

GHYLL HEAD

Outdoor Education & Activity Centre

IMPORTANT INFORMATION

Information for parents

Make sure that all parents have a clear idea of what type of activities their children are to be involved in. Enclosed is a copy of **'Information for Parents'** which if appropriate, can be duplicated and sent out to parents. Please note there is no longer a public pay phone on site. Groups need to ensure that staff have a mobile phone for out of office hours. Ghyll Head are able to provide a stand by phone if required. Call the office for more details.

Consent Forms – students & staff

Ensure that each student returns a completed consent form signed by a parent or guardian. If the medical section reveals any health problems which may pose difficulties when taking part in outdoor activities, then please initially consult the parent/guardian to discuss your part in managing the issues and their expectations of their child's participation. If necessary, then contact the Centre for advice and information on how the centre and staff can assist. This form must be completed for each pupil/young person before attending a course. The forms for all attending must accompany the visit.

The details for the administration of any medicines must be recorded in writing by parents/guardians on the consent forms and be administered by the accompanying staff. Records should be kept of any treatments delivered.

Accompanying staff members must also complete a medical form so that Ghyll Head staff can be aware of any conditions which may affect their fitness or level of participation as well.

Insurance

It is recommended that you take out personal accident and cancellation insurance on behalf of the students and staff attending.

Most schools provide this type of cover for staff and students in which case cover is automatic but please check and confirm with your school. For those not covered, a possible contact is Zurich Municipal who have a 'School Journey Insurance' (telephone number - 084 5725 4910).

Before you set off! - Who's travel sick? Travel sick medication given! Travel sick clear up kit ready?!

Tuck Shop

We have a selection of souvenirs available at the Centre. We are able to stock the tuckshop with confectionery on request, please let us know ahead of time if you wish to have sweets and chocolate available. We recommend a spend of £5 per child if you wish to use this facility.

When you arrive

There will be a member of the Centre staff to take you through an induction of the centre. They will brief the students on procedures, routines and expectations on activities and with behaviours in the building. All safety issues and domestic chores will also be covered with the students. The fire drill will be explained (and a practice will happen on the first afternoon when staying in the main house). A member of staff will be available over the first evening and will deliver an evening activity.

Have activity groups and bedroom group lists sorted.

You will be briefed on emergency procedures, securing the Centre and how to contact out of hours Centre staff.

Evenings

Centre staff will induct staff and students on the first evening. From 5:00pm onwards each following evening accompanying staff will be responsible for their young people. Please plan evening programmes to suit your group. The Centre will be able to offer a number of evening activities but do please feel free to deliver your own and do have a bad weather alternative to deliver indoors. Centre staff will always be available on the phone out of hours, to give help and guidance and if needs be, to come out to the centre to assist.

Routine

Rise and shine at 7:15am! Breakfast is at 8:00am. Meeting for instructors and accompanying staff at 9:10am in staff room. Packed lunch out and about. Evening meal at 5:30pm. Evening programme approximately 7:00pm - 9:00pm.

Accompanying Staff

Please ensure that any voluntary helpers accompanying your group are carefully vetted and their role and responsibilities must be clearly defined and agreed before they arrive. They must be DBS checked by your organisation/school and this may take 6 weeks. The centre does not need DBS check details. Pets (excepting guide dogs) are not permitted.

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Discipline and Safety

The party leader and accompanying members of staff are responsible for the pastoral care, discipline and behaviour of students throughout the course. Accompanying staff have an established relationship and a background knowledge of the young people it is important that they support the Ghyll Head staff in maintaining good standards of co-operation and behaviour, especially around issues of safety. Damages and loss of equipment; we will invoice the party leader for materials, labour and making good or replacing equipment and furniture at full cost.

If at any time during the course you have concerns that activities have potential to harm the young people in your care you must make them known to the centre staff immediately. Centre staff will stop activities to listen and reassure your staff and if appropriate will modify or stop activities accordingly.

Medical and First Aid

Be clear about your policy on issuing medication, particularly non-prescription drugs such as painkillers. The school policy may not be adequate in the 24-hour residential situation. One of the accompanying staff ought to be a first aider, in case there is an accident when the Ghyll Head staff are off duty. **If this is not the case, please inform the Head of Centre** in order that appropriate arrangements can be made. Please record all instances where first aid and both prescription and non prescription drugs are administered. Significant incidents, bumps and scrapes should be recorded with the centre as well as with the school/organisation.

Sickness

We have a strict policy on sickness. Any resident who has/develops a sickness bug needs to change arrival date or return home to prevent a spread of illness around the Centre.

Arrival and Departure

Monday - Friday courses - Please arrive about 12:30am which allows Ghyll Head Staff time to complete their maintenance work. First meal provided by the Centre will be Monday evening meal at 5:30pm. So please make sure you have a packed lunch with you and it can be eaten in the grounds or the dining room depending on the weather. Course departs at 1pm on Friday after a packed lunch.

Weekend courses - Please advise the Centre of your arrival time on Friday, which can be any time after 4:00pm. An evening meal can be provided at 5:30pm, otherwise, Saturday breakfast is the first meal. Tea, coffee and other drinks are available. Depart before 5:00pm on Sunday.

Travelling time from Manchester is approximately two hours, but may be longer on Friday afternoons.

Ghyll Head Food Policy

Ghyll Head strives to provide visiting students with healthy balanced meals. Where possible the Centre adheres to current Government targets by limiting salt, fat, and sugar and by increasing the fruit and vegetable content of our meals and instructional staff will encourage students to drink plenty of water throughout their stay.

All meals and packed lunches are homemade and prepared freshly at Ghyll Head. The Centre aims to provide each student with an additive free diet and a minimum of five portions of fruit or vegetables each day. Please help us in positively promoting wholesome, home cooked food and to accept 'meals that are not like home' as being part of the challenge in the week. However, students must eat to maintain energy levels and have a productive stay. If some are not responding to the challenge of good food, then we will supply a suitable alternative - let us know.

Dietary Needs

Please ask parents very specifically for this information. We can provide for those with special medical, religious or cultural diets. Parents may speak directly with the Housekeeper if they have particular concerns. The Centre will also cater for all types of medical diets such as nut free, dairy free, coeliac and diabetic diets or liquidised food where necessary. Vegetarian, kosher and halal meals are readily available. *We require this information prior to your arrival at Ghyll Head to ensure we meet the needs of everyone.* Please ask parents to refrain from supplying sweets, cakes, crisps and biscuits as evening snacks.

Please contact the Centre if you have any questions.

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PARTY LEADER CHECKLIST

Tick	Reminders	Notes /Dates Completed
	Parental and Staff consent/medical forms.	
	Insurance. (Parents aware of limitations)	
	Risk assessments completed for travel to and from Ghyll Head and over night supervision at the Centre.	
	Travel Sick young people identified. Medication available? Permission to give? Motorway service station supervision proc agreed and risk assessed.	
	Informed parents about packed lunch for the first day.	
	Home base contact details for major incident notification - 24 hrs.	
	Final Numbers & Gender Mix.	
	Collected medicines / instructions and doses.	
	Diets (Staff and Young People) List complete and checked - informed Centre.	
	Do you have a mini bus staying all week? Let the Centre know.	
	Confirmed ETA and ETD with the Centre?	
	Pocket Money, Mobile phone policy decided and communicated to parents.	
	Booked and confirmed coach transport ETA and ETD?	
	Kit List distributed?	
	Wet Weather indoor evening activity sorted?	
	Returning a young person home (sick or misbehaving) procedure sorted?	
	Group and Bedroom lists sorted?	
	Have planed a communication system for informing parents of safe arrival and ETA for return; along with updating worried parents re young people with issues to be monitored.	

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