

TEACHER/LEADER/ORGANISER HANDBOOK



SOUTH CERNEY
Outdoor Education Centre

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South Cerney Outdoor
Education Centre

Welcome to SCOEC and thank you for deciding to bring a group of young people to the centre.

The information contained in this booklet should answer all of the questions regarding your visit and probably a few you did not know you needed to ask.

It is essential when preparing for your visit, to read the information, give out the appropriate information to the young people for their parents/guardians and complete the forms.

If you require any further information, please contact the centre. We are here to help.

Day Visit Groups

On Arrival

Check in at SCOEC reception where the instructor in-charge for your group will meet you and go through the following:

1. The programme for the session(s)
2. The objectives to be achieved
3. Medical and other information that instructors need to know
4. Teams and activities
5. Storage of personal belongings
6. Lunch-time arrangements – if required
7. Any other arrangements

Parent/Guardian consent forms

The group Leaders/Organisers/organiser must bring with them the completed consent forms (found in the appendix) and keep them available at all times.

The instructor in charge does not need to see the forms, but does need to be informed if there is a medical condition that may affect participation. This information is to be included on the Team List form.

Group Register

A group register is included in the appendix to list the names of all the Leaders/Organisers and young people and to detail any useful information that instructors need to know, for groups of 13-19 year olds and Special Needs groups.

Dividing into Teams

Sorting the group into teams before arrival will help ensure that the activities can start as soon as possible. A team list is included in the appendix.

Storage of Personal Belongings

Do not leave any belongings in the changing rooms everything should be put in the lockers provided, which will be locked by the group instructor.

Lunch Time

Leaders/Organisers are responsible for groups during their lunchtime. Groups can use the lounge, the terrace or the grass area to have lunch. The tables outside the residential building should not be used as they are for the use of the group staying in residence.

There is a B.B.Q stand, which is available for use. Please book in advance. Charcoal, utensils and food are to be supplied by your group.

Maximum number per team

Sailing, Windsurfing, Snorkelling – **Maximum of 6 people per team**

Low Ropes, Team Challenge, Kayaking, Canoeing, Orienteering, Rafting & Archery – **Maximum of 8 people per team.**

All Residential

What to do when you arrive

On arrival, the Leaders/Organisers should report to reception where the instructor in-charge of your residential will meet you.

Parent/Guardian Consent Forms

The group Leaders/Organisers should bring the completed consent forms (found in the appendix) with them and have them available at all times.

The instructor in-charge does not need to see the forms but does need to be informed if there is a medical condition that may affect participation.

Group Register

A group register is included in the appendices to list the names of all Leaders/Organisers and young people and to detail any useful information that the instructors need to know.

Team Lists

To assist with the organisation of the group it is helpful to divide the group into teams before the activity sessions. There is a Team List sheet in the appendices.

Outside Lights

The outside lights on the Changing rooms and the car park will automatically come on when it gets dark.

Before retiring for the night

Before retiring to bed ensure that the front gate to the site is closed and the padlock secured, that the front door to the residential building is locked and the front door to the changing rooms is closed

Fire alarm

If the fire alarm (continuous bell) sounds:

1. Evacuate the buildings and go to the fire assembly point on the grass by the windsurf area
2. Call out the emergency services
3. Take a roll call and account for all members of the group
4. Contact a person on the emergency list in the Residents Guide Book

Burglar alarm

If the burglar alarm (continuous siren) sounds in the building:

1. Call the police, unless you know it has been set off by accident. If this is the case contact one of the named people on the emergency list in Residents Guide Book.

Before retiring for the night

Before retiring to bed ensure that the front gate to the site is closed and the padlock secured, that the front door to the residential building is locked and the front door to the changing rooms is closed

Alcohol

No alcoholic drink is to be sold or served unless specifically authorised. Responsibility and supervision

The Group Leaders/Organisers are responsible for the group when not under the supervision of

SCOEC staff. It is for this reason that groups must have Public Liability Insurance

Weekend Residential

What to do when you arrive

Gaining access to SCOEC

Please contact the centre at the earliest opportunity to make arrangements to pick the keys up before 1630 on Friday afternoon, to gain access into the centre if you are intending to arrive after this time.

Open the building

The keys will open the main door of the centre and you can then access the residential lounge.

Move into the cabins

The keys for the three cabins are hanging in the kitchen on hooks behind the entrance door.

Introduction to SCOEC

After the group have settled into the cabins collect everyone together in the lounge for an introduction to SCOEC.

The information given to the group at this session needs to consist of SCOEC information as well as your own.

SCOEC Information

The essential information relating to SCOEC is the SCOEC ground rules, which are included in this booklet on page 6 and 7.

A copy of the SCOEC ground rules is displayed on the wall in the dining room area.

Saturday morning

At 9.00am on Saturday morning the instructor in-charge of the residential will facilitate an introductory session with the group and then meet separately with the Group Leaders/Organisers.

Residential Facilities

Log Cabins

There are 3 log cabins with a total of 33 beds. In each cabin there are two sections. The main section has 8 beds and a smaller room contains 3 beds.

The cabins are heated and all are fitted with smoke detectors. The detectors are taped closed to make sure that they are not tampered with.

Residential Building

The kitchen is fully equipped; there is a large gas cooker, larder refrigerator and a large upright freezer. Additional supplies can be obtained locally in the village of South Cerney, which is 3 miles away or at Tesco on the edge of Cirencester.

You will need to bring rubbish bags, drying up cloths and washing up liquid etc.

Dining Room

The dining room can be used for any activity; it has a tiled floor so the room is easily cleaned.

Lounge

This is a carpeted room with a video/DVD player and monitor and games equipment.

Outdoor shoes must be taken off before entering this room.

Games Equipment

There is a selection of indoor games provided. The large grass area is suitable for outdoor games.

Drying Room

Behind the building there is a heated drying room, for the use of drying wet clothes. This is for the exclusive use of the residential group.

Safety Management Systems

Taking part in anything at home, school or work involves some element of risk. It is not possible to totally eliminate all risks. The management of safety is the shared responsibility of the participant, youth worker and SCOEC staff. Where the risks are managed effectively, a balance is achieved between having fun, learning and safety.

SCOEC's Contribution

SCOEC assesses and identifies risks and then takes action to manage these risks. SCOEC has a safety management system, which is backed up inspectors from the Adventurous Activities Licensing Authority, Royal Yachting Association and British Canoe Union.

Group Leaders/Organisers Contribution

Group Leaders/Organisers need to prepare the group by informing them of what is expected of them when participating in a programme at SCOEC. This information is in two parts, the safety Code and the Ground Rules. It is intended that the Safety Code and the Ground Rules will work in conjunction with the projects/schools existing ground rules.

Young Persons Contribution

As an absolute minimum, young people have to work to the safety code. The safety code is intended to give young people clear indication of what is to be expected of them.

Co-Working

Working with young people on any activity at SCOEC is collaboration between Group Leaders/Organisers and SCOEC staff. Group Leaders/Organisers are expected to assist and support the group work processes by participating in the activity or by being as close to the activity as possible.

SCOEC Safety Code and Ground Rules

Introducing the SCOEC Safety Code and ground Rules before a Visit

It will be of great assistance to SCOEC, if before the visit, the group is informed of the SCOEC Safety Code and Ground Rules. The SCOEC Ground Rules will very often be the same as rules already being used in the Youth Project/School. If this is the case, then use existing rules, and make additions where necessary.

Safety Code

- Respect everyone that they come into contact with
- Listen to and follow all safety procedures

All participants need to work to the Safety Code. If the safety code is not followed, then the safety of the members of the group or others will be compromised.

When this situation occurs, SCOEC will stop or end the session.

SCOEC Ground Rules

1. Any person participating in a water activity must be water confident
2. A buoyancy aid must be worn by all participants when on the water.
3. Shoes must be worn at all times, on land based and water based activities.
4. All land based activities and pontoons are out of bounds unless supervised by a staff member.
5. You are not allowed to swim unsupervised in the lake or river.
6. You must not leave the centre boundaries.
7. Do not misuse equipment that you are given or find around the site.
8. Smoking is not permitted.
9. Alcohol or illegal substances are not allowed on the SCOEC site.
10. Please look after the facilities and equipment. **Loss or damage to SCOEC property will need to be replace/repaired and paid for.**

General Information

Leaders/Organisers taking part in activities

Leaders/Organisers are encouraged to take part in activities with their group. Where the Leaders/Organisers intend to go afloat, he/she should include themselves in the group and not exceed maximum numbers.

If a Leaders/Organisers is over level 2 standard or above in the chosen activity, they may participate as an additional member of the group provided that:

1. Supervision of the group is not compromised
2. Permission is obtained from the duty manager
3. Equipment is available

Supervision of young people not taking part

Supervision of the group must be provided at all times by the Group Leaders/Organisers if members do not participate in a session then a Leader/Organiser must take responsibility for them. Leaders/Organisers may be required to leave sessions to supervise group members who leave the activity early. **Leaders/Organisers must remain on-site at all times.**

Books and Certificates

There are a range of logbooks and certificates that accompany Canoeing, Kayaking, Sailing, Windsurfing and Snorkelling courses. The logbooks can be used for courses of all stages and are recognised at other centres. Ask your instructor to show you the logbooks and certificates and how the schemes work.

Swimming in the lake

Permission must be obtained from the Duty Manager for groups to swim in the lake; this is subject to, a safe area being available, sufficient water temperature and qualified lifeguards being available.

Water Quality

The lake is fed by untreated ground water, like any lake there is no way of testing or ensuring to determine the water quality.

We believe the water quality to be extremely high.

Weil's Disease

There have been no known cases of any person being affected by Weil's disease following activity at SCOEC. This potentially fatal disease can be transmitted into water by rat's urine. Usual symptoms are like flu with a fever and muscular pains about a week after infection, which occurs through intake via mouth, nose, cuts etc.

Advice/ Action

Cover all cuts before taking part in water activities. Participants should shower following activity and wash hands before eating. If symptoms occur seek medical advice immediately and inform them you have been involved in water activities.

Water Snail Rash

This is very rare and may be prevalent in hot weather, particularly following prolonged paddling in shallow areas. This itchy rash will only affect some people.

Advice/Action

Shower as soon as possible following activity and if a rash is experienced seek medical advice.

Loss or Damage

Participants will be required to pay for any wilful damage or loss to SCOEC property.

Appendix

In this appendix there are forms that will be useful for the visit to SCOEC. It is intended that these pages may be photocopied and put together with other information.

- **What to bring with you**
- **Parent/Guardian consent form**
- **Team Lists**
- **Register for 13-19 year olds and Special Needs Groups**
- **Evaluation form**

What to bring with you

FOR WATERSPORTS

You should bring a complete change of clothes and footwear to include:

- T-shirt/sweatshirt or ideally a base layer/thermals
- Fleece (for cold weather)
- Footwear: ideally wetsuit boots, or plimsolls, old trainers (but not thick-soled trainers as you may not fit or be comfortable in a kayak) **BUT NO FLIP FLOPS PLEASE**
- Sun hat & sun protection cream in spring/summer
- Wetsuit if you have one (we can supply if required)
- Towel & wash kit

Wear clothes appropriate to the weather, i.e. more layers in winter. If you wear glasses remember to bring something to secure them with.

OUTDOOR ACTIVITIES (including Team Building, Problem Solving, Archery, Environmental Activities & Orienteering, etc.)

You may need to bring a complete change of clothes including footwear in bad weather plus:

- Trainers (boots in winter or when wet)
- Waterproof jacket
- Sun hat (in spring/summer)
- Sun protection cream (in spring/summer)
- Warm hat (in autumn/winter)
- A strong plastic bag - to take wet things home in

N.B. If you are on a training course for a qualification, please bring any relevant logbooks.

Other useful items are:

- Any personal medication that is needed
- Waterproof jacket and over trousers
- Wetsuit (if you already own one)

Parent/Guardian Consent Form - Confidential

Date(s) of event: _____

Venue of event(s): _____

(If you wish to withhold permission for any or the entire programme please fill in the last part of this form)

Description of Activities: _____

A detailed programme of the above is available on request from SCOEC

Name of participant: _____

Address: _____

_____ Postcode _____

Telephone Number: _____

Emergency Telephone Number: _____

Age: _____ Date of birth: _____

Personal information: please give details:

Has your child had or been in contact with any contagious or infectious disease within the last 3 weeks? Yes/No If yes please give details

Has your child suffered from any recent illness? Yes/No If yes please give details

Does he/she suffer from any allergies, diabetes, migraine, epilepsy, bad period pains or any other illness or disability? Yes/No If yes please give details

Is he/she allergic to anything (e.g. Antibiotics, elaplast, aspirin or any such medicines, any particular food etc.)? Yes/No If yes please give details

Is he/she actively sensitive to penicillin? Yes/No If yes please give details

Is he/she receiving any medical treatment at present? Yes/No If yes please give details

Date of last anti-tetanus injection (if known):

Does he/she have any special dietary needs? Yes/No If yes please give details

Does he/she suffer from travel sickness? Yes/No

Does he/she have incontinence problems? Yes/No

Is he/she water confident? Yes/No

Is there any other information of which we should be aware? Yes/No If yes please give details

Name and address of Doctor: _____

Insurance

Personal accident and loss of belongings are not insured but participants are covered by Gloucestershire County Council Insurance in the event of negligence by one of its employees or agents.

Parent/Guardian consent

- i. I agree to my son/daughter taking part in the above activities.
- ii. I understand that the staff responsible for the activities will take all responsible care of participants
- iii. I consent to any emergency treatment necessary. I therefore authorise the Group Leaders/Organisers to sign, on my behalf any written form of consent required by the hospital authorities, should medical treatment (a surgical operation or injection) be deemed necessary, provided that the delay required to obtain my signature might be considered, in the opinion of the Doctor or surgeon concerned, likely to endanger my child's health or safety.
- iv. I agree that my child's image can be printed in publications produced by Gloucestershire County Council **Yes/No**
- v. I agree that you may use my child's image on the SCOEC website **Yes/No**

Signature: _____ Print name: _____

I wish to withhold my consent for the following activities:

The parent guardian requires a copy of this form Yes/No

Data Protection Act
This information is being collected for the purpose of making a booking to an SCOEC course/residential and may be given to a medical practitioner if the need arises.

The information collected may also be used for the wider purpose of providing statistical data used to assist with monitoring provision and/or determining areas of need in order to target future resources.

If you have any queries or concerns regarding this please contact: The Manager, South Cerney Outdoor Education Centre, Lake 12, Spine Road, South Cerney, Glos GL7 5TL

Team Lists

Group Name: _____

Time can be saved if prior to the visit the group can be sorted into teams and activities. Complete this sheet and indicate the activities and session times then hand it to the instructor in charge of the group on arrival.

Please photocopy this sheet if there is more than one session in the programme. Box should be marked with a * if medical or other noted are provided on the register.

Session Time: _____

Team One – Activity	Medical Info	Team Three – Activity	Medical Info
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
7.		7.	
8.		8.	
Team Two– Activity	Medical Info	Team Four – Activity	Medical Info
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
7.		7.	
8.		8.	

PTO

Team Five – Activity	Medical Info	Team Seven – Activity	Medical Info
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
7.		7.	
8.		8.	
Team Six - Activity	Medical Info	Team Eight – Activity	Medical Info
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
7.		7.	
8.		8.	

Group Register for

Booking Ref.



Group Leaders/Organisers Names	Team Number.....
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Date(s) and Time of Visit.....

<i>*To be completed by your Instructor on the day</i> Instructor	Course / Taster / Residential / Practice * (circle one) Activity
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Full Name	D.O.B	Male 13 – 19 years	Female 13 – 19 years	Special Needs 11 – 25 years	Accreditation
Totals					

EVALUATION

We would be most grateful if you could spend a few minutes completing this evaluation form and return it to reception.

Thank you for your time in assisting with our development.

Name of Group: _____

Name of Teacher/Leader/Organiser: _____

Booking Reference Number: _____

Please circle your answers	Poor	Satisfactory	Good	Excellent
Pre-course information	1	2	3	4
Accommodation/facilities	1	2	3	4
Food	1	2	3	4
Quality of Instruction	1	2	3	4
Quality of equipment	1	2	3	4
Level of enjoyment	1	2	3	4
Achieving your objectives	1	2	3	4

What was the most memorable part of the visit and why?

What did the group gain from the visit?

Do you have any other comments regarding your visit?

Do you have any suggestions for improvements?