

Visiting staff guide to Kibblestone

(High Adventure summer camp in rural Staffordshire)

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.

The first 24 hours or so (step by step)

- On arrival you will be greeted by your **'Course Director' and/or the 'Summer Camp Manager'**.
- Our staff will organise getting the young people off the coaches and direct them to where to put their bags before taking them up to the meeting point with their packed lunches.
- Your course director will deliver an intro talk to the whole group.
- Lunch will slot in where it appropriate, depending on your arrival time.
- The group will be split up and introduced to their instructors for the 'Team Building Trail' .
- On the team building trail, at various intervals, each group will visit the camp. During this short visit camp beds will be issued, tents allocated according to your directions and bags put in tents. **Some groups will be on the team building trail for a couple of hours before seeing their main bag again, which is why it is very important that the young people arrive in clothes suitable for being outdoors.**
- The team building trail will finish at the camp slightly earlier than the rest of the weeks activities to give your group a little time to settle and socialise.
- The evening meal takes place in the 'Fox Glen' dining room at camp centre, on the first night we will need your group there at 5:30pm **with their mugs**. We will take the lead organising and supervising on the first night but visiting staff are asked to help enforce the simple rules where they see the need.
- Following the evening meal notices are given regarding the evening activity, groups meet for evening activities at approx 7pm in the given area (It is a good idea to get the group to bring their toiletries to the evening activity so that they can prepare for bed on the way back to the camp).
- Evening activities finish at approx 9pm, where possible they will finish around a camp fire, at this point you will be given charge of your group and the staff will retire
- Your course director will ensure that you have everything you need and all is well before they retire.
- Breakfast the following morning is at 8am, some of your group will be on 'breakfast duty' (your course director will inform you of this) and will need to be there early. Breakfast runs differently than the evening meal so expect some more instructions. Groups must make their lunch at breakfast so please remind them to bring their lunch boxes.
- The activity meeting takes place at 9am each morning at the field adjacent to 'Fox Glen', your school will need to line up in its respective groups
- Notices will be given by the course director and the instructors will take charge of the groups.
- At lunch time (12:30 to 1:20pm) the groups will be in your charge
- A second activity meeting takes place at 1:20pm each middle day (Tues/Wed/Thurs) where instructors will take charge of the groups for the afternoon activity session.
- Afternoon sessions finish at 4:45pm where the group will be put back in your charge and reminded that they need to be at 'Fox Glen' for 5:30pm.

What you can expect from the **Summer Camp Manager**:

- Firstly you can expect it to be Chris again (ably assisted by the glamorous Laura!)
- Chris's overall role is to oversee the smooth running of all aspects of the camp, his most important focus however is the needs of your group. Chris is there to be accountable and to have the power to make decisions, without delay, to ensure any issues that may arise can be dealt with immediately.
- Chris is a very experienced outdoor practitioner and works year round with groups on residential visits. Chris is one of the owners of High Adventure so you can be assured of the best possible service.

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

- Deliver the 'intro talk' to your group and set the tone for the week
- 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.

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 per individual.
- 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**

- Email your 'Residential Visits GROUP DETAILS Form - Great Tower & Kibblestone' to chris@highadventureoec.co.uk (form downloadable from our website)
- To arrive with 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 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.

Overview of day to day responsibilities

- **Meal times** - Ensure that the group are ready on time, 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 has an important 9am and 1:20pm 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 DE-CAMP is very important & you are required to help 'chivvy along' your group and support our staff where possible. You obviously need time to sort your own things out but we will need some of your staff at all times so please organise a simple shift system.
- **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.
- **Evening Activities** - Each evening activity session needs a couple of your staff, for the groups doing 'own thing' you will be in charge. Each individual does three evening activities, evening activity groups are bigger so some of your staff will be able to have a night off each night.
- **Litter Management** - social spaces, dorms & grounds (keys to access the cleaning cupboard are provided).
- **Communication with other groups** - ensure that you & any other group find some common ground in terms of behaviour, bedtimes etc.
- **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!**