

Visiting Staff Guide to Waddecar

(Primary School site)

This guide is designed to take up where the 'visiting group leader trip check list' leaves off i.e. from the point at which you've arrived. On arrival you will be greeted by your '**Course Director**':

What you can expect from your **course director**:

- Deliver the 'intro talk' to your group followed by room allocation and fire drill
- Issue you with keys, meet with you and your colleagues to collect the paperwork we require, discuss any medical concerns and to chat about your visit.
- To be your contact and trouble-shooter throughout your visit to ensure a successful and rewarding experience for everyone.

After your group has settled in your course director will organise a meeting prior to your first activity session, where the group will meet their instructors.

What you can expect from your **instructors**:

- CRB checked and appropriately qualified and experienced for their roles
- Professional and courteous conduct at all times
- Knowledgeable, friendly and aiming to provide maximum activity for your group
- First aid qualified

What you can expect from your **activities**:

- All High Adventure activities are chosen because they provide high levels of activity and educational value.
- Each activity will be delivered with a clear intro, active middle and ended with a constructive debriefing.
- All activities are fully risk assessed, all equipment is properly maintained and where possible activities contain a high level of perceived risk and minimal actual risk.

Your responsibilities as a **visiting teacher / leader**

- To arrive with waterproofs form, medical/dietary form and copies of your groups individual medical/consent/info forms.
- At High Adventure we make it very clear when you have total charge of the group. During 'downtime' (Evening meal, overnight, breakfast and sometimes lunch) you are in 'loco parentis' and there is no direct supervision from High Adventure instructional staff. The following highlighted bullet points should give you and your team a clear understanding of day to day responsibilities.

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Overview of day to day responsibilities

- **Meal times** - Ensure that: tables are laid, the group are ready on time (8am breakfast and 5:30pm evening meal), meal time is orderly, no-one leaves until all tables are cleared and any notices are given.
- **Sandwiches** - Organise your groups sandwich making for their packed lunch - this is done at breakfast
- **Meeting times** - Ensure that your group understand the importance of being on time for all meetings and support us by being on time yourselves. Every day begins with an important 8:45am meeting.
- **Start & End of activity sessions** - Your practical help is required when your students are required to get out and put away kit.
- **Departure Day** - the CLEAN & PACK is very important & you are required to help 'chivvy' along' your group, direct them to clean / jointly clean dorms & communal areas. All beds need stripping, dorms, drying room, communal areas, grounds need cleaning /tidying and bags need packing prior to your final activity.
- **Evening / downtime periods** - these are times when your group have the freedom to relax in / outside the centre etc. It is at these times that you are in complete charge of your group (loco parentis).
- **Damage** - Please make your group aware of the fact that damages will need to be paid for, when damage does occur we will of course need to engage your assistance.
- **Litter Management** - social spaces, dorms & grounds (keys to access the cleaning cupboard are provided).
- **Enjoy Yourself** - Our instructors are well trained full time professionals, like yourselves, so make the most of this and where appropriate involve yourself in the activity fully. You will also find that the responsibilities detailed are not as onerous as they sound and you will have occasions to relax.
- **Each activity session** - (am, pm and eve) the instructor(s) will take charge and look after all aspects of care for the group. The instructor will also deal with any discipline issues but it is often the case that a quiet word from the visiting member of staff is helpful and welcome. If any individual, for whatever reason, is a danger to themselves or others, or they are stopping the enjoyment of others, they will be removed from the session; in this case your support in supervising the excluded pupil would be required. Your instructor is absolutely in charge when it comes to safety, it is their job to dynamically risk assess every situation and make decisions to protect your safety and the quality of your experience.
- **Feedback** - We take feedback very seriously and try to constantly tweak and improve our product based on the feedback we receive from visiting groups. Each feedback sheet is reviewed by the instructors involved in your trip immediately after your departure and also by senior staff and the directors. We value your comments greatly so please be honest. **If you have any issues at any time please tell us immediately then we can do something about it. We are here to make your trip successful - use us!**