



Blue Peris Mountain Centre

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Notes for Visiting Staff to Blue Peris Mountain centre

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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. I would, therefore, ask all group leaders/course coordinators 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. (BP)

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, as examples.

Students also need to know about the life skills responsibilities they will have to take on (e.g. making packed lunches, 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 generally take place during term time and are often designed to support the wider curriculum, particularly in the field of personal and social development. Outdoor education 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 believe 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 BP 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.

Pre course Planning Information

Once we have received your signed booking form the following process will take place.

1. Receipt of signed booking form.
2. Blue Peris will send a confirmation of booking, via an email. Coach times and confirmation will also be sent at this time if a coach has been requested.
3. Invoice for deposit will be raised to school (unless cheque sent with booking form). Other payments will be requested via invoice to your school when they become due.
4. You will be contacted to discuss the programme or review a previous year's programme. You will also be sent a Pre Course Information Sheet by email to be completed and returned to the centre.
5. You must return your medical forms, activity group lists, and dormitory lists to Blue Peris a minimum of a week before the start of your course.
6. Arrival at Blue Peris

Medical Forms – Please use Blue Peris medical forms.

Students' Personal Details Forms.

We require Blue Peris forms to be used, as they include information that is important to a visit here, which is not normally included on other associations medical forms. The Blue Peris medical forms have recently been amended to be more specific, re. Medical conditions that students have and their severity and occurrences. Please can you make sure that the forms reach the Centre at least a week before the course begins. Together with the names of the staff who will accompany the course and the leader's home telephone or mobile number in case of last minute instructions. Visiting staff should also complete a personal details form. This information is vital so that we can plan your group's accommodation and catering arrangements satisfactorily.



ears wet" etc.

The completed forms will be available in the Blue Peris Staff Room during your visit, but you will need to have **copies** for the coach journey in case of emergencies, these copies 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", "broke arm 6 months ago", "must not get

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

Organising Groups for Activities, Dormitories and Duties

It is the visiting staff's responsibility to arrange these groups. 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 dorm numbers on page 5). Some teachers have found it most successful to ask each student to nominate 1 other person they would like to share with and then plan rooms from there. That way every one is with their best friend at least!

Activity groups 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 8-13 people) 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 Organisation - These are groups of 4-6 students. 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 approximately 2 months 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. 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 that cost extra to provide. These are White Water Rafting, Mountain Biking, Indoor Climbing Wall and some visits to local attractions. These will incur an extra cost, and if chosen, 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.



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. You will also receive a pre-course information form around this time to be completed asking for final numbers and staff details. Please return this as soon as possible as this allows us to ensure your course will run smoothly.

Facilities at Blue Peris

Facilities for Students

Dormitories

There are 4 dormitories on the first floor and 2 on the second floor. These dorms have bunk bed type sleeping and storage space for personal belongings. There are no electric sockets in the dorms, thus preventing any possible incidents in relation to fire, trips and electrocution.

Maximum student accommodation in the main building is as follows: -

Idwal	8
Ogwen	10
Padarn	8
Tryfan	8
Glyder	8 (This may change in autumn of 2011)
Wyddfa	6 (This may change in autumn of 2011)

The accommodation is in bunk-beds with bed-linen, duvet and pillow provided. Towels are not provided. **All students are expected to keep their room's clean and tidy at all times.**

Washrooms and Showers

The girls' washroom, shower and toilet facilities are on the first floor. The boys' washroom, shower and toilet facilities are on the ground floor. However one of the dorms called Wyddfa has its own sink and shower within the dorm. There are 3 separate staff showers and toilets.

Hairdryers

The washrooms have their own hairdryers which are wired in and not portable.

Social room-Meeting Room (Harpur Room)

Students can relax and socialise in this room. Furnishing is very comfortable and this room may also be used for lectures /PP presentation watching films, playing games, reviewing, group meeting point and additional course work. A TV/ Blue Ray/ DVD player, digital projector , full surround sound, and screen are available for teaching and instructional purposes. Selections of DVDs are also available if required.

Table Football

There are two table football games in the Mountain Room which the students can use Free of Charge. We have plans to provide a new games room in 2011/2012 which will mean the addition of a pool table and table tennis.

Drying Rooms

We have 2 drying rooms for students and staff to use, which also contains a spin dryer to assist with the speedy drying of clothes.

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.

Visiting Staff Facilities

Bedrooms

6 staff can be accommodated on the first and second floors. There is a 1 bed staffroom (Elidir) on the first floor which must be occupied as it is well placed for staff supervision. The bedrooms on the second floor can sleep 3 people in Siabod room and 2 people in Eilio room. Each room has single beds, a hairdryer, electric safe, and an alarm clock. Information will be found on the back of the doors in the staff bedrooms which explains certain safety aspects of the centre.

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 a staff common room provided to allow all members of staff to meet. This has good tea / coffee making facilities available and normally homemade cakes are available. Staff are, however, requested to keep this room tidy, washing up any items used and returning empty milk jugs etc to the kitchen. There is a fridge, sandwich toaster and microwave oven available for staff use. There is also restricted access WiFi available.

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 and WiFi is available in all areas.

IT Suite

We have a small IT suite with 3 computers and 4 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 CD/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.

Post - Phones

Blue Peris has a postal delivery & collection each morning from a box in the front porch. There is a telephone available for the students in the entrance hall; **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 6.30 – 7pm and 8.30 – 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 **078250348891** or **the office telephone and fax number 01286 870853**. An answer phone is in operation

when we cannot get to the phone. Stamps can be brought as well as postcards from our tuck shop.

Daily Routine

Timetable – Timings for each day can vary.

Daily routine	
Time	Activity
7.30 am	Wake students; at 7.30 am make sure they are all up and making beds etc
7.50 am	Duty group lay tables (can be done the night before) Dormitory inspection done as students start breakfast.
8.00 am	Breakfast and make packed lunches
8.30 am	Serving group clear dining room and stack chairs. Duty group wash up. Both groups to be supervised by visiting staff
9.00 am	Tuck-shop
9.15 - 9.40 am	Activity groups meet
4.15 – 4.30 pm	Return to Centre Check that your group has: <ul style="list-style-type: none"> • Stored all personal equipment correctly • Returned activity equipment (especially maps) • Spin all very wet clothing and supervise hanging it on racks • All students shower
5.15 pm	Duty group lay tables
5.30 pm	Dinner - duty group wash up
6.30 pm	Check drying room.
6.45 - 7.15 pm	Evening activity starts.
9.00pm	Duty group brew tea/coffee/chocolate and serve cakes/biscuits.
10.00 pm?	Students prepare for bed. Time to be decided by visiting staff.
10.30 - 11.00 pm	Lights out and silence. Visiting staff must ensure that students <u>do not disturb others after 11 pm.</u>

Equipment

At the start of the week the students and visiting staff will be lent a set of waterproofs, mountain boots, Wellington boots, rucksack and fleece jumper (also a balaclava in the winter). This must all be looked after each day and dried to be used again the next day. Students are responsible for looking after these items and must inform Blue Peris Staff immediately if they do lose an item. There will also be some activity specialist kit that will need putting away at the end of every session. Students do not need to supply any of their own equipment but if they do have their own they are welcome to bring it to the centre.

Any item of equipment lost will incur a charge. The school will be invoiced for this lost equipment and it is up to the school staff to collect the money from the students / parents. Visiting staff will be informed of any lost items prior to departure from the centre.

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 1 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.

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 (a 2min walk).
- Upon arrival the duty instructor will meet you at the centre and send students to their dorms.
- Welcome chat, tour of centre and bed making.
- Kit issue

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 afternoon...

Depending upon the time of departure, sufficient time will be allocated by instructional staff to ensure any kit borrowed can be returned. Also to allow 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.

If leaving in the morning...

Wake students at 7.00 am. Breakfast is at 8.00 am. 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 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

The coach usually departs at 9.30am from Blue Peris.

If travelling to Bedfordshire arrival is usually between 2.30 – 3.30pm

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 course's success.

Dormitory Tidy

Students are expected to keep their belongings in their dorms, tidy. We do a check every morning to ensure the cleaners can get into the rooms to do their jobs. We generally run a Tidy Dorm competition each week where the winning dorms occupants receive a unique Blue Peris prize. We have recently upgraded the facilities in the dormitories and most now have ample storage for belongings, and a place to store the 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 £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 misuse of equipment and if it is lost.** 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.

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, a sense of shared purpose, resulting in increased confidence and self esteem.

Duties are :

- Laying the tables
- Serving food
- Cleaning away at meal times.
- Picking up litter
- Wiping down tables
- Stacking chairs
- Sweeping the floor
- Loading the dishwasher.
- Putting the dishwasher items away.

A brew of tea, coffee or chocolate and a cake or biscuit is made in the evening before bedtime - each group clearing up afterwards (Brew duty).

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.

Additional Information

Ensure that the students do not bring an excess of pocket money as neither the Authority nor the Centre can accept liability for loss or damage to any personal property. On some courses visiting staff may wish to operate a bank for money or valuables - a safe to lock these away is available in each staff bed room.

Students are **not allowed** to bring any **electrical equipment** to the Centre (it will not have undergone Portable Appliance Testing, often gets broken and there are no electrical sockets in the dormitories). Also - **please note no aerosols of any sort are to be used in the centre because they interfere with the fire detection systems.**

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 off 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.

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 on a landing 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 less than 40 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 1 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 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. This will be given to staff to read prior to undertaking the activity. 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.

Evening Brew; cups washed, kitchen/dining room left clean and tidy by 10.00 pm. Ensure dishwasher is emptied and switched off, instructions for this are on the wall by the dishwasher. This is arranged and supervised by the visiting staff.

Lights out by 10.30 pm - 11.00 pm (depending upon the age range of the group); send groups to wash rooms/dormitories in good time so that 'lights out' in dormitories can

be strictly adhered to. Try to give yourself a break from students before going to bed yourselves.

Night Time Security

Drying room 1

Check that all items of clothing are hanging up on the correct pegs (there is a list above the spin dryer to assist with this). The door is closed

Drying room 2

Check that all items of clothing are hanging up on the correct pegs (there is a list above the spin dryer to assist with this) the doors are closed (**BUT NOT BOLTED**)

Fire doors . Ensure that none are wedged open.

Downstairs; Switch off all lights. Ensure that all downstairs windows are closed and secure.

Upstairs; switch off all lights except on stairway.

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

Locking up – You will be informed of the night time locking up security policy upon arrival at the centre. A copy of this can be found in the Visiting staff Information file in the staff room.

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.

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. However, there are no electrical sockets in any of the dorms. There are sockets on the landings 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. In addition to this, to meet current legislation all electrical goods within dorms and bedrooms should be PAT Tested.

If students wish to charge mobiles and I pods we ask you to carry this out for them using sockets provided in the staff room. 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 and the centre manager and administrator also hold First Aid at Work (FAW).

The Centre first aid cupboard is located in the staff room. Staff have access to this 24hrs a day. Staff are asked to always note treatments given in the book provided. Administration of prescribed medication for pupils should be closely monitored, preferably by the same 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 16s should be by a doctor or the parent/guardian, 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 room in Staff Emergency Procedures file.

There are accident report forms on the door in the first aid cupboard. These 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 recorded in the appropriate book which is kept in the first aid cupboard (in the staff room). All medication must be kept locked in the appropriate box supplied by BP (this is in first aid cupboard and the key is kept in the staff office) or kept in a staff bedroom. It should not be left where it is accessible to any student. The only exception is any medication which requires refrigeration; this must be kept in the staffroom fridge and closely monitored by the visiting staff.

Paracetamol and other Pain Killers

The BP 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.

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 in other buses . The county 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 Bedford Borough Policy before they are allowed to drive for Blue Peris.

It is very useful if at least 1 member of staff can drive a minibus during a visit to Blue Peris but not essential. Doctor's and hospital visits are much easier to arrange if a member of visiting staff can drive Students there.

No person may drive centre minibuses if they have consumed alcohol within 6 hours.

Visiting staff are able to drive Blue Peris minibuses but this is subject to the conditions laid out in our policy. This can be viewed on the website and is available in the staff room.

Visiting Staff

Visiting staff who drive minibuses must demonstrate a familiarity with driving minibuses before being permitted to drive. This can be as follows:

1. Visiting staff hold an up to date MiDAS Certificate
2. Visiting Staff have passed their PCV D1 test in the last 2 years.
3. Drivers that have achieved an equivalent qualification to MiDAS from another Council or Organisation within the last 2 years and undertake a short accompanied drive with a Midas qualified Trainer i.e. Steve.
4. Be able to demonstrate extensive recent minibus driving experience and undertake a short accompanied drive with a Midas qualified Trainer i.e. Steve

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 with 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.

Fitness

Visiting staff are usually expected to take part in activities alongside students and therefore staff need 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.

Independent Groups in White Peris

Our adjacent premises, White Peris is our smaller unit that sleeps up to 13 people. Unless linked to your group, the residents in White Peris will not have access to Blue Peris or know the door codes. Some groups may come to the kitchen back door to collect food if they are being catered for by Blue Peris. Consideration must be given to groups residing in this building and visa versa. If you have any concerns do speak to a Blue Peris member of staff.

This building is ideally placed for small groups such as those undertaking the D of E; see the website, www.blueperis.co.uk for further details.

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, but there are areas that visiting staff will need to ensure they are familiar with.

Blue Peris policies mentioned in these notes which may require viewing are:-

- Discipline Policy
- Anti-Bullying Policy
- Safeguarding Children Policies
- Internet and Photographic images
- Smoking, Alcohol and Drugs Policies
- Visiting Staff Security Policy
- Minibus Driving
- Fire Safety and overnight emergency action plans
- Incident and Emergency Procedures
- Lost Property

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 Manager or Deputies should be involved as soon as possible (the next morning in the case of a minor incident overnight, but immediately in very serious cases). It is normally advisable to make notes in case it becomes necessary to notify a parent or Head Teacher. 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.

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 Bedford Borough Councils' 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 centres office.

The centre has digital cameras that are used on activities to record the students' 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, Alcohol and Drugs Policies (full policies are available on request)

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.

The usual smoking areas for Visiting staff is next to the camp store and for students, around the picnic benches behind White Peris.

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 disposed of in the skips outside the centre. 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 Deputies.

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 (available on request).

Emergency Procedures

There is an 'Information and Emergency Procedures' file kept in the staff room, in a designated wall rack along with copies of student's and visiting staff's personal details form. 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 or the Deputies in the event of an emergency, or an occurrence which they feel unable to manage.

- **Centre Manager** **Mark Richards 07825034891**
- **Centre Deputies** **Contained within the Emergency File**
- **Gwynedd Hospital** **Bangor: Casualty 01248 384384**
- **Local Doctor:** **01286 870634 (surgery hours)**
0845 85 01 362 (outside surgery hours 18.30 to
08.00) This is the local NHS Direct number.

FINALLY

Whew!!! After reading all this?

If there is anything we can be of help with then please do contact us. We are here to help and make your stay enjoyable.

