

THE MARK SCOTT LEADERSHIP FOR LIFE AWARD

This document sets out as clearly as possible what participants are required to do to achieve the Mark Scott Leadership for Life Award (the Award) and to gain the most from taking part.

Over 3,000 young people have so far completed the Award since its creation almost 25 years ago. For all participants, this has been an important developmental journey, and for many, a life-changing, transformational experience.

It is a programme that is widely recognised in education, and participants draw on the skills gained during the programme in interviews with colleges, university and future employers. It helps participants to believe in their own abilities and to try for some of those previously 'unachievable' goals. They become more confident and resilient in social situations and open to meeting and working with new people.

We have removed as many of the barriers to participation as possible to ensure that the Award is open to all pupils, especially those that have most to gain from taking part. This includes reducing the cost to the young people and their families to an administration fee of only £30 per place.

This fee represents approximately 1.9% of the cost per participant. In return for this investment made in your future, and to ensure that you make the most of this amazing opportunity for yourselves and for your communities, you will need to commit to the following:

1. ATTEND YOUR PRE-MEETING

You will need to attend a meeting prior to your residential course at which you, your instructor and your team will get together for the first time. You will be given a briefing about the residential course (see below), have a chance to chat to the other people you will be working with, and importantly, to ask any questions you have.

2. ATTEND THE RESIDENTIAL COURSE

You need to fully engage in the 5-day residential at one of our outdoor centres. It will be fun, but also challenging, both physically and emotionally. You will become more confident working with people you may never have met before. You need to use this opportunity to reflect and work on your skills (teamwork, communication, planning), but also to consider the needs of your group. You will be away from school for 5 days and need to catch up when you get back.

3. GIVE YOURSELF A CHANCE

Be prepared to move out of your comfort zone. We're not looking for people who are great athletes or adventurers, just people who are willing to enter into the experience with an open mind. During the residential, participants are often asked to try to do things they consider to be hard or unachievable. You will be surprised what you can do when you decide to give everything a go and trust in your own abilities.

4. ATTEND PROJECT MEETINGS & COMMUNICATE WITH YOUR CO-ORDINATOR

You are expected to attend weekly project planning meetings. Be aware that often it can be difficult to arrange meetings, due to competing commitments, such as jobs or urgent work for school. However, the meetings are an integral part of the project phase and an important opportunity to learn about organisation and working with other people. Meetings are where and when you want them to be and need be no longer than about 45 minutes. **Communicate clearly and regularly with your group to find the dates that all can make.**

5. COMPLETE PROJECT TASKS

Pull your weight. Together with your team members, you will agree and divide up tasks that ensure the project is successful and delivered on time. These are great opportunities for you to apply the skills you have learned, such as teamwork and being proactive. As a group you will choose your project, and therefore set your own, achievable challenge. Only as a group, with everyone aware of their jobs and responsibilities, will you succeed.

6. ATTEND THE PROJECT FORUM

Share your project plans during an evening event held in central Glasgow. This may entail getting out of school a little early if you live a long way from Glasgow. It finishes by around 8:30pm.

7. DELIVER THE PROJECT

You need to deliver the project on time as a team. To limit its size, we ask that projects are designed to take no more than 3 days. This can be 3 days in a row, or in parts, split up, weekends or weekdays etc; it's simply a time commitment and will be flexed to fit your project.

8. COMPLETE THE FINAL REVIEW

To conclude the Award and embed what you have learned, we will look back over the whole experience, both in respect to working as a team as well as your personal development journey. We'll then work with you to identify how you can use your learning in the next chapter of your life.

9. COMPLETE THE EVALUATION

Your feedback is important to us. Without this we would be unable to improve the Award year on year to suit the needs of participants. In addition, without your input, we would be unable to publish the evaluation report available through the website, which demonstrates the huge benefits of taking part in the Award to funders.

The Cost of Commitment

While we recognise that exams don't always go as planned and things change, we want to work with people who are fully committed and determined to make the most from taking part. Once you have accepted your place, we will have committed to spending approximately £1,600 to develop your skills. Our fundraising team works hard to raise this.

Before you decide to withdraw from the Award:

1. Talk to your instructor and explain – together you may well be able to resolve the issue.
2. 6th year is a stressful time, but we know from over 20 years' experience that all participants *can* succeed, and so can you - if you want to.

The Cost of Withdrawing

This does have a monetary value – if you withdraw just before or during the programme then we can't replace you and have wasted funding. This puts the future of the Award at risk.

More immediate for us is that if you drop out at short notice we will not be able to fill your place which means someone else who was keen to participate and will no longer be able to do so. You have effectively denied them the chance to participate. **So please think carefully when signing at the end of this document.**

OTHER IMPORTANT INFORMATION:

1. Travel Insurance

The Outward Bound Trust provides comprehensive course and travel insurance cover in relation to the residential element of the Award only. This cover includes cancellation, personal accident, medical expenses, personal belongings, money and personal liability. A summary of the cover is available on The Outward Bound Trust's website at www.outwardbound.org.uk.

2. Public and Employer Liability Insurance

The Outward Bound Trust will always have a valid Public and Employer Liability Insurance cover, and full details are available on request.

3. Training Regulations and Requirements

Whilst undergoing training you must comply with The Outward Bound Trust's safety procedures and disciplinary regulations which will be explained to you.

4. Health and Safety at Work Etc. Act 1974

The Outward Bound Trust will make available upon request information on its services to ensure that as far as is reasonably practicable they are safe and without risk to health when properly used. It is your responsibility to ensure that you do not behave in a way which might injure or damage you or any other person.

CONFIRMING YOUR PLACE ON THE MARK SCOTT LEADERSHIP FOR LIFE AWARD

All applicants follow the same process:

You should have already filled in the application form online and been accepted as either taking part or as a reserve.

Please complete in the following form (page 5) and return it **with your medical** form to:

Under current circumstances – please scan/photograph and email any paperwork to Steve Mackenzie (below) – we will get back to you as soon as we can.

Your entry will go onto the database, so please be assured that even if you are unable to send us this paperwork, we **will** be in touch with you, although there will be a delay, possibly until June

Steve.mackenzie@outwardbound.org.uk

The Mark Scott Leadership for Life Award
The Outward Bound Trust
Robertson House, 152 Bath Street
Glasgow G2 4TB

(Please either scan and e-mail page 5 and the medical form or print and post it.)

Privacy

We gather this information from all applicants in order to process paperwork potentially at the last minute for reserves replacing someone dropping out. If you are a reserve, we will only keep your information until you are either confirmed as a participant (and will therefore move your information into our 'live' filing system), or until the end of the application process. If you are unsuccessful in your application, we will destroy your personal information.

Next Steps

We will confirm receipt of your forms, and that they are correctly filled in. Please check your emails. For confirmed participants we will collect an **administration fee of £30**, and this will be the final step to fully confirm your place.

THE MARK SCOTT LEADERSHIP FOR LIFE AWARD - ACCEPTANCE

Please return this completed sheet to The Mark Scott Leadership for Life Award Team with the Enrolment & Medical form as soon as possible.

Participant: Acceptance of Course Programme

- I confirm that I wish to participate in the Mark Scott Leadership for Life Award to the fullest of my abilities, and that I intend to attend all elements wherever possible.
- I acknowledge that the Trust's funders are covering the cost of my experience over and above the admin fee.
- I acknowledge and accept that The Outward Bound Trust will provide the services outlined in the Course Programme.
- I accept the discretion of The Outward Bound Trust in deciding whether to award me the Mark Scott Leadership for Life Award.
- I accept that changes may be made to any part of the Course Programme.
- I accept the terms and conditions contained in the Course Programme.

.....
Signed (you, the participant)

Date:

Name of School:

Parent/Guardian:

On behalf of

.....
(print name of participant)

I as parent/guardian accept the terms and conditions contained in the Course Programme.

.....
(signature parent/guardian)

.....
(print parent/guardian's name)

Relationship To Participant.....Date:

ENROLMENT AND MEDICAL INFORMATION



Please complete all questions on this form fully and honestly. The information provided will be treated in the strictest confidence and is essential in order to enable The Outward Bound Trust to provide appropriate medical help and support, if required. Please ensure that this form is completed and returned to the group leader at least **six weeks** prior to the start of your course.

Information for parents and guardians

For many parents or guardians this may be the first time your child is taking part in a residential course. You can access all the essential information at outwardbound.org.uk/information-for-parents.

Confidential information

If you wish to advise our staff of any confidential issues which may affect you during your course, please complete our confidential information form online by visiting: outwardbound.org.uk/information-for-parents, or by completing the section on page 3.

Medical details

If at the start of your course it is found that information has not been given correctly, The Outward Bound Trust reserves the right to refuse participation. If there are any changes to your medical details you must inform the appropriate centre immediately.

Visiting Staff

People aged 45 and over have a higher risk of heart problems, fractures and other conditions if they suddenly take up moderately demanding physical exercise of any kind. This is particularly true of people who do not take regular exercise or who are overweight. If you are concerned about your physical suitability for the course, please feel free to contact us, or seek advice from your doctor and obtain confirmation that it is appropriate for you to participate.

Course Details

Centre (please circle) Ullswater Howtown Loch Eil Aberdovey Ogwen	School	Course Date
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Participant Details (Block Capitals)

First Name	Surname		
Date of Birth	Male / Female		
Home Tel	Mobile		
Home Address			
			Postcode
Email Address			
Please tick if you would like us to use these details to occasionally contact you about other opportunities with The Outward Bound Trust:	By email <input type="checkbox"/>	By phone call <input type="checkbox"/>	By text message <input type="checkbox"/>
You can opt out at any time. See the privacy policy on our website for details: outwardbound.org.uk/privacy-policy			

Important Contacts	Emergency Contact	Alternative Emergency Contact	Your Doctor's Surgery
Name			
Address			
Tel Home			
Mobile			
Relationship to participant			

OFFICE USE ONLY	
Initial:	Dated:

MEDICAL INFORMATION

HAVE YOU EVER HAD:	YES/NO	
1. Heart trouble, angina, raised blood pressure?	Y / N	IMPORTANT: If you answer 'yes' to Questions 1 – 5, you MUST complete the relevant Supplementary Medical Questionnaire which can either be downloaded from outwardbound.org.uk/information-for-parents , Or you can request one from the school.
2. Asthma, bronchitis, tuberculosis or other lung conditions?	Y / N	
3. Diabetes?	Y / N	
4. Epilepsy?	Y / N	
5a. Allergy to foods (eg. nuts, dairy produce etc.)?	Y / N	
5b. Other allergic reactions (eg. bee stings, detergent.)?	Y / N	
IMPORTANT: If you answer 'yes' to Questions 6 – 17, you MUST give details, including dates, below (continues overleaf if necessary).		
6. Nervous illness, depression or other psychiatric condition?	Y / N	
7. History of broken bones, muscle tears or tendon/ligament damage?	Y / N	
8. Stomach, digestive, abdominal problems?	Y / N	
9. Blood disorders?	Y / N	
10. Bladder, urinary problems?	Y / N	
11. Severe hearing or visual impairments?	Y / N	
12. Fainting attacks, migraine or severe head injury?	Y / N	
13. Are you suffering from, or are you a carrier of, any infectious diseases, or have you travelled from an area where you may have been exposed?	Y / N	
14. Have you been treated by a doctor or in hospital within the last two years for anything other than a trivial complaint?	Y / N	
15. Are you taking any medication? (If so, please state the condition being treated, name the medication, state the dosage details and ensure that you bring enough.)	Y / N	
16. If female, do you know or suspect that you are pregnant? (If so state at what stage of pregnancy you will be when starting your course.)	Y / N	
17. Do you have, or suffer from, any other diagnosed medical or physical condition or is there anything else you wish us to know about?	Y / N	

Additional Information - Medical or Confidential

Dietary Preferences: Please state any dietary preferences below, eg. vegetarian, Halal, etc.

If you have a food allergy please ensure you have completed Question 5a and the Supplementary Medical Questionnaire for allergies, available from: outwardbound.org.uk/information-for-parents

Other:

Height	Weight	Can you swim 50 metres in light clothing? YES / NO
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CONSENT

Safety and acknowledgement of risk

We have more than 75 years' experience in providing adventurous activities and consider our safety arrangements to be at the forefront of the adventure activity industry. The risk of serious injury to participants is extremely small but it is not non-existent. We take a great deal of care of participants' safety. However, as in any adventure activity, there will be some factors beyond our control. Participants will be briefed before every activity and are expected to follow the safety procedures explained to them and to indicate if they are unsure of what is expected of them. Participants are never forced to do an activity and if any participant has concerns they should make these known to their instructor. The level of risk associated with Outward Bound activities is normally very low, and probably no greater than that experienced by active people in everyday life.

I DECLARE THAT ALL MEDICAL AND ENROLMENT INFORMATION ON THIS FORM IS TRUE AND THAT I HAVE NOT WITHHELD ANY RELEVANT INFORMATION AND I UNDERSTAND AND ACCEPT THE ABOVE SAFETY AND ACKNOWLEDGMENT OF RISK STATEMENT:

If participant is over 18, the participant must hand sign below:

Signature: Date:

During your course, The Outward Bound Trust may take photographs or video clips to be used in our marketing material, course reports, social media and websites. Please tick this box if you consent to The Trust's use of images or footage of you.

If participant is under 18, a parent/guardian must sign below and by signing you endorse the following statement:

"I consent to the above named person participating in the course and consent to him / her taking part in all activities. In the event of an emergency and The Outward Bound Trust being unable to contact me, I give permission for any medical treatment deemed necessary, to maintain his / her well-being."

Signature: Date:

Print name: Relationship to participant:

Parent/guardian: Please give your details below if you would like The Outward Bound Trust to occasionally contact you about other opportunities for your child.

Email Address
Phone Number
Please contact me: By email <input type="checkbox"/> By phone call <input type="checkbox"/> By text message <input type="checkbox"/>

You can opt out at any time. See the privacy policy on our website for details: outwardbound.org.uk/privacy-policy