

Based at Old School Lodge

Course Leader

Information Pack Jan 2016

Contents:

- Course leader jobs checklist.
- Activity groups form.
- Dormitory arrangements form.
- Over 18's Personal details/ medical form – Use the Blue Peris format
- Under 18's Personal details/ medical form – Use the Blue Peris format
- Student's personal kit list.
- Minibus driver insurance form
- Duty groups form
- Medical and Dietary Summary Sheet
- Duty Rota

Note all pupils require sleeping bags / Staff will be provided with full Bed Linen

All forms must be completed and returned TWO week prior to visit

Old School Lodge Course Leader Jobs Check List - Updated Jan 2016

Notes for Visiting Staff

- Please read and contact the centre with any queries
- Please ensure you are familiar with the various areas of information

Activity Grouping Form and Dormitory Grouping Form

- Please complete both forms before arriving at the centre
- Please note number of beds in each dorm
- Group sizes need to be discussed with the centre beforehand

Under 18's Personal Details / Medical Form

- You must use the Blue Peris format for under 18 and bring 1 full set to be stored in the blue peris staff room. If we have to photo copy these we are afraid we will have to charge you 10p per copy.

Adults / Staff / Over 18's Personal Details / Medical Form

- You must use the Blue Peris format for over 18

Kit List and Charter

- Please ensure all pupils/ group members receive a kit list and charter

Duty Rota

- Please complete prior to arrival at the centre
- This is a rota to show which duty group is carrying out which duty on any given day

Duty Group List

- Please make up a list of the duty groups, in terms of who is going to be in each duty group. Also allocate a member of your staff to each group

Driving Blue Peris mini buses and hire buses

- In order to drive a Blue Peris mini bus you must meet the following criteria
- Hold the relevant Licence which is D1 or PSV
- Have experience of driving mini buses
- Have no more than 6 points on your driving licence
- There is no need to hold a Midas anymore

If the above criteria are satisfied, then the following MUST be brought to the centre by anyone wishing to drive a minibus

- A copy of driving licence and proof of your PCV if you hold one or D1E
- The Blue Peris Minibus driver insurance form

Coach Company Details

- Have you contacted the centre to find out the coach company details and contact numbers, if you have hired the coach through the centre?
- HAVE YOU told the centre the final student and staff numbers so that there will be enough seats on the coach.

Medical and Dietary Summary List

- Please complete the summary sheet for the medical issues for both students and staff
- Please send this off to the centre before your arrival

Major Medical Issues.

- The centre needs to be aware of major medical issues prior to your visit. Often we need to discuss any issue to see if that individual will be allowed at the centre and if so are there any additional plans that need to be put in place. These plans may require additional staff in which there will be a charge for

Examples of these medical issues will include

- Diabetic
- Epilepsy
- Recent operations, breaks to bones
- Eating disorders
- Severe asthma
- Allergies that require the person to carry epi-pens
- Other conditions which the course leader feels should be highlighted and discuss to help raise the wellbeing of that person, the staff and other pupils

Course Details - Prior to your visit please inform us of

- Pupil numbers - WE can ensure that the activity group ratios suit
- Staff numbers
- Aims of course

Arrival and Departure Times

- Prior to your visit please check with the centre your departure time from your pick up point and the departure time from the centre. This information will also be included on the booking letter.

Course Leader Checklist

Notes for Visiting Staff- Have you read them?	
Activity Grouping Form and Dormitory Grouping Form Please send back 2 weeks prior to course starting	
Students Personal Details / Medical Form (Under 18's) Please send back 2 weeks prior to course starting	
We require you to bring a full set of medical forms with you, for the centre to use. They will be required to stay in the staff room. <i>If these are not provided I am afraid there will be a cost of 10p per form copied. This will have to be added to your final invoice</i>	
Staff Personal Details / Medical Form (Over 18's) Please send back 2 weeks prior to course starting	
Kit List sent out to students and staff Blue Peris Charter given to students and parents	
Duty Rotas Please send back 2 weeks prior to course starting	
Duty Group List Please send back 2 weeks prior to course starting	
Driving Blue Peris Mini Bus and Hire Bus form completed for possible drivers Have they been told they need to bring their licence to the centre and proof of passing their PCV (If they do not hold a D1)	
Coach Company Details	
Medical and Dietary Summary List Please send back 2 weeks prior to course starting	
Major Medical Issues Need to discuss well in advance / may be additional charge	
<u>Course Details – Prior to your visit please inform us</u>	
Pupil and staff numbers Aims of course	
Arrival and Departure Times	
If you wish the Duty Instructor to meet you where the coach drops you off, you will need to organise this prior to your visit. <i>(Please contact the centre to make arrangements)</i>	

Dormitory Arrangements –OSL- Building

Group:

Total number of students:

Ogwen - middle floor - 10

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

11- Camp bed can be added

Idwal - middle floor - 8

1.
2.
3.
4.
5.
6.
7.
8.

Padarn – middle floor - 8

1.
2.
3.
4.
5.
6.
7.
8.
9. Camp bed can be added

Tryfan – middle floor - 8

1.
2.
3.
4.
5.
6.
7.
8.

Glyder - top floor - 8

1.
2.
3.
4.
5.
6.
7.
8.

Wyddfa – top floor - 6

1.
2.
3.
4.
5.
6.

Elidir (Staff) – middle floor - 1

1.

Eilio (Staff) – top floor - 2

1.
2.
This room has an on suite shower

Siabod (Staff) – top floor - 3

1.
2.
3.

Note: All staff bedrooms have a small safe and hairdryers for staff use



Confidential –Adult –Over 18 Personal Details/ Medical Form

Course date booked:		School/college if applicable.		
Surname:	Forename:	National Health No .	Age:	Sex:
Home address:		Email:		
		Home Tel:		
		Mob:		
		Date of birth:		
Next of kin and Address:		Doctors name and address (student's):		
24h Contact Tel:		Contact Tel:		
Work Tel:		Email:		
<p>Are there any special medical or physical circumstances of which the Centre staff should be aware, e.g. asthma/epilepsy/diabetes/dislocations/disabilities: or any ALLERGIES e.g. Penicillin/ aspirin/ elastoplasts? <i>Please give all relevant details about how something could affect your performance at the centre. Contact the centre if you need additional information about how an activity might affect you, and check with your doctor if you are not sure of how a condition might affect your ability to participate (continue on another sheet if necessary)</i></p>				
<p>Are you receiving any regular medical treatment? <i>Give details and the required dose</i></p>				
Is your tetanus up to date?		Date of last vaccination:		
Swimming ability: <i>(please circle distance)</i> <i>You must be able to swim 25m to go White Water Rafting</i>	Non swimmer	25m	50+m	
Details of any special dietary requirements e.g. vegetarian, Halal or food allergies:				

I understand the conditions which I have been accepted on a course at Blue Peris. I hereby agree that I may take part in the activities organised by the Centre Manager or his representative and I agree to receiving such medical treatment as may be deemed necessary, should, in the opinion of the physician concerned, the delay in contacting my emergency contact may affect my health. . In consideration for the Centre staff and Fusion Lifestyle I agree to indemnify these against all claims, costs, actions and demands whatsoever resulting from taking part in the programme of activities or the administration of medicines unless such claims, costs, actions or demands result out of the negligence of the Centre staff or Fusion Lifestyle. . I also understand that the centre does not provide cancellation insurance. Therefore, the centre will not be liable if I do not attend due to illness, missed coach, holiday issues, home issues, personal issues, accidents which prevent me attending. Finally my possessions are not insured by the centre or Fusion Lifestyle

If you do not permit photos/videos to be used as publicity material / social media the Centre or Fusion Lifestyle please tick the box:

Signed:	Date:
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Confidential – U18's Personal Details/ Medical Form

This form must be signed by the parent or guardian of children under the age of 18. Staff responsible for students on a residential visit are acting in loco parentis and therefore need this information and parental permission to help them properly exercise their duty of care.

Course date booked:		School/college:		
Surname:	Forename:	National Health No .	Age:	Sex:
Home address:		Email:		
		Home Tel:		
		Mob:		
		Date of birth:		
Next of kin and Address:		Doctors name and address (student's):		
24h Contact Tel:		Contact Tel:		
Work Tel:		Email:		
<p>Are there any special medical or physical circumstances of which the Centre staff should be aware, e.g. asthma/epilepsy/diabetes/dislocations/disabilities: or any ALLERGIES e.g. Penicillin/ aspirin/ elastoplasts? <i>Please give all relevant details about how something could affect your performance at the centre. Contact the centre if you need additional information about how an activity might affect you, and check with your doctor if you are not sure of how a condition might affect your ability to participate (continue on another sheet if necessary)</i></p>				
<p>Is your child receiving any regular medical treatment? <i>Give details and the required dose</i></p>				
<p>Do you wish a member of staff to look after any medicines? <i>If so, you must hand all medications and instructions to the school course coordinator</i></p>				
<p>Do you give permission for paracetamol/Calpol to be given to your child if necessary?</p>				
Is their tetanus up to date?		Date of last vaccination:		
Their swimming ability: <i>(please circle distance)</i> <i>You must be able to swim 25m to go White Water Rafting</i>		Non swimmer	25m	50+m
<p>Details of any special dietary requirements e.g. vegetarian, Halal or food allergies:</p>				

I understand the conditions under which my son/daughter has been accepted on a course at Blue Peris. I hereby agree that my son/daughter may take part in the activities organised by the Centre Manager or his representative and I agree to him/her receiving such medical treatment as may be deemed necessary, should, in the opinion of the physician concerned, the delay in contacting myself be potentially injurious to my child's health. In consideration for the Centre staff and Fusion Lifestyle I/we agree to indemnify these against all claims, costs, actions and demands whatsoever resulting from taking part in the programme of activities or the administration of medicines unless such claims, costs, actions or demands result out of the negligence of the Centre staff or Fusion Lifestyle. I also understand that the centre does not provide cancellation insurance. Therefore, the centre will not be liable s in view of student/s who do not attend due to illness, missed coach, holiday issues, home issues, personal issues, accidents which prevent them attending. Finally students possessions are not insured by the centre or Fusion Lifestyle

If you do not permit photos/videos to be used as publicity material / social media the Centre or Fusion Lifestyle please tick the box:

Signed:	Date:
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Students Personal kit List

General:

Washing kit and towel	Large plasters	Roll on deodorant (not aerosols, they set the fire alarm off)
Notebook, pen/pencil,	Torch with batteries	Plastic drinks bottle (1 litre is essential)
Indoor footwear (slippers or trainers)	Nightwear and underwear	Small/medium lunch box
Sun block protection (at least factor 20-30)	Change of clothing for evenings	
2 large polythene bags (strong dustbin liners)		

April to September- Sun block protection (at least factor 20-30) & Insect Repellent are vital

Outdoor activity clothing:

Students will need two complete changes of clothing for the activities in addition to the following items

2 thick fleece jumpers or sweaters	3 Tee-shirts (some long sleeved if possible)	1 pair of 'old' trainers
2 pairs loose or track suit trousers	1 pair gloves/mittens	Swimming costume
Sun hat/baseball cap	3 pairs of thick socks	1 pair of shorts
1 woollen or fleece hat	Large towel to allow privacy when changing out of doors	

N.B. Cotton stays cold when damp so on wet days and for water sports we recommend wearing fleece, nylon, wool, or 'thermal' underwear next to the skin. These non-absorbent materials retain some insulation even when wet, whereas a cotton Tee shirt or jeans can feel like you are wearing a cold, wet dishcloth!

Useful optional extras:

Do not buy these items specially; just bring them if you have them:

- Wellington boots
- Windproof, waterproof top
- Windproof, waterproof trousers
- Body warmer or padded jacket/ski jacket
- Camera (not an expensive one)
- Wet suit
- Mountain boots with rubber, Vibram soles and sewn tongue
- Medium-sized (20 litres +) day rucksack
- Non perishable snacks

Blue Peris provide:

- Waterproof jacket
- Waterproof over trousers
- Rucksack
- Survival bag
- Fleece jumper
- Balaclava
- Mountain boots
- Wellies

What not to bring:

- Aerosols – they set off the fire alarms
- Electrical equipment (including hair straighteners and dryers) – there are no sockets in the dormitories and they are a fire hazard. *Hair dryers are supplied in the washrooms*
- Items of value are discouraged (e.g. mobile phones, ipods, game consoles)
- Trainer socks are not suitable for any activity

Money: You don't need much but there is a small tuck-shop onsite which sells drinks, snacks and souvenirs (£2-£3 per day for snack and drinks will suffice. The tuck shop does sell souvenirs, the amount of money required will be left to your discussion.

Phones: The centre accepts no liability for any loss or damage to phone. They are not allowed on activities and schools often do not allow them. Note there is NO WF-FI on site



MINIBUS DRIVER'S INSURANCE QUESTIONNAIRE

This form must be completed by every driver for each visit to Blue Peris, and given to the instructor on arrival.

Name.	Date of birth.
Occupation.	Place of work.
How many years have you held a full British Driving License?	How much have you driven a minibus in the last year?
Give full details of accidents in past 3 years. If none, please state "None".	
Give full details of any motoring convictions or impending prosecutions and details of fines/bans imposed (including the penalty code & date which appears on your license. Do you have over 6 points on your licence? If so, you are not able to drive a mini bus	
Do you suffer from any physical defect or infirmity which could affect your ability to drive? Please give full details.	
Have you been refused vehicle insurance on normal terms? If so, please state reasons.	
Have you passed the MiDAS minibus driving test or any other mini bus test If	
Summary of minibus driving in last 12 months	

I declare that the above statements are, to the best of my knowledge and belief, true.

Signature:	Date:
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Office use only			
Drivers license checked and copy taken		Midas / Other certificate checked and copy taken if applicable,	

All forms should be checked by Manager, Admin or Deputy before anyone can drive a mini bus

Duty Groups

School/organisation	
Course date	

Group
Staff:

Group
Staff:

Group
Staff:

Group
Staff:

Group
Staff:

Group
Staff:

Group
Staff:

Group
Staff:

Group
Staff:

- All groups should have an allocated member of staff to supervise the duties
- See Duty Rota sheet for duties that need groups allocated for
- See Duty Information which explains in detail what the duties involve

Blue Peris Menu

Please find below a list of Vegetarian and Gluten Free options.

These items are not always available at the centre, so if you have a preference of what you would like to eat, please let the centre know as soon as possible so we can order the food and have it ready for you.

Vegetarian Options

Veggie sausages

Veggie burgers

Veggie sausage rolls

Quiche

Veg sausage casserole

Quorn mince lasagne

Quorn mince bolognaise

Quorn mince chilli

Quorn mince pizza

Selection of salads, cheese, egg, etc.

Spring rolls

Veg samosa's

Quorn chicken curry

Quorn mince curry

Quorn mince shepherd's pie

Quorn sweet and sour chicken

Cheese and onion pasties

Vegetable creamy slices

Jacket potatoes and fillings

Cheese, beans

Chilli, curry

Bolognaise, etc.

Cheese and broccoli escalope's

Pasta's, tomato and basil sauce

Rice's

Gluten Free Options

Gluten free bread

Gluten free rolls

Free from fish fingers

Free from chicken burgers

Free from sausages

Free from pizza bases

Free from corn flakes

Free from muesli

Free from porridge

Gluten free flapjack

Gluten free pasta

No wheat gluten free wafer bars

9 bar free from bars

Gluten free:

Lasagne

Bolognaise

Chilli

Pizza

Chicken curry

Beef curry

Shepherd's pie

Sweet and sour

Chicken casserole

Sausage casserole

Beef casserole

Gluten free pasta and sauces

Rice – Mac

Rice – boiled, fried, etc.

Fruit salad, Meringue

Jelly, Rice pudding

Free from mousse, free from chocolate sponge

Apple pie and bakewell tart

Duty Rota- Meal Duties

A visiting member of staff should also be allocated to each duty group

<i>Duty</i>	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Prior to Breakfast Start 7.45 am Lay & Serve							
After Breakfast Wash-up / Dry / Put away items							
Prior to evening meal Start 15 mins prior to evening meal being served Lay Tables							
After Dinner Wash-up from evening meal Wash flasks and cups up and store away							
Brew Serve and clear up							