



## Magdalen Information for Group Leaders

We are very much looking forward to your forthcoming visit, and would like to draw your attention to the following organisational and health and safety requirements which will help you and Magdalen prepare for a successful, safe and enjoyable trip.

### Who should read this information?

All organisers and visiting staff or adults coming to Magdalen should review this pack and sign the Declaration Form to confirm they have read and understood its contents and their role and responsibilities whilst at Magdalen, and will abide by and enforce our rules and policies.

### Before your visit

Two weeks prior to your trip, please return this file with the Guest List completed, for all members of your group (including staff). We are able to cater for most dietary requirements with prior notice; if this information is not provided we will assume a full vegetarian menu.

Once you return this file with your confirmed group numbers, your final invoice will be issued. Please note that after this time numbers can be increased (if space allows) but not reduced. All monies paid are non-refundable and we are unable to give credit for non-arrivals.

At this time we will also finalise the itinerary for your trip. Risk assessments for all our activities are available upon request.

Your accommodation will be in either The Old Dairy or Farmhouse (or both), and would have been assigned at booking. Please identify on the Guest List which rooms the group will be using during the stay. Linen will be left on the beds ready for individuals to make up themselves.

### On Arrival

Your arrival time and departure time will have been agreed at the time of booking; these are typically arrival at 1pm and departure at 12:45pm. Due to other commitments at the centre we ask that you adhere to these timings.

Should you arrive earlier than planned, please let Magdalen reception know that you are on site and please ask your coach to remain in the top car park (right hand side of the drive). Children and staff are welcome to use the composting toilets next to the lower car park (left hand side of the drive) and the top fields for games during this time.

### Arrival Procedure

One member of staff will need to inform the Magdalen reception of your group's arrival. A Magdalen member of staff will then be assigned to meet and greet your group.

### Rules and Safety

Upon arrival at Magdalen, your group will receive an introductory talk which includes information on health and safety policies and procedures. All visiting staff are expected to be present for the talk and must enforce all of Magdalen's policies and procedures throughout your stay. Magdalen reserves the right to terminate the visit in the event of what we consider to be a serious breach of these policies and procedures.

### Responsibility for group behaviour and wellbeing

Visiting staff are *in loco parentis* at all times, therefore visiting staff are responsible for the behaviour and wellbeing of their group, ensuring all health and safety procedures are adhered to, and must

have a designated first aider with them and ensure that all medicines and medical information are with the group at all times.

It is essential that visiting staff provide advice regarding individuals and offer appropriate support to enable Magdalen staff to properly perform their duties. During activities, visiting staff remain *in loco parentis* at all times, including if a participant is withdrawn from the “led” activity for any reason. Visiting staff are expected to participate in all activities, set a good example and encourage all group members to get involved.

### **Discipline**

Visiting staff are responsible for ensuring suitable standards of discipline and behaviour are maintained and that group members act responsibly in the care of themselves, others, the centre, equipment and the environment, in liaison with centre staff.

For all activities, Magdalen staff will have determined what constitutes unacceptable behaviour in the context of the safety of the individual and of the group. Magdalen’s behaviour policy will make provisions for the withdrawal of individuals or groups from activities on safety grounds wherever behaviour becomes unacceptable.

### **Risk Assessments**

Risk assessments for all activities will be sent to your group leader prior to your visit and are available upon request during your stay if required.

Magdalen staff will assess hazards during the trip related to present and expected weather conditions such as heavy rain, wind chill, full sunshine and severe frost which may result in modification of activities to ensure the safety and wellbeing of the group.

If at any time visiting staff are unhappy about an activity, it is essential that they make their concerns known to your Magdalen facilitator at the earliest opportunity. Visiting staff may insist that any activity does not continue on the grounds of physical or psychological harm.

### **Ratios of staff**

Magdalen’s policy requires a minimum 1:10 ratio of visiting staff to students at all times during your visit. You will need to bring an additional staff member for every student who requires ‘one-to-one’ assistance. Please consider the ability of your group, the type of activities and site use. The 1:10 ratio applies to groups with participants under the age of 18.

### **Property**

We accept no responsibility for property left with us. All group members should ensure they have adequate insurance cover in place either under their own household policies or group policy to provide cover for personal liability and possessions.

### **Free Time**

Free time is any time when students are not participating in an activity run at Magdalen by our staff, i.e. lunch time, between activities, evenings or after evening activities. During free time visiting staff are responsible for individuals’ behaviour and whereabouts and it is at the visiting staff’s discretion whether groups may spend free time in their bedrooms.

Children are not permitted to leave the centre building or courtyard unless accompanied by a visiting staff member or adult. Magdalen has indoor and outdoor games and play equipment available upon request. Please use the courtyard as an area for everyone to relax, and the playing field for all ball games and running around.

## Timekeeping and Equipment

To make the most of your visit, please ensure your group is ready and prepared for activities and meals at the time and location confirmed by Magdalen staff. Poor timekeeping or failure to organise your group with the correct clothing and equipment may result in an activity being shortened.

## Food

Meals and meal times will be designated in your itinerary. Please ensure that your group are ready at the allocated time. Visiting staff are responsible for helping to dish up meals, portion control and for clearing away at the end of the session. Guidance will be provided by Magdalen staff.

Special dietary requirements will be catered for with appropriate notice, please add all information about dietary needs or allergies to the Guest List. **WE HAVE A NO NUTS POLICY ON SITE.**

## Housekeeping

Food and drink is NOT allowed in the bedrooms. It is the responsibility of the visiting group to ensure that all tables are wiped clean after meals, and the dining room floor is swept. All rubbish is to be disposed of in the correct recycling bins.

## First Aiders and First Aid Kits

Magdalen requires all groups to bring a designated qualified first aider to provide non-emergency first aid. All Magdalen teaching staff and most other Magdalen staff have current First Aid Certificates. Magdalen teaching staff will carry first aid kits when out on the farm and away from the centre. First aid kits are located in the centre kitchen, the reception area and the main office, as well as in the farmhouse. Accidents and injuries need to be recorded on an Accident Report Form - these are located in the kitchen.

## Illness Prior to your Visit

Magdalen has a 48-hour exclusion policy for any visiting guest who has had sickness or diarrhoea prior to their visit. **PLEASE NOTE THAT NO REFUNDS ARE OFFERED FOR NON-ATTENDANCE.** Children who have been sick at the start of the visit may join the group with the agreement of Magdalen staff.

## Medical Emergencies and Sickness

In the event of either an emergency or non-emergency where a child needs to visit a doctor or hospital, a visiting staff member must accompany that person. Magdalen is not responsible for transporting or paying any costs incurred in transporting patients to and from hospital.

If any member of your group suffers from a sickness and/or diarrhoea bug during your stay, a member of Magdalen staff must be informed immediately and the Magdalen Sickness and Diarrhoea Procedure should be followed. Please note this may involve sending group members home.

If a group member is ill, Magdalen staff may insist the group leader arranges for them to be taken home.

## Medical Information and Medicine

Medical information and any necessary medication should be carried by your designated first aider at all times. Ideally, visiting staff should carry any blue inhalers for children (to avoid children losing them while running around on the farm). Please be aware that at times group members could be a 15-minute walk away from the main centre.

With reference to the age and ability of students your first aider should make the appropriate arrangements for the storage and administration of prescribed drugs. Magdalen staff will make special arrangements on request. We advise that all visitors to Magdalen be up to date with their tetanus injection.

## **Fires and Fire Procedure**

All groups are briefed on fire procedures upon arrival. All visiting staff should familiarise themselves with the location of fire alarms, extinguishers and fire exits. Fire procedures and assembly points are displayed in all rooms. A fire list of all students and visiting staff must be completed and displayed in the dining room and office.

Please note there is a no smoking rule in all buildings.

## **Farmland, Water, Biosecurity and Animals**

Groups may not enter any fields or pens with animals in unless instructed or accompanied by a Magdalen staff member (regardless that you may have been given permission to do this on previous visits). Visiting staff should ensure groups treat all animals and wildlife on the farm gently and with respect, while speaking quietly and moving calmly at all times.

It is the visiting staff's responsibility to ensure their group wash their hands thoroughly before and after eating, after any contact with animals, and after any excursion outside the centre building. Visiting staff must ensure any soiled clothes or footwear are removed before entering the building, and supervise cleaning of soiled wellingtons before a group leaves Magdalen Farm.

## **Night time and security**

On your first night, a member of Magdalen staff will show your group leader how to lock up the building, and the name and number of someone to call in an emergency. It is the responsibility of the visiting group to ensure they have closed, checked and locked all doors, windows and skylights at night time.

## **Safeguarding**

All Magdalen staff have completed the safeguarding and PREVENT qualification and fully adhere to Magdalen's safeguarding and lone working procedure. Magdalen staff that are required to undergo the Disclosure Barring Service have done so and all other staff and volunteers have been thoroughly verified by references.