



# Old School Lodge



## INFORMATION FOR GROUP LEADERS UPDATED JAN 2016

The value of adequate preparation prior to the visit to Blue Peris Mountain Centre/ Old School Lodge is sometimes greatly underestimated in terms of its contribution to the overall success of the course. We would, therefore, ask all teachers / course leaders bringing groups to the Centre to give careful consideration to this preparation.

The following notes provide guidance through suggestions and information.

### PURPOSE

It is vital that all students have a clear idea in their minds concerning the nature and purpose of their course to the OSL and how the experience relates to the broad and balanced curriculum of their wider education and life skills.

They need to know something about the responsibilities they will have, the activities, and, in general the responsible and co-operative fashion in which we expect them to behave. Courses are mainly designed to support the wider curriculum, particularly in the field of personal and social development. However we can adapt our courses to suit your needs.

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 the group. 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. **A reasonable level of fitness** is important if students are to participate fully - although this is less important than their developing a positive, determined and open minded attitude towards difficulty, and, sometimes, a degree of discomfort.

Courses are run under the direction of the Centre Managers and Blue Peris Instructors liaising closely with school staff. A Blue Peris Instructor and a responsible member of staff accompany each activity group..

All regulations made by the Centre Managers or Fusion Lifestyle are for the safety and well-being of the students and must be observed. Students will be expected to participate in all relevant activities and to help with duties as required. In addition to this the warden will also liaise and give advice on the domestic and buildings side of the 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.



## **CENTRE ORGANISATION**

Whilst the warden has overall responsibility for the centre, they do work in liaison with Blue Peris staff and the course leader. However, the course leader has overall responsibility for the group and their care. Students work in groups - of a maximum of 13 on activities. These groups being further subdivided into domestic duty groups.

**It is useful if these groups are established before arriving at the centre. How they are made up is entirely up to the visiting staff ie. Mixed ability, selected on activity experience or potential ability, friendship groups, single sex groups (not generally advisable), etc.**

Each member of visiting staff will normally be attached to one group for both activity and domestic supervision. Thus, when the given group is on a domestic duty, that member of staff is supervising.

Supervision of the duties involves the duty group in different chores - laying the tables, serving and cleaning away, picking up litter, wiping down tables, stacking chairs and sweeping the floor. In addition to this they often are asked to assist with the washing up.

## **DORMITORIES**

- The accommodation is provided with bunk-beds with bottom sheet
- Pillow and pillow case provided
- Towels are not provided.

### **Bedding or sleeping bags**

**Students are expected to bring their own sleeping bags.** Staff will be given bedding. If this presents a problem it is necessary to raise this issue prior to arrival. By prior negotiation it may be possible to provide either bed linen or sleeping bags but this will not be possible unless sorted in advance.

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

## **Dorm / Rooming Plan**

There is a dormitory layout plan, which you must complete and send in before arrival. This will be displayed on the wall outside the warden's office for the fire regulations.

## **STAFF BEDROOMS**

These are separate to the pupil's dorms. However, there are staff bedrooms on each landing. The bedding is duvet and quilt supplied by BP. There are safes in both staff bedrooms. They hold 2 single beds in each room.

## **STAFF ROOM**

There is a small staff room on the upper floor. This also has a TV/Video and DVD alongside games to give out to students. This is used as the meeting room each morning for instructors and visiting staff.

## **COMMON ROOM/GAMES ROOM**

Common room facilities are provided and should be used as such, other students' dormitories being strictly out of bounds. The furnishing is comfortable and these rooms may be used for lectures and slide projection. The common room contains a pool table, table tennis, board games and a TV/DVD.



**ANY DAMAGE YOU WILL BE LIABLE FOR. THE WARDEN WILL CHECK ON YOU'RE LEAVING DATE WITH YOU.**

### **Drying Room**

As the drying room is close to the entrance students can remove boots and waterproofs before going into the building. The drying room should come on each night – please inform the warden or a member of Blue Peris staff if it seems to be off.

**The lobby door is always open and the inner door needs a key which you will be given upon arrival.**

**Please Please HELP , the organisation of the drying room, IF not then clothes do not dry. Students can be very lazy ref this and always needs pressure to get the job done correctly.**

### **CLEANING**

During your stay, the cleaning is the responsibility of the groups and cleaning staff that Blue Peris supply. As this forms an important part of the life skills element of the course. On the final day of the course can you help ensure litter is in bins in all the rooms and dorms. The centre will be cleaned after your departure.

### **DAILY TIMETABLE**

**Below is an average timetable.**

<b>7.15 am</b>	Rise. Make beds, tidy dormitory.
<b>7.50am</b>	Dormitory inspection; duty group lay tables,
<b>8.00 am</b>	Breakfast
	( This may be supervised by Blue Peris or your staff depending on what has been arranged beforehand )
<b>8.45 am</b>	Pack sacks for day's activities

#### **BLUE PERIS staff arrive at centre**

<b>8.45 - 9.00 am</b>	<b>Staff meeting</b>
<b>9.30 am</b>	Day's activities start.
<b>4.30 pm</b>	Return to the Centre.
<b>5.15 pm</b>	Duty group lay tables, supervised by your staff
<b>5.30 pm</b>	Evening meal, supervised by your staff

#### **This is when the cooks will be ready to serve**

<b>6.45-7.15 pm</b>	Evening session starts - runs until about 8.30
<b>10.30-11.00 pm</b>	Lights out, recommendation.



### **Pre course Planning Information**

1. Blue Peris will send a confirmation letter of the booking ( you will be required to complete certain sections and then return )
2. The conformation letter will also show coach details if a coach has been requested.
3. Receipt of the confirmation letter ( signed ) by the centre confirms the booking.
4. The booking form will show the costs, a lower one based on a minimum number and a higher one based on a lower number of pupils.
5. Until the confirmation letter is received, the booking is provisional.
6. Invoice for deposit will be raised (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.
7. You will be contacted to discuss the programme or review a previous year's programme.
8. 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. There may be additional costs.
9. We will send you a pack containing all the relevant forms required.
10. A course leader's check list will also be sent to assist you in your preparation.
11. 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.
12. You are asked to keep a view on pupil numbers and relate these to our terms and conditions.
13. Arrival at OSL

### **Students' and Visiting staff Personal Details 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", "broke arm 6 months ago", "must not get ears wet" etc.

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

### **ALL VISITING Staff need to complete the Blue Peris over 18 form**

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.

### **Electrical equipment to the Centre**

**Please note we feel hair straighters are a major fire hazard and students SHOULD not to bring them.**



## **INFORMATION AND EMERGENCY PROCEDURES**

There is an 'Information and Emergency Procedures' file which should be given to you upon arrival. Overnight when there are no Blue Peris staff on site, visiting staff should not hesitate to contact the Centre Manager or the Deputy in the event of an emergency, or an occurrence which they feel unable to manage. In Addition to this there will either be a warden on site or a warden on call you can contact.

### **FIRE DRILL**

You will need to be shown where the panel is, how it works and how to reset it when you arrive.

**In the event of a fire, all students and staff must be aware of the correct action to be taken. This action will be achieved by carrying out a practical drill.**

For all courses there will be a fire drill held soon after arrival

The assembly point is on the opposite bank of the stream, over the footbridge.

1. If you suspect a fire, inform a member of staff, and then raise the alarm.
2. **Daytime** - on hearing the alarm, leave the building by the nearest exit, **and assemble**
3. **Night time** - on hearing the alarm, warn the other members of your room. **Leave by the nearest fire exit and assemble.**

### **AT ALL TIMES ON HEARING THE ALARM -**

**Move at a walking pace, do not run.**

**Leave lights on.**

**Staff on site should not put themselves at risk but should:**

1. **Organise evacuation of the building by the nearest exit.**
2. **Make sure the emergency services have been called.**

Lists of everyone resident need to be kept by the front door. You should make sure you know if anyone has gone off the site (other than on a programmed activities), so that we can account for everyone in case of fire.

### **ELECTRICS**

If the electrics trip, then you can try to reset these. There are 2 boxes to try. 1 is in the common room. The other is near the fridge freezer in the kitchen.

### **Portable Appliances**

All the above should have been PAT tested . Any portable appliances brought into the building by the course are the responsibility of the course leaders.



### **Extension Leads**

These pose a trip hazard and a HSE issue when students are trying to exit the building. This is particular the case in the event of a fire alarm/drill.

It is the course leader(s) responsibility to ensure no leads are a hazard

Fire protection, Water safety, electrical inspections, gas, heating, PAT and boiler inspections. We endeavour to check with the OSL that these are up to date. However, it is the user's responsibility to check that they are happy with the checks and that they meet the required specification.

### **FIRST AID**

Please note that at least one member of the supervising staff group should ideally hold a current First Aid certificate.

All our staff hold the appropriate first aid award they need to carry out their duties.

### **First Aid Kits**

There are two first aid kits on site. 1 is kept in the kitchen and one is provided by Blue Peris and is in the staff room. However, we also recommend that you bring your own.

### **Medication**

Administration of prescribed medication for pupils should be closely monitored, preferably by the same staff member all week if this is at all given in the first place. This person should decide how much support the pupil requires with storage and administration of the treatment.

BP staff are not allowed to give or administraot any medication, unless its prescribed and they have had traning such as epipen, inhaler. They are not allowed to adminster any Insulin.

### **Recording of accidents etc**

All accidents, bumps, minor scraps etc need to be recorded on the centres forms.

These details are required to be completed in accident book provided in the staff room.

Please see a Blue Peris member of staff

### **Medical Help:**

A map of hospital's location is kept in the staff emergency procedures file. N.B. the hospital is called Ysbyty Gwynedd.



## **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.

IF YOUR UNSURE, then please consult the centre prior to your visit.

**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.

## **DISCIPLINE**

### **Child Protection**

### **Bullying**

Discipline, child protection and bullying 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 (the next morning in the case of a minor incident overnight, but immediately in very serious cases).

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 in these cases supervision/transport is negotiated; either parents, staff from school or school staff at Blue Peris being involved.



## **ON ARRIVAL AT THE CENTRE**

You will be met by the Course Director and often the warden who will point out the dormitory accommodation and provide an introduction to the Centre, House Rules and course content. Please assist the groups to settle in and make their beds. Encourage good organisation and tidiness from the outset.

You must be fully aware of the emergency and fire procedures and ensure that the students are fully conversant with them. You may need to discuss with the Course Director a number of details: - any programme changes; allocation of supervision responsibilities; student's medical details; any students needing special support or who might have behavioural problems etc.

## **DURING THE COURSE**

Visiting / school 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.

Visiting / school staff are reminded of their responsibilities to Child Protection during their visit. 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

Visiting / school staff are asked to 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 start and finish of 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 staff must make sure tables are being set before a meal and supervise in person whilst the soup is being served.
- if only part of a duty group are doing the work you may need to direct the lazy ones!

**Going off site.** We ask all course leaders/teachers etc to consider this carefully. The centre is close to shops, some hazardous areas and the local community. As you are in charge of all their welfare then being happy that your group are able to deal with the responsibilities of being off site is crucial. If they are allowed to go off site then course members are requested to check out with their own members of staff, unless on a programmed activity. This is aimed at ensuring that the whereabouts of those not on site is known. It is important to stress that the Centre relies on good relations with local people. Students should be made aware of this.

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. Our minibus rules and activity guidelines normally require 1 adult to be with each group if the students are under the age of 16 years, so your presence may be required even if you are not able to take an active part in the activity.





## **STUDENT RESPONSIBILITIES**

All students are expected to behave in a sensible manner, both towards 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 make themselves 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.

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 at the end of the course. If they already own their own kit they are encouraged to use it where suitable, but it remains their responsibility at all times.

All students contribute to the domestic side of the course by laying tables, washing up, and generally assisting in the domestic running of the Centre. For safety, as well as health reasons, we have decided that it is appropriate **NOT to permit smoking by anyone** in the Centre or on its grounds.

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.

### **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. The rooms 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.

## **EVENING DUTIES - VISITING STAFF**

Visiting staff are responsible around the Centre at all times. When things are going smoothly staff will have time to relax in the staff room, but we generally we thoroughly recommend that one responsible adult has an overall awareness of what the group are doing in the building.

Staff who bring alcohol to drink in the evenings must remember that they are setting standards for the students, and at all times at least one person should be sober enough to drive legally in case of emergencies.

The following are the responsibility of visiting staff and the times are for guidance. However, if students have late nights this often affects their performance and attitude the next day.



**Lights out by 10.30 pm - 11.00 pm;** send groups to wash rooms/dormitories in good time so that 'lights out' in dormitories can be strictly adhered to - to give yourself a break from students before bed.

**General;** ensure that individuals **do not disturb** others after lights out. Selfish students could be excluded from the dormitory and asked to sleep under their quilt on a landing in extreme circumstances.

Please contact Blue Peris staff if anyone is seriously ill, but not over trivial matters. Remember that calling 999 is ok in a real emergency. Such matters should be sorted out with the duty instructor before they leave in the evening or when they arrive in the morning.

### **Evening Activities**

The OSL has a nightline/blindfold trail, on site problem solving and a variety of unaccompanied walks. These are lead by BP and visiting staff.

### **Final Day/Morning**

#### **Kit Return**

Your help will be needed for efficient kit return - e.g. help check that students have correctly numbered items and returned all kit together. This may have happened the evening before.

#### **Bedding**

All bedding needs to be taken off beds and left on floor in each room.

#### **Cleaning**

As part of your cost the building is cleaned for you after you leave. However, we ask for general rubbish etc to be put in bins and not left lying on the floor etc. Otherwise a charge is made

#### **Breakages**

Damage needs to be highlighted as it's easier at this stage to deal with.

### **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. Please discuss this with the duty member of staff.

**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.



### **Additional Information**

Ensure that the students do not bring an excess of pocket money as neither Fusion Lifestyle 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 really allowed** to bring any **electrical equipment** (except phones) to the Centre, as it 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 OSL 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.

### **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 approx 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.



## **Visiting Staff Night Time Jobs**

**Drying room;** check for lights off, heaters on, dehumidifiers emptied, tidy, clothes hung up

**Fire doors;** all shut and nothing blocking them. DO NOT BOLT THEM

**Downstairs;** switch off all lights. Ensure that all downstairs windows and doors are closed and secure.

**Upstairs;** switch off all lights

**Kitchen :** Light off, water turned off at taps, dishwasher turned off

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.



## **First Aid and Medication**

Please note that at least one member of the supervising staff group should hold a current First Aid certificate.

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

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

## **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.