

School Staff Responsibilities

Prior to Arrival:

On request, using the bedroom plans supplied, school staff should allocate bedrooms to pupils. No mixed-gender bedrooms are allowed and ideally boys and girls should be allocated rooms in separate corridors or floors, although this may not always be possible.

School staff must ensure pupils declare medical conditions likely to affect their ability to take part in adventure activities and obtain professional medical consent where appropriate.

Please advise one of our designated Safeguarding Leads (details below) of any Child Protection issues by email (or, alternatively, in person on arrival).

Centre Manager, Steve McIlhenny s.mcilhenny@heatree.org

Centre Director, Jon Evans j.evans@heatree.org

You will be asked to return room plans, medical information and dietary requirements to schools@heatree.org at least **two weeks** prior to your visit.

On Arrival:

In addition to taking part in the fire alarm practice, please ensure all pupils and staff are familiar with the detailed fire procedures posted on the bedroom doors and that they all know the route to the nearest marked fire exit.

During Your Stay:

School staff have responsibility for the group outside of activity times to include, though not exclusively, ensuring:

- Pupils use only the bedroom allocated to them and bedrooms are kept clean and tidy.
- Pupils requiring asthma inhalers are identified and checked by school staff for the inhaler before each activity.
- Pupils disclose, and have recorded by the Heatree Team, any injury (however minor) sustained at any time and from whatever cause (while supervised or unsupervised) during their stay at the Centre.
- All interior lights are switched off and exterior doors are locked last thing at night (Lead Teacher will be given a set of keys for this purpose).
- Children are supervised when washing up and undertaking other dining room duties.

School staff have responsibility to assist Instructors during activity sessions including:

- Remaining with the group at all times. There should be a ratio of at least one member of staff to 11 pupils at all times.

- Carrying medical forms. Emergency contact numbers and medical information must be carried by one member of school staff at all times when groups are on site - this includes medical forms for staff as well as students. When a group or groups are offsite, each group leader must carry medical forms for their group.
- Informing instructors of any medical issues.
- Support any safeguarding issues.
- Assisting in maintaining group dynamics, motivation and discipline. Each member of staff is to be responsible for their group of students, their behaviour and welfare.
- Encouraging the children during exploratory periods, to keep with the group.
- Acting as a witness.
- Each member of staff acting as look out for their group at all times, monitoring the well-being of all the children in their group and bringing concerns to the attention of the leader.
- Be aware of who is carrying the first aid kit and the emergency procedures.

On Departure:

Please ensure children strip their beds when packing up to vacate their rooms by 9am.

Any Centre bed-linen (but *not* the white mattress and pillow protectors) and shower-mats should be removed from the rooms and piled on the landing. All rubbish and litter must be cleared from the rooms and all cupboards and drawers cleared of personal belongings.

Smoking is not permitted anywhere within the Centre or in the grounds. School staff who wish to smoke must do so off site and out of sight, respecting our No Smoking policy. Please dispose of all cigarette ends and matches appropriately and ensure group supervision ratios are maintained during any smoking breaks.

All school groups will take part in a fire alarm practice on the day of arrival to ensure all staff and pupils know what to do in the event of a fire. In the unlikely event of the fire alarm sounding at any other time, everyone must immediately vacate the building and meet at an assembly point. Do not return inside the Centre until advised to do so by a member of the Heatree Team.