

Instructor Code of Conduct

The Instructor will follow Outposts Ltd's programme brief, aims and objectives and, in relation to any activity, will:

1. Attend, lead and complete the activity sessions.
2. Ensure all the activities are safe and within AALA guidelines.
3. In the event of an accident, incident or complaint, complete a written review of the course to be submitted with their invoice.
4. Be responsible for directing and ensuring the safety of each participant involved in the activity session.
5. Liaise with and remain professional around Outposts Ltd's clients.
6. Liaise with, and report to, Outposts Ltd during an activity session in accordance with any timetable required by Outposts Ltd.
7. Comply with the reasonable directions of Outposts Ltd in relation to the completion of an activity session.
8. Notify Outposts Ltd if he or she should become aware of any reason why he or she should be unfit or unable to lead any activity sessions.
9. Warn Outposts Ltd that he or she is not aware of any reason why he or she should be considered to be, or is, an unfit or unsuitable person to lead an activity session and in particular to take charge of young persons under the age of eighteen.
10. Follow the plan and brief for the activity and shall not depart from it other than with the prior agreement of Outposts Ltd or save in circumstances of emergency or circumstances arising outside of the Instructor's reasonable control whilst leading the activity.
11. Inform Outposts Ltd immediately of any circumstances arising whereby either the activity or the objectives of the activity are unlikely to be fulfilled or of any accident or injury or dissatisfaction expressed to the Instructor about the activity and shall take such steps as Outposts Ltd may reasonably require in relation to such circumstances.
12. Operate in accordance with the Outposts Ltd Health and Safety Policy and Job Brief / Instructions.

Date: February 2019

Review: February 2020