

Important things to consider when working as a climbing instructor

“This document is due to a request from some candidates to make available some of the information discussed on the course. It is a checklist of things that should be in place somewhere in the process of delivering an instructional session to kids. It’s not exhaustive – merely everything we wrote down on that particular course. Hope it helps.” Danny

To accompany the below you must first consider your role in context of your level of responsibility and how much of the below is then therefore your responsibility. An easy way to picture this is the “employee/contractor” spectrum. At one end of the spectrum is employee – you are paid net, you must do what your employer tells you to do with their clients, equipment and at a specified venue. Your employer is responsible for your holidays, welfare, NI, tax etc. As a contractor you do what you want when you want (in agreement with the client) and you are paid gross and sort out your own accounts. *As a freelancer you are somewhere in the middle and may be held liable for certain things that you might not expect to be.*

- Insurance
 - Third Party liability (free with BMC membership)
 - Personal Liability or Employees liability (which one are you?)
 - Kit insurance
 - Personal accident (an expensive gamble or a career saver)
- Risk Assessments (for the building/wall/equipment/activity/clients)
 - Generic
 - Site specific
 - Dynamic
- Operating Procedures (defined by the person responsible)
 - Should detail any specific actions for the instructor e.g. no gri-gris to be used with groups
- Emergency Action Plans – chain of command etc.
- Equipment logs (?)
 - Even comprehensive kit checks mean nothing without quality, on the spot checks and monitoring
- CRB checks
 - Not necessary in some cases and frequently not useful
- Child Protection Policy
- 1st Aid Kits – normally an instructors responsibility
- Booking forms
 - To include emergency contact details
- Medical information – to be kept for 3 years
- Photographic consent
- Parental or Guardian Consent
- Signed disclaimer (for adults – you cannot be held responsible for idiots)
- Feedback and complaints system

Feel free to comment. Ciao