



## **Outdoor Ted Cancellation Policy**

Thank you for booking with Outdoor Ted, unfortunately due to the nature of the activities there may be times when ODT has to be cancelled at short notice due to the following:

**Adverse weather conditions** are those which might have implications for:

- The health and safety of visitors, participants, and members of staff involved in the event
- The potential lasting impact on the site landscape and ecological habitats if the event were to proceed
- Any relevant accessibility issues regarding visitors reaching and leaving the site

**Procedure** In the event of adverse weather conditions a decision must be taken as to whether the event is to be cancelled. It is important that the process by which the decision is taken should allow for consideration of all known risks and involves all relevant parties.

In the event of new information becoming available regarding adverse weather conditions during, before or directly after the event. ODT must regularly monitor weather forecasts provided by the UK Meteorological Office (Met Office) before the event.

ODT will use BBC weather and UK Met Office weather charts, if it is predicted an **amber** warning for wind or rain the event will be cancelled preferably with 24 hrs notice.

If the activity has to be cancelled, it will be re-arranged for a new date that suits all parties.

ODT can if requested visit the school in the morning to teach arrows archery to the class that should have been participating at the Skylark centre. A hall space would be required for this.

**Illness of staff** of those that could potentially be contagious to pupils and staff.

In the event that ODT staff are ill and are unable to deliver the planned session as much notice as possible will be given and a date will be re-arranged.



**Schools cancellation policy.**

In the event that you need to cancel you must give as much notice as possible by emailing [outdoorted@outlook.com](mailto:outdoorted@outlook.com)

1 months' notice – No charge.

1 weeks' notice – 50% unless a date is re-arrange within the academic year.

24hr notice – 80% charge unless it's exceptional circumstances.

From time to time things happen that are out of our control if you, the school needs to cancel due to exceptional conditions please don't hesitate to get in touch. There will be no fee charged.

Where possible ODT will always try to re-arrange any cancelled dates with you within the current academic year.

Many thanks

Stacey Howard

Outdoor Ted

[www.outdoorted.co.uk](http://www.outdoorted.co.uk)

[outdoorted@outlook.com](mailto:outdoorted@outlook.com)

Signed: \_\_\_\_\_

Printed: \_\_\_\_\_