

## Multi Site Guidance

### Criteria for LOTC Quality Badge website listing – single or multiple Badge

For the purposes of this document, a site is defined as facilities or services within the control of the provider, advertised as a discrete option, which service users can book specifically. Users are defined as teachers; schools; uniformed and other educational groups; and outdoor education advisers.

The method of assessment is a matter for the awarding body to decide, however it is vital that every site which has been accredited is individually badged in all cases. This ensures the robustness and usefulness of the LOTC Quality Badge scheme by removing any potential confusion around which parts of a provider's offer are covered by their accreditation.

Below are the criteria applied by the Adventure Sector when Awarding the LOTC Quality Badge as to whether the Provider requires multiple Badges or a single one. The guiding principle to Inspections is that the totality of what the Provider offers to education or uniform groups is inspected and covered by the badge.

AAA to discuss with Providers at the point of application which of the below categories best fits their operation. This to be confirmed by the inspector during the inspection.

#### 1. An Activity Provider with single or multiple sites each with its own management, activity staff and facilities.

- The Provider makes a separate application to AAA for each site.
- Each site is individually inspected
- A separate Badge Awarded to each site.
- Each site has a separate listing on the LOTC Quality Badge website.

#### 2. An Activity Provider with no fixed facilities

- The Provider makes an application to AAA
- They are inspected at an activity site.
- When these Providers use a hostel or other accommodation, then the criteria the Provider uses to select the accommodation is reviewed and the accommodation in use at that time is inspected.
- One Badge Awarded
- The provider has one listing on the LOTC Quality Badge website

*3. A Provider that has a main site where its management, staff and equipment is based but who also provides activities and/or accommodation from other sites, controlled by the provider and advertised as separately bookable option.*

- The Provider makes an application to AAA
- The main site will be inspected, and other sites sampled as required at the inspector's discretion
- A separate Badge Awarded to each site
- Each site has a separate listing on the LOTC Quality Badge website

**Note**

The administration fee of £25 + VAT per Badge will apply to each Badge issued

16<sup>th</sup> Oct 2020