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# Information for Group Leaders'

Staying in White Peris Building

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## Notes for Visiting Staff to White Peris

1. Purpose of the notes	3
2. Pre Course Planning Information	4
• Pre Course Information required	4
• Fitness	4
• Safety of young people and staff	4
• Weather	4
• Special Needs	5
• Dietary Requirements	5
• Students and visiting staff personal details forms	5
3. Facilities at White Peris	6/7/8
• Facilities for students	6
• Facilities for Visiting Staff	7
• Centre Duties	8
• Student Behaviour, Safety and Responsibilities	8
4. Organising groups for Activities, Dormitories and Duties	9
5. Arriving at and Departing from Blue Peris	10
• Arrival, what happens?	10
• Departure what happens?	10
6. Visiting staff responsibilities	11
• Supervision of duties	11
• Overnight Supervision	11
• Participation in activities	11
• Evening activities	11
• Evening Brew	11
6. Student Responsibilities	12
• Making beds	12
• Keeping dorms tidy	12
• Equipment care	12
• Mobile Phones	12
• Staff Meeting	13
4. Daily Routine	14
• Timetable	14
7. Visiting Staff Night time Jobs	15
• Night time security	15
• Fire procedures	15
• Emergency procedures	15
• Additional Information	16
• Fire – Mobile Phones, iPod, Extension Leads, etc.	16
• First Aid and Medical procedures	17
• Driving vehicles and centre minibuses	17
• Role model	18
8. Safety and Policies	19
• General	19
• Discipline	19
• Anti-bullying	19
• Safeguarding Children	19
• Smoking, Alcohol and Drugs – Students and Staff	20/21

## **Purpose**

**The value of adequate preparation prior to a visit to Blue Peris Mountain Centre is sometimes greatly underestimated in terms of its contribution to the overall success of the course. We would, therefore, ask all group leaders/course co-ordinators bringing groups to the Centre, to give careful consideration to this preparation.**

It is vital that all students have a clear idea in their minds, concerning the nature and purpose of their course at Blue Peris / Old School Lodge / White Peris and any course aims that may be in place.

The majority of our courses, by customer request, are tied into how the experience relates to the broad and balanced curriculum of their wider education.

In addition to this, our courses are bespoke to other needs of the customer, such as GCSE, A Level, Field Studies, Public Services, Cadets, University subjects as examples.

Students also need to know about the life skills responsibilities they will have to take on (e.g. making packed lunch and duties which involve washing up) and in general the responsible and co-operative fashion in which we expect course participants to behave.

Blue Peris courses take place all year round (except for 2 weeks over Christmas). Outdoor Education / Recreation courses are designed to offer enjoyable but challenging experiences, using mountains, lakes and sea, through which students may learn more about their own value and potential as individuals and understand the need for consideration and support of their peers.

The residential situation provides a more intense way of life in which student and staff relationships are highlighted, and the need for interpersonal co-operation becomes very clear. The programme, which is flexible according to the conditions and the potential of the students involved, is drawn up in consultation with the visiting staff.

The staff at the centre personally believes that an experience at the centre will be a life changing undertaking for many. In addition to this, we have found that nearly all students move on in life with their trip to Blue Peris being one of their key memories that they take with them.

Courses are run under the direction of the Centre Managers and Blue Peris Instructors who liaise closely with visiting staff. The relationship between centre and visiting staff is a crucial aspect of any course's success and we encourage good communication, before, during and after a course.

## **Aims of a course**

If we are made aware of the aims of the course prior to arrival, we can brief our staff. However, upon arrival we will discuss the aims of the course with the course leader.

## **Pre course Planning Information**

1. Blue Peris will send a confirmation letter of the booking.
2. This will also show coach details if a coach has been requested.
3. Receipt of the booking letter by the centre confirms the booking.
4. Until the booking letter is received, the booking is provisional.
5. Invoice for deposit will be raised to school (unless cheque sent with booking form). Other payments will be requested via invoice to your organisation when they become due according to our terms and conditions.
6. You will be contacted to discuss the programme or review a previous year's programme.
7. We need to be made aware of any special medical issues a particular student may be a diabetic, have epilepsy etc. etc. This is important so that we plan for those individuals and ensures we can offer the level of care required.
8. We will send you a pack containing all the relevant forms required.
9. A course leader's check list will also be sent to assist you in your preparation.
10. You must return your medical forms, activity group lists, duty lists and dormitory lists to Blue Peris **a minimum of 2 weeks** before the start of your course.
11. You are asked to keep a view on pupil numbers and relate these to our terms and conditions.
12. Arrival at Blue Peris

## **Fitness**

Visiting staff are usually expected to take part in activities alongside students and therefore staff needs to be fit enough to do this. The presence of another responsible adult with the group is an important part of our safety procedures and something that we require to ensure the safety of the group.

We also hope that this gives visiting staff an opportunity to build relationships and get to know their students through a shared experience. Should there be any reason that staff may not be able to accompany groups on activities then there are always opportunities to swap staff around. With sufficient notice we may be able to arrange for a second adult to be available for a group, but this is not the norm and may incur an extra charge.

## **Safety of young people and staff**

The safety of young people in our care is of paramount importance and no activity will take place when we can foresee an unacceptable risk. If you are concerned about safety issues at any point during your visit, please discuss this with our staff immediately.

## **Weather**

As an outdoor education centre, we do our utmost to ensure that the weather does not cause a change in your programme. We will always endeavour to continue the activity providing safety is not compromised. However the weather may be we have to change the programme and this may involve certain activities not being able to take place. In such cases we will discuss options with the visit leader and do everything we can to offer a suitable alternative.

## **Special Needs**

At Blue Peris, we do everything possible to ensure that your whole group are included fully in your programme. Please make sure we are made aware in advance of any special needs your group may have so that we can work together to devise a suitable programme. We will try to ensure that outdoor sessions are adapted to accommodate individual needs such as mobility difficulties, visual or hearing impairment or behavioural problems. Our instructors are trained to be able to include guests with disabilities in a range of activities.

We only have a a disability accessible toilet, shower and bedroom facilities in White Peris and this may not be the accommodation block you're using.

**NOTE- We are not able due to our location and age of the building to provide access for the full range of disabilities a person may have. Please contact us for further details.**

## **Dietary requirements**

We understand that there are valid medical and cultural requirements on diet and we will always endeavour to cater for all specialist requirements provided we are given at least two week's notice. If you have any particular preferences for a meal please speak to the centre in advance and we will be happy to include this in the menu where possible.

## **Students and Visiting staff Personal Detail Forms.**

**We require Blue Peris forms to be used, as they include information that is important which is not normally included on other associations medical forms.**

A completed set of forms will be available in the Blue Peris Staff Room during your visit, and another set will be carried with the groups when out on activities. **It is worth checking details on these forms as sometimes there is not enough information given by parents.** (E.g. does "nut allergy" mean that even the smell of peanut butter means a rush to hospital? Does "asthma" mean mild breathlessness or an emergency if an inhaler is lost? And what are the implications of "heart murmur", "broken arm 6 months ago", "must not get ears wet" etc. It is also worth noting; that some existing injuries may preclude a student in taking part in many activities (e.g. they have their arm in a cast.)

**All students under the age of 18 MUST have their form signed by a parent or legal guardian.**

If you have any concerns about bringing a student, please contact the centre as we are happy to discuss solutions and constraints relating to medical or dietary issues with you.

## Facilities at White Peris

### Facilities for Students

#### Dormitories

There are 4 dormitories. These dorms have bunk bed type sleeping arrangements and storage space for personal belongings. There are electric sockets in the dorms

Crafnant	6 = 3 bunk beds
Gwynant	4 = 2 bunk beds ( this has en suite )
Beddgelert	1 = 1 single bed
Conwy	2 = 1 bunk bed

Bed-linen, duvet and pillow are provided.  
Towels are not provided.

**All students are expected to keep their room's clean and tidy at all times.**

#### Washrooms and Showers

There are 3 showers and 2 toilets. Plus the en suite in Gwynant.

#### Hairdryers

There are no hair dryers

#### Social Room

There is only room for eating meals and relaxing. This room has 2 round tables which can be folded up and palced in the hallway as require. It also has enough chairs to seat 13 around the tables and a few comfy chairs.

#### Games Room

The games room has two table football games and a table tennis table which the students can use free of charge, plus a pool table which requires change. This may be used with groups staying in Blue Peris, so please speak to your instructor,

#### Drying Rooms

We have two drying rooms for students and staff to use.

#### Spin Dryers

There are two spin dryers to assist with the speedy drying of clothes. Visiting staff are asked to help co-ordinating the spinning of any wet clothing at the end of the day. If wet clothes are not spun, they do not dry.

#### Tuck Shop

We run a small tuck-shop where students can purchase gifts, sweets, drinks, postcards and stamps. We do operate this in negotiation with the visiting staff. Therefore, options are available in view of opening times, limits set on sweet buying and whether or not the shop needs to open. It normally opens at 9am every morning, if you would like an alternative time please discuss this when your programme is being planned, we are happy to be as flexible as possible.

**Please note we do not open tuck shop on the first morning off a course**

### **Spending Money**

We have a small souvenir shop. There will be limited opportunity to spend money anywhere else, even if your programme involves visiting a town. We therefore suggest a limit of £20 per person for the week. Please be aware that the centre cannot take any responsibility for money brought onto the site by guests.

### **Visiting Staff Facilities**

#### **Bedrooms**

Staff often use Beddgelert and or Conwy

#### **Safes**

There are lockable safes in all staff bedrooms. These have digital locks and the visiting staff can set their own code each week. Instructions on how to achieve this are to be found on top of each safe.

There are staff toilets and showers on the first and second floors; also staff bedroom Eilio has a shower en-suite.

#### **Staff Room**

There is also restricted access Wi-Fi available for visiting staff, but not the pupils.

### **Teaching rooms**

The centre has 3 classrooms/work/study areas which can be used for theory sessions, demonstrations and briefings etc. Each is fitted with a projector screen and laptop connections to be used if required. The map room is fitted with an interactive whiteboard.

### **IT Suite**

We have a small IT suite with 2 computers and 2 laptops which can be used by groups if desired to produce an IT style newspaper report for example on the events of the week. NB This is visiting staff led and supervised so proficiency in IT is required. We also use these facilities to download photographs of students each day and can produce a DVD for each child of the group's photographs at a small cost.

### **Internet**

We do have access to the internet which staff are free to use, to browse or collect emails etc. However, we do have a small download limit so no downloading of music or videos is permitted. This is password protected and not available for student use. The pupils cannot access the internet if they are under 18.

### **Post – Phones**

Blue Peris has a postal delivery & collection each morning from a box in the front porch.

Stamps can be brought as well as postcards from our tuck shop.

There is a telephone available for the students in the entrance hall of Blue Peris ; **student's telephone number is 01286 870874**. Parents are welcome to phone this number to speak to their children, however, it would be best if parents are advised to phone between 6.30pm – 7pm and 8.30pm – 9.30pm, as outside of these times students are busy on activities or having meals.

For business or emergencies the Centre Manager may be contacted on **078250 34891** or the **office telephone and fax number 01286 870853**. An answer phone is in operation when we cannot get to the phone.

### **Centre Duties**

The centre has duties which the students undertake. The main aim of these duties is to encourage all students to take a shared responsibility for their well being whilst at the centre. Not only do the jobs need to be done, but in performing them, students will gain important life skills as well as gaining team work skills and a sense of shared purpose, resulting in increased confidence and self esteem.

#### **Duties are:**

- Laying the tables
- Serving food ( once plated by the kitchen staff )
- Cleaning away at meal times / Wiping down tables
- Picking up litter
- Stacking chairs
- Sweeping the floor
- Loading dishwasher - Drying items from dishwasher - Putting the dishwasher items away.
- Cleaning the Minibuses
- Washing flasks and cups
- Assisting with the recycling

### **Student Behaviour, Safety and Responsibilities.**

All students are expected to behave in a sensible manner, taking responsibility for their own needs and those of others. They are each responsible for their own belongings, personal hygiene, making their bed each morning and contributing towards the general tidiness of the dormitory and the Centre.

Students should be made aware of the type of activities which make up the course and be prepared to 'have a go' at all the experiences offered - bearing in mind that, although at times conditions may be uncomfortable and that they may be physically tired, they will have the support and encouragement of the instructors and teachers to help them to succeed. Learning through adventure activities can sometimes involve struggle, but the rewards are correspondingly great.

All visiting groups must be aware of the need to preserve good relations in the local community around the Centre, and of the necessity to respect and conserve the countryside which, as part of the Snowdonia National Park, contains some of the most spectacular scenery in the British Isles.

## Organising Groups for Activities, Dormitories and Duties

It is the visiting staff's responsibility to arrange these groups before arrival at the centre. In general it is best to put students in **dormitory groups** with their friends, and consider if there are any students that need to be kept apart! The numbers of beds in each dormitory will have a limiting factor (see sleeping arrangement sheet) and page 6 of this document

### **Activity Groups**

These have numerous ways of being constructed. Mixed ability and mixed sex groups are the preferred option by most teachers. However, if you want to put groups into ability, behaviour or age groups (for those schools with multiple age groups), then we are happy to cater for these varying needs with the activities. Students will work in groups of 10-12 people (at times possible 13) whilst on instructor lead activities. These activity groups will also require a member of school/visiting staff per group. A Blue Peris instructor will accompany each activity group most of the time, the exceptions to this could be, museum and castle visits, low level walks, beach trips, gift shopping and certain field study trips.

### **Duty Group**

These are groups of 2-4 students depending on the duty and how many pupils there are. Again they require a member of school/visiting staff to supervise each group. Do consider the aptitude of the students in each duty group and their ability to do the duty tasks efficiently.

### Choosing your Programme of Activities

You will be contacted before the start of your course to discuss your programme requirements. If your school has been before we ask if you would like to maintain the same programme or if you would like any changes. Do feel free to ask if you would like a completely new programme developed for your course.

An explanation of the activities we can offer can be found on our website [www.blueperis.co.uk](http://www.blueperis.co.uk). This is the most up to date method of seeing if any new activities are being offered and get a good overview of what we can offer.

There are a few activities which cost extra to provide. These are White Water Rafting, Mountain Biking, Indoor Climbing Wall and some visits to local attractions. If you choose these activities, payment will be requested during your stay at the centre or added to the final invoice. Some schools factor this option into the programme, and others offer the activities as an option day which the students can choose to pay for from their own money once at the centre.

If the weather is particularly bad, we will endeavour to find a more suitable type for the weather, so as not to incur an additional charge for use of an indoor climbing wall.

However

1. If the school insists on using a climbing wall, then this will count as an additional charge and if there is no option due to weather
2. If the centre cannot find an alternative and the climbing wall is used, then this will count as an additional charge.

Once you have decided upon the activities we will put a programme together and email it to you, you are welcome to make any changes.

## **Arriving and Departing from Blue Peris**

### **On arrival at the centre**

The coach will drop you at the turn around at the top of our access road. You will have to walk the students down to the centre (5 min walk). The duty instructor will meet you if this has been pre planned

Upon arrival the duty instructor will meet you at the centre. This can be a very busy part of your course and it is important that you are clear about your role. You will be met by a centre instructor. Their role is to welcome you to the centre, induct you in centre procedures, highlight various policies and assist you in settling in. They will also supervise the first meal and any planned activity.

### **Departing the centre**

#### ***If leaving in the morning...***

Wake students at 7.00am. Breakfast is at 8.00am. The duty instructor will help supervise cleaning. Strip beds, leaving one duvet, one under sheet and one pillow arranged neatly on each bed. All personal belongings to be downstairs before breakfast. Complete all house cleaning jobs as arranged on the rota list (see duty instructor). Any lost property will be put into a bag for you to take back to school. In the Blue Peris staffroom, there is a copy of our policy relating to additional property left at the centre, which can be posted to your school if required. Postal charges may need to be passed on.

Normal departure time is 9.30am unless otherwise planned as part of your programme

#### ***If leaving in the afternoon...***

Depending upon the time of departure, sufficient time will be allocated by instructional staff to ensure any borrowed kit can be returned. This also allows students time to get changed and pack the remains of their belongings. You may be asked to have cleared the rooms in the morning to allow cleaning to occur before the next group arrives. On these occasions a room will be allocated to store your entire luggage and you will be allowed access to the washrooms and changing facilities. The students may be asked to undertake some cleaning duties prior to leaving the centre.

## Visiting Staff Responsibilities

### Supervision of duties

Visiting staff must supervise the students' duties. Generally they should be able to organise themselves, and learn valuable lessons through doing so, but there are times when they will need your support. A member of staff **must** supervise the washing up as the machine contains very hot water, and also needs to be switched off and cleaned at the end. A member of visiting staff must make sure tables are being set before a meal and supervise **in person** whilst the soup is being served.

### Overnight Supervision

Blue Peris staff do not stay overnight in the centre. Visiting staff take responsibility around the Centre once the Blue Peris Duty Instructor has left in the evening (9pm) and before they return in the morning (7.45pm). Please ensure that individuals **do not disturb** others after lights out. Selfish pupils could be asked to sleep in the IT room under their quilt in extreme circumstances. When things are going smoothly staff will have time to relax in the staff room, but we generally keep the door open so that we are aware of activity in the rest of the building. On some courses a Blue Peris instructor may not be on duty in the evening which may mean that visiting staff will be required to supervise meals and organise their own evening activities.

### Participation

We prefer to involve visiting staff in the running of the course and you are invited to participate and contribute wherever and as much as you feel able. We do require 1 member of visiting staff to accompany each group on activities and they are expected to participate in the activity.

### Evening Activities

On most courses evening activities are provided by the centre. Occasionally visiting staff may negotiate not to have evening activities provided, or if there are less than 30 students, there may be some evenings that visiting staff may have to run themselves. Visiting staff have a crucial role in the evening activities at the centre. Only one member of Blue Peris staff is on duty each evening, thus to run several activities the Blue Peris staff will instruct the visiting staff on how to find information in order to run the necessary sessions they will be in charge of.

We have comprehensive guidance notes to assist the member of visiting staff running each evening sessions. If at any time the member of visiting staff does not feel happy to undertake the activity please discuss with the Blue Peris staff member at the start of the day so alternative arrangements can be made. You should read these before running any evening session.

### Non-Activity Supervision

During non-activity times please be aware that visiting staff will be responsible for supervising your group, although Blue Peris staff may be present on site. It may be perfectly acceptable for your group to be remotely supervised but if this is the case, please ensure that your group know where to find you and know what the boundaries and meeting times are.

## Student Responsibilities

### Making Beds

Students and staff are required to make their own beds upon arrival and each day of their course. The main reason for this is that it is a life skill, but it also allows for good house hygiene. Visiting staff are asked to assist with bed making on arrival as students often need a helping hand

**As with any group living together, having the centre tidy plays a key part in the success of the course.**

**Bedwetting** – Staff should ensure that any children suffering from this condition should sleep on the bottom bunk and bring sufficient changes of clothes.

### Dormitory Tidy

Students are expected to keep their belongings in their dorms, tidy. We do a check every morning we generally run a Tidy Dorm competition each week where the winning dorms occupants receive a unique Blue Peris prize. The dormitories have ample storage for belongings and a place to store suitcases.

Graffiti is an ever present problem; however, we will not tolerate any graffiti found in the dormitories. If any is found on the furniture or walls, the whole room will be charged to have it removed (in the case of the new beds this could incur the cost of a new bunk bed which is approximately £500). We hope that the whole room responsibility will assist in the occupants taking ownership of their room and will prevent graffiti.

### Equipment

Students are issued with a comprehensive set of personal protective equipment which is expensive to replace, and they are expected to use it sensibly and ensure that it is returned to the store in good order. **The centre manager will charge for damage to equipment through misuse, or for loss of equipment.** Any students, who already own their own kit, are encouraged to use it where suitable, but it remains their responsibility at all times.

### Mobile Phones

We accept that some students will bring mobile phones with them to Blue Peris. Each visiting staff will have their own rules on the use of mobile phones. Staff may choose to limit student's access to mobile phones to certain times of the day. It is not safe or suitable for phones to be carried on activities as they could get wet, damaged or lost. Each instructor carries their own mobile for use in an emergency. Care must be taken that students do not send incomplete or inaccurate information home on a mobile as it can lead to a lot of worry for parents. As there are no sockets in any of the dormitories then access to charge phones is limited.

## **Staff Meeting**

Each morning the Course Leader and Blue Peris Staff meet to discuss course issues/ progress, activities, venues etc at 8.45am. It is important that at least one member of school visiting staff attend this meeting, so that any overnight issues, or problems with students can be discussed and resolved.

On the first morning of a course it is desirable if all visiting staff attend the morning staff meeting to familiarise themselves with the staff and help to discuss any concerns about students etc.

This meeting is the key time we can all meet to discuss the welfare of our clients.

## **Social Media**

The centre has a facebook page, a twitter feed and centre blog. We use these to showcase what we offer and what is happening each week when course are in residence. Our personal detail forms ask for permission for the use of any images.

- Blog – We endeavour to update this every night of the course. The blog is an ideal way of parents, friend, brothers, sisters etc to stay in touch as they do not need any account to view the blog or have to log in.
- Facebook – We endeavour to update this every other evening of the course
- Twitter - We endeavour to update this every other evening of the course

Full details of the addresses for these sites can be found on the front page of this document

All course leaders can decide if they allow pictures of the group members under their care to be shown on our social media sites. This will be discussed on arrival. There is no pressure from the centre.

## Daily Routine

**Timetable** – Timings for each day can vary.

<b>Daily routine</b>	
<b>Time</b>	<b>Activity</b>
<b>7.00 am</b>	Wake students, make sure they are all up and making beds, etc, carrying out any duties.
<b>7.30 am</b>	Students carry out duties overseen by visiting staff
<b>7.50 am</b>	Duty group lay tables (can be done the night before) Dormitory inspection done as students start breakfast.
<b>8.00 am</b>	Breakfast and make packed lunches.
<b>8.45 am</b>	Serving group clear dining room and stack chairs. Duty group wash up. <b>Both groups to be supervised by visiting staff.</b>
<b>9.00 am</b>	Tuck-shop ( Not first morning of course )
<b>9.30 - 9.40 am</b>	Activity groups meet and depart by 10.00am ideally.
<b>4.15 – 4.40 pm</b>	Return to Centre. Time depending on activity and weather. <b>Check that your group has:</b> <ul style="list-style-type: none"> <li>• <b>Stored all personal equipment correctly.</b></li> <li>• <b>Returned activity equipment.</b></li> <li>• <b>Spin all very wet clothing and supervise hanging it on racks.</b></li> <li>• <b>All students shower.</b></li> </ul>
<b>5.15 pm</b>	Duty group lay tables.
<b>5.30 pm</b>	Dinner - duty group wash up.
<b>6.45 - 7.15 pm</b>	Evening activity starts.
<b>9.00pm</b>	Duty group brew tea/coffee/chocolate and serve cakes/biscuits. Visiting staff to check drying room to ensure it's clean and tidy-
<b>10.00 pm?</b>	Students prepare for bed. Time to be decided by visiting staff.
<b>10.30 - 11.00 pm</b>	Lights out and silence. Visiting staff must ensure that students <b><u>do not disturb others after 11 pm.</u></b>

## Visiting Staff Night Time Jobs

### **Drying rooms**

Check that all items of clothing are hanging up and drying facilities are switched on.

### **Welly Rack and External Hooks**

Check all clothing and willies are stored tidy

### **Fire doors**

Ensure that none are wedged open.

### **Washing Up area**

Switch off dishwasher

Please contact Blue Peris staff if anyone is seriously ill, but not over trivial matters (e.g. there is no milk in the kitchen). Such matters should be arranged with the duty instructor before they leave in the evening or when they arrive in the morning.

## Fire Procedures

The centre takes the risk of fire as another important part of client care. The centre has been inspected by the local fire service and they deem the building to be safe to operate.

**However, we can only operate safely with the co-operation of visiting staff. We ask you to undertake your duties as assigned on arrival seriously, in particular the evening fire safety checks.**

In order to operate safely we have various policies and procedures in place. These will be highlighted to you upon your arrival and you should fully understand your responsibilities for the course duration.

In the event of a fire, all students and staff must be aware of the correct action to be taken. This is achieved by the centre undertaking a fire drill on the first evening of the course and the duty instructor explaining the roles of visiting staff and discussing **the fire emergency action plans**. These documents are designed to enhance the evacuation in the event of a fire, help minimise a fire occurring and enhance general fire safety. They will be discussed with you upon arrival and your duties outlined.

## Emergency Procedures

There is an 'Information and Emergency Procedures' file kept in Hall way , in a designated wall rack. The file has notes covering how to cope with most types of emergency, including emergency phone numbers, and a map to the local hospital.

There will be times, principally overnight, when there are no Blue Peris staff on site. Visiting staff should not hesitate to contact the Centre Manager in the event of an emergency or an occurrence which they feel unable to manage.

## **Additional Information**

Please ensure that all students are reasonably fit and healthy for the strenuous activities of the course. If you believe a student may experience difficulties please discuss their needs with the Centre in advance of your visit. Also ensure that all students have the correct clothing and equipment - kit lists for the appropriate time of the year are enclosed.

We do not allow younger students to leave the Blue Peris grounds unsupervised. If older students wish, on rare occasions, to go off site, they must check and gain the permission from their own members of staff. It is important to stress that the Centre relies on good relations with local people. Students should be made aware of this. The centre is in a remote location, there are no shops within walking distance.

### **Fire – Mobile Phones, I pods, Extension Leads, Hair Dryers and Straighteners**

We are aware that students would like to bring some of their home comforts with them on their visit. but by using these for the above mentioned items a major risk occurs. These items present major trip hazards in the main fire escape routes and therefore should not be there, and in some cases could cause a fire to start.

**There is no need for students to bring, hairdryers, straighteners or extension leads.**

## **First Aid and Medication**

Please note that at least one member of the supervising staff group should hold a current First Aid certificate. If not please contact the Centre in advance of your visit.

All instructors and managers hold current first aid qualifications. The centre manager, deputy manager and administrator also hold First Aid at Work (FAW).

The Centre has a first aid box which is kept in the kitchen. Staff has access to this 24hrs a day. Administration of prescribed medication for pupils should be closely monitored, preferably by the same visiting staff member all week. This person should decide how much support the pupil requires with storage and administration of the treatment.

Administering non-prescribed medicine to under 18s is not allowed by Blue Peris staff with the exception of one dose of paracetamol if allowed on the student's personal details form.

A map giving the location of the local hospital (Ysbyty Gwynedd) is kept in the Staff Emergency Procedures file.

Accident report forms must be used if anything more than a minor injury is sustained. Ask advice when completing the forms, and ensure they are handed in to a senior member of Blue Peris staff on the day of the accident or the morning after.

## **Prescribed Medication**

It is important that any medication you may give students whilst on your visit is falls under you own organisations policy.

## **Paracetamol and other Pain Killers**

The Blue Peris medical consent form asks for parents/ guardians permission for us to be able to administer paracetamol. If the box has been ticked on the consent form to refuse this treatment then we are unable to do so. It is important that their forms are checked before giving out paracetamol. Occasionally it may be appropriate to telephone and ask the parents if an additional dose of paracetamol is necessary. This is kept in a locked box in the staff office.

We are not allowed to give out any other form of painkillers. If you feel this is appropriate or you wish to give out paracetamol and there is no consent then we advise you to contact the appropriate parents/guardians.

## **Driving Vehicles and Centre Minibuses.**

The centre has a fleet of mini buses and where necessary hires other mini buses. The centre has a very comprehensive system in place to ensure mini bus safety.

All centre staff have passed a mini bus test and must conform to centre policy before they are allowed to drive for Blue Peris. Visiting staff are able to drive Blue Peris minibuses but this is subject to the conditions laid out below.

### **Visiting Staff**

1. Complete an Blue Peris insurance questionnaire.
- 2 Show valid licence with D1 or PSV and no more than six points.
- 3 Have recent experience of driving minibuses

**No person may drive centre minibuses if they have consumed any alcohol within 8 hours.**

### **Using Own Buses**

Visiting groups may from time to time use their own minibuses to transport students on activities. When this is the case then it is wholly the visiting staff member's responsibility that any vehicles used are in a road worthy condition and that they are conforming to their organisation's driving / transport policies.

### **Role Models**

Visiting staff and instructors are seen as role models by students on courses, it is important that we maintain a good example of language and behaviour at all times.

## **Blue Peris Policies**

As with any organisation, the centre has various policies in place. These are the basis for the safety, success and quality of your visit. We try to make Blue Peris an escape from un-necessary and restrictive rules by underpinning all our policies with logic and common sense.

Visiting staff may also need to ensure that they are familiar with any policies in place for residential visits made by their own School or organisation. We are here to help and can explain any areas that visiting staff may not understand. The important areas are summarised below:

### **Discipline Policy**

The Centre takes a pro active approach to misbehaviour. Discipline issues should be dealt with by the school staff by following their school policy as far as possible. However the Centre Managers should be involved as soon as possible.

Even in the case of minor incidents, which are resolved on the spot, it is helpful to tell the centre staff before the morning staff meeting so that they are aware of any 'situations' and can give appropriate support. Very occasionally it is appropriate to exclude a student from a day's activity, in which case they are normally supervised by a member of visiting staff while they do small tasks on site. It is extremely rare to have to send someone home, but it has happened and transport will have to be provided by the parents/guardian/school.

Visiting members of staff are responsible for the behaviour of their students, particularly in and around the Centre, house rules will be explained to the group on arrival. These rules have been drawn up as a basic framework for the guidance of all in our somewhat close residential situation, and it is important to encourage the students to view their actions in relation to the rest of the group and staff at the Centre.

Please note the centre managers may ask to become involved with discipline to offer support to the visiting staff and as they have overall charge of the centre.

### **Anti-Bullying Policy**

We are all aware that this aspect of a centre visit can be very distressing for the victim. The centre takes a zero tolerance approach to bullying. We need to be aware of any issues before a visit if students with bullying issues are attending the centre and also of any issues whilst the course is underway. A full copy of our policy is available in the centre's office.

### **Safeguarding Children Policies**

The centre has its own policy which is linked to Fusion Lifestyle's policy. We take any issue seriously and work in conjunction with the visiting course leaders when dealing with any incidents and accusations. A full copy of this is available in the centre office.

The centre has digital cameras that are used on activities to record the student's experiences. We make every effort, through the consent forms, to ensure that permission for the use of these images is clear and obtained.

Students are not able to access the internet without supervision.

We ask that staff take care to avoid entering student dormitories when on their own, particularly when only one or two students are present. Care in this issue can prevent problems arising from false or malicious allegations that could be made against a member of staff, as well as ensuring a high standard of child protection.

## **Smoking,**

Smoking is not allowed in any of the Centre buildings or minibuses.

As Instructors and visiting staff are a role model for students, and the centre policy is to promote health and well being, instructors will not smoke whilst with students and it is requested that visiting staff also adhere to this policy.

Specific arrangements on designated areas and times will be communicated to the group during their induction to the Centre. This will be done in agreement with the visiting staff. If there are likely to be any issue relating to this then it is best to discuss this during any pre-course preparation.

Smoking by participants under the age of sixteen is usually forbidden on courses both for health reasons and to protect Blue Peris equipment. For these reasons, it is also recommended that smoking for all ages is prohibited out on activities.

There will be some groups where special arrangements may need to be made to allow them to smoke because of their challenging nature. As such, identifying smoking as a serious issue may compromise other more important learning objectives on a course. Therefore, for these courses, arrangements should be agreed between the senior Blue Peris staff, the visiting staff and the students on a course by course basis, usually before arrival at the centre.

## **Alcohol**

No persons under the influence of alcohol may participate in activities. Anyone found to have recently consumed (within 6 hours) or be under the influence of alcohol will have to leave an activity.

### ***Students***

The consumption of alcohol by participants who are below the age of eighteen is expressly forbidden.

On courses where there may be a mix of ages of students, some over 18 and some under 18, then students may not consume alcohol on the Blue Peris site, irrespective of age.

### ***Visiting Staff***

The influence of visiting staff as a role model to students is key to the success of any course, visiting staff that wish to consume alcohol at Blue Peris are reminded of this and of their responsibilities for students.

In the evenings, as a team, visiting staff must ensure that one person, at least, has not consumed any alcohol.

The consumption of excess quantities of alcohol is not allowed at the centre and *all* visiting staff **must** remember that they may *all* be required to supervise students at any time of the day or night. Visiting staff are an important role model for their students and to see staff drunk at any time is not appropriate. Particular reference is made here to the need for staff to be able to perform an effective fire evacuation should such an emergency arise. It is not appropriate for staff to consume alcohol during the day or until all the students are in bed, as again staff must be available to help in an emergency.

The visibility of alcohol in the staff room can create a poor impression so any stocks of alcohol should be stored out of sight in one of the cupboards and empty bottles or cans are rinsed and disposed in the staff room recycle bin. We also ask that cups, food and clothing are tidied away each evening. This ensures that the staff room has a professional atmosphere for day time use, appropriate for an establishment promoting education and learning. We are very protective of our high standards and reputation and we hope that all visiting staff will understand our wish to ensure that these are maintained.

No participants in activities, including staff, should be under the influence of alcohol as this could put them in danger. Staff not participating in activities may mean that students are also unable to take part as safe ratios may not be maintained.

Visiting staff are reminded that they may be subject to rules put in place by their own organisation (school, youth group etc.) and must ensure that they also conform to these.

Visiting staff should not hesitate to refer any difficult circumstances to the Centre Manager or Deputy

### **Drugs**

The possession and use of illegal substances by students or visiting staff at Blue Peris is strictly forbidden. Any students or staff thought to be in possession of, or under the influence of, any illegal substances will be dealt with in line with centre policy.