

BOLTON SCHOOL
STANDARD OPERATING PROCEDURE

Activity	ORIENTEERING at Bolton School and at offsite locations
Introduction	Standard operating procedure for undertaking orienteering with groups from Bolton School. Using the Bolton School grounds or going further afield to public park.
Instructor minimum competency	Instructor – Mountain Leader award or Hill and Moorland Leader or statement of competence. Assistant instructor – statement of competence.
Normal ratios	1:15 (offsite)
Safety equipment (instructors)	<ul style="list-style-type: none"> • First Aid Kit (offsite) • Mobile phone/means of communication in an emergency
Safety equipment (participants)	Appropriate clothing and footwear
Initial tasks on arrival	<ul style="list-style-type: none"> • Establish a base
Suggested pre activity briefing	<ul style="list-style-type: none"> • Prior to the start of the session boundaries must be set. • Have an end of session signal, instructor to have a system to ensure that they know all participants have returned. • Have participants in teams and have briefed on emergency procedure. • Ensure minimum number of team members and ensure that they understand that they must not split up unless carrying out the emergency procedure. • The instructor must ensure that the course is the right standard for the participants. • Make sure a clear area of operation has been outline e.g. the garden, do not go through gates etc, or if on the bigger course where instructors will be. • Use of maps, area features, linear features, spot features, orientation
General safety procedures	Due to the nature of orienteering, students will be operating alone or in small groups. It is the responsibility of the instructor in charge to ensure that the course is set with their ability in mind. It is also the responsibility of the instructor in charge to ensure that if assistants are used, they are positioned at appropriate locations around the course to enable safety monitoring and if necessary coaching of participants can be carried out. It is the responsibility of the instructor in charge to ensure that every group or individual is signed out and in. Participants will be told the cut off time for the event. If at this time they have not completed the course participants must return directly to the school and report in. The activity is not completed until all participants have returned.
End of session	<ul style="list-style-type: none"> • Clean kit and return to store • Report and damaged kit • Report any accidents

