



### **SEATON SUMMER BEACH SCHOOL 2024/25, 2025/26, 2026/27**

To enable Seaton Town Council to ensure continuity in the delivery of its Seaton Summer Beach sessions in the financial years 2024/25, 2025/26 and 2026/27, you are invited to submit a tender for the following contract. You should be aware that your prices should remain firm from 1<sup>st</sup> April 2024 until 31<sup>st</sup> March 2027 however, these will increase in line with RPI Index or inflation.

**All tenders are to be delivered to the offices of Seaton Town Council in a sealed envelope marked “TENDER”, by no later than 2pm on Thursday 30<sup>th</sup> November 2023.**

#### **Beach School Programme Content:**

The tender should include details of:

- Availability to deliver a minimum of 2 x 2 hours family beach school sessions in:
  - Easter school holidays
  - May half term school holiday
  - October half term school holiday
  - Christmas school holidays
- Availability to deliver 2 full weeks of beach school sessions during the school summer holidays, each week to contain a variety of stand alone beach school sessions.
- Methods to be used for promoting and administering the beach school sessions
- Methods to be used for monitoring, evaluating, and reviewing attendance and content and format of beach school sessions.
- Methods to be used for ensuring the health and safety of each beach school session.

#### **Beach School Leader Qualifications, Training and Experience:**

The tender should also include the following:

- Evidence of appropriate Level 3 Beach School Leader qualification or equivalent
- Evidence of Public Liability insurance cover
- A copy of the Safeguarding Policy
- Evidence of safeguarding training, preferably completed within the last 3 years
- Evidence of an up-to-date disclosure and barring service certificate
- Evidence of a first aid qualification
- Examples of any previous outdoor learning activities which you have led and organised.



### **Budget:**

Seaton Summer Beach School will be funded by Seaton Town Council however, it is proposed that a nominal charge of £3 per child will be made for those attending. The tender should also include information on the following:

- Anticipated maximum number of children/families per session
- Any budget required to purchase materials for planned beach school activities
- Any additional budget required to cover the cost of administration time
- The budget required to cover the delivery cost of each 2-hour session as detailed above.
- Any budget required to cover any travel/sundries costs.

### **Additional information:**

Whilst the Council will assist with the promotion of the beach school programme through the use of posters, flyers, the Council's social media accounts and websites, the appointed contractor must also be willing to play an active role in terms of its publicity and promotion.

### **GENERAL CONDITIONS**

Contractors will be expected to provide along with their tender prices:

- copies of their risk assessments
- certificates confirming qualifications
- public liability insurance certificate
- evidence of safeguarding checks, such as DBS

It is the duty of all contractors, their employees and sub-contractors, to be aware of their individual responsibilities under the Health & Safety at Work (etc.) Act 1974 to ensure, as is reasonable and practicable, that they provide and maintain safe and healthy working conditions, equipment and systems of work and to provide such information, training and supervision as they need for this purpose. Contractors should carry Public Liability Insurance of not less than £10,000,000 and understand that they accept responsibility for the health and safety of members of the public who may be affected by their activities.

In the event of any contractor failing to fulfil part of the contract, the Council reserves the right to have the outstanding work done at the charge of the contractor. All successful

contractors will be expected to inform the Council of any damage they may observe within their area of contract. Contractors will be responsible for locking and securing any facilities/grounds for which they have been provided with a key, immediately on completion of all visits.

This is a three-year contract to carry out all work as per the contract however, the Council – in its absolute discretion - reserves the right to terminate this agreement, should a contractor:



1. fail to comply with the terms of the contract.
2. become deemed unfit for work by a general practitioner.
3. be declared bankrupt or be convicted of a criminal offence.
4. fail to attract sufficient numbers for the beach school sessions, in the Council's opinion, to be financially viable

The contractor reserves the right to terminate this agreement, should the Council:

1. fail to comply with the terms of the contract.
2. be declared bankrupt.
3. fail to assist with the promotion of the beach school programme, thereby rendering the sessions financially not viable due to low numbers