

# Information for Group Leaders'

## Staying in Blue Peris Building

Blue Peris Mountain Centre  
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### Social Media



<https://www.facebook.com/blueperis>



<https://twitter.com/Blueperis>

### Notes for Visiting Staff to Blue Peris Mountain Centre

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**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 / Pupils also need to know about the life skills and 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 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 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. We have two AIM's boards we use. One board is located in the staff room and one board is located in the dining room. On the first evening of arrival we discuss the course aims with the group, normally after the evening meal. We link this talk into the aims board. In the morning staff meetings the instructors are made aware of the aims and use these aims to work with the pupils over the duration of their course.

## Pre course planning

### 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 maybe we must 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.

### Additional 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 additional 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.

We only have 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.**

## Facilities at Blue Peris

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### 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 arrangements 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 (Camp bed can be added to make 11)
Padarn	8 (Camp bed can be added to make 9)
Tryfan	8
Glyder	8
Wyddfa	6

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

The girl's washroom, shower and toilet facilities are on the first floor. The boy's washroom, shower and toilet facilities are on the ground floor. However one of the dorms called Wyddfa has its own 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. It can also be used for lectures or PowerPoint presentations, watching films, playing games, reviewing, group meeting point and additional course work. A digital projector, full surround sound, and screen are available for teaching and instructional purposes. Selections of DVDs are also available if required.

#### 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.

#### Drying Rooms

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

#### 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**

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.

Only Eilio has an en-suite shower. One staff shower will be found on the top floor and another on the middle floor.

All staff bedrooms have electric sockets.

### **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.

### **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. However, staff are requested to keep this room tidy, washing up any items used and returning empty milk jugs etc to the kitchen. There is a fridge and microwave oven available for staff use. 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

### **Internet**

We do have access to the internet which staff are free to use in the staff room and ground floor however it is not reliable in bedrooms and dorms.

### **Post – Phones**

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

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

## **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.

### **Evening hot drinks**

Tea, coffee or chocolate and a biscuit is made in the evening before bedtime if groups wish

This is overseen by the visiting members of staff

## **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 dormitory sheet)

### **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 8-12 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**

These are groups of 4-6 students. Again they require a member of school/visiting staff to supervise each group.

### **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 wellbeing 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.

#### **On arrival**

- Make their own bed

#### **Domestic duties are:**

- A range of duties in the dining room prior meal times, such as laying tables.
- A range of duties after meal times, such as washing up, stacking chairs, mopping floors, drying up.
- Washing flasks and cups (once back off activity between October and March)

#### **Last night duties**

- We have a system as to where pupils can engage in some cleaning and tidying duties.

#### **After breakfast on final morning duties**

- We have a system, as to where pupils can engage in some cleaning and tidying duties and mainly vacuuming, sweeping, emptying bins around the

**You can opt out of this. IF WE KNOW A MONTH IN ADVANCE**



## **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.com](http://www.blueperis.com) 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 Mountain Biking, Indoor Climbing Wall and 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.

## **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.

If we know your mobile number we can liaise with you, so the duty instructor can meet you off the coach and load up staff luggage on to the minibus.

The first few hours at the centre are a very busy part of your course.

We have inductions, safety systems, fire alarm, issuing of equipment and other duties to complete.

## **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 a few 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.

## **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.

## **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).

## **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**

A range of evening activities can be on offer for your staff to run such as nightline, problem solving, orienteering. Our centre staff will induct you into these activities and oversee you in the running of them.

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.

## **Evening Brew**

Cups washed, kitchen/dining room left clean and tidy. 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.

## **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

**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.

### **Social Media**

The centre has a facebook page and instagram. 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.



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.

## **7- Daily Routine**

## Timetable

Daily routine	
Time	Activity
7.00 am	Wake students, make sure they are all up and making beds, tidy room
7.20- 7.30 am	<b>Students make packed lunch. Large groups to start at 7.20am</b>
7.45am	Duty group arrive in dining room.
8.00am	Breakfast - Dormitory inspection done as students start breakfast. 8.45 - Daily briefing to group in dining room by instructor
8.45 am	Duty group <b>Both groups to be supervised by visiting staff.</b>
9.00 am	Tuck-shop ( Not first morning of course )
9.30 - 9.40 am	Activity groups meet instructors
4.15 – 4.40 pm	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>
5.15 pm	Duty group meeting in dining room
5.30 pm	Evening meal Duty group take over after evening meal .
6.45 - 7.15 pm	Evening activity starts.
9.00pm	Duty group brew tea/coffee/chocolate and serve cakes/biscuits. Visiting staff to check drying room to ensure it's clean and tidy-
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 <b><u>do not</u> disturb others after 11 pm.</b>

### **Visiting Staff Night Time Jobs**

#### **Drying room 2**

Check that all items of clothing are hanging up on the correct pegs (there is a list above the bins to assist with this). The doors are closed (**BUT NOT BOLTED**). The doors have electronic locks and will release automatically in the event of a fire.

#### **Drying room 1**

Check that all items of clothing are hanging up on the correct pegs (there is a list inside the door) and the door is closed.

#### **Fire doors**

Ensure that none are wedged open.

#### **Downstairs**

Switch off all lights. Ensure that all downstairs windows are closed and secure and all external doors are closed but not bolted.

#### **Upstairs**

Switch off all lights except on stairway.

#### **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.

### **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 in the event of an emergency or an occurrence which they feel unable to manage.

### **Additional Information.**

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 – 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.**

### **Mobile phone charging**

There are charging stations on each landing and in Harpur Room

### **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 managers, also hold First Aid at Work (FAW).

The centre first aid cupboard is located in the staff room. Staff has access to this 24hrs a day.

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 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 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 4 minibuses and where necessary hires other minibuses. The centre has a very comprehensive system in place to ensure minibus safety.

**Visiting staff are unable to drive any our mini buses even in the event of an emergency.**

**Taxi costs are £35.00 each way**

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### **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.





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 proactive 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 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 GLL 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 wellbeing, 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.

### **Departing the centre**

#### ***Quick summary 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 10:00am unless otherwise planned as part of your programme

#### ***Quick summary 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.