening entertainments.

We request that an accompanying adult is present for all activities to assist with behaviour and pastoral supervision. Outside of timetabled activity periods responsibility for the supervision of children and young people lies with their accompanying adults and not with our team members. This includes supervision during the night.

At all times that we have groups on site we will provide a member of staff on duty and make our visitors aware of how they can be contacted, day or night. This will normally be via the centre's Reception or using a mobile telephone contact number.

### Safeguarding

All our team members are DBS checked (Enhanced) and are trained in safeguarding principles. Each of our centres has a Designated Safeguarding Lead and Safeguarding Team. Site specific arrangements are in place, details can be shared on request.

### Fire Safety

The centre has a fire risk assessment in place. All sleeping accommodation is fitted with smoke detection and alarms. Fire procedures will be explained to visitors on arrival day. Weekly fire alarm tests are undertaken, details of which can be shared on request.

## Summary for Educational Visit Coordinators

- Adventure Activities Licensing Authority Licence: R0316 (L158743)
- Licence expiry: 12 May 2027
- LOTC Quality Badge Certificate: 101480 (valid to 18/01/2026)
- Public Liability Insurance: £10,000,000 (Allianz)

- Employers Liability Insurance: £10,000,000 (Allianz)
- All staff DBS Enhanced checked
- 24/7 Duty Team on-site
- Instructor ratios: 1:10 (high risk), 1:15 (standard), 1:30 (low risk/evening)
- First aider on site 24/7
- Full risk management arrangements included in booking pack