

# Eco Explorers Residential at the Sustainability Centre PACK

Forms, health and safety guidelines and information.

Please read and return relevant content.

We look forward to meeting you and your pupils.

Please telephone to discuss availability. A provisional booking will be made, which will be confirmed in writing after which you will receive a Residential Pack to help you prepare for your visit. A non-refundable 25% deposit will be taken and an invoice will then be issued by Earthworks Foundation for the balance after the visit has taken place. If the booking is cancelled within 6 months of the booked visit the full amount will be charged.

Earthworks Foundation Ltd is a subsidiary company of Earthworks Trust Ltd, registered charity 1079866

# BOOKING FORM



Eco Explorers <b>RESIDENTIAL</b>		Name of School or Group		
Date of Visit Arrival Time		Date of departure Departure Time		
Address	Contact Name		No.in Group	
			Adults	Children
	Tel. no.			Age
	Mobile Number		Office Use Notes on the Programme	
	Fax			
	Email			
Office Use Residential Pack has been sent out	Additional Info		Office Use Notes on the Pupils	
Yes/ No				
Date				
Date Entered in Diary	TOTAL COST £		Office Use Notes on the rooms and Staffing	
Office Use				
With this booking form you will also receive Rules for Visits and Behaviour Management sheets from the Sustainability Centre, a Medical sheet, Menu and Bed plan. Please fill in the relevant sections and return the forms to the Sustainability Centre.				

Check list and signatures: Please tick to show that you have read the following guidelines and filled out the appropriate forms:

Booking Form	
Medical Form	
Bedroom plan	
Menu	
Rules for visits	
Responsibilities for behaviour management	

<p>I have read and understood the guidelines in this document, informed all other adult leaders and filled out the necessary forms:</p> <p>Signed.....</p> <p><i>(Please use electronic signature if you can, or sign and email or post to Education Officer at The Sustainability Centre)</i></p> <p>School.....</p> <p>Print Name.....</p>
--

## **HEALTH, SAFETY AND BOOKINGS PROCEDURES**

Each of the venues will have their own site specific guidance for visits and these will be presented to teachers via the Sustainability Centre when you book onto the South Downs Experience.

Guidance on what to bring to the Lodge and what to wear for outdoor ventures will all be detailed. You will also receive information on health and safety procedures during your visit to the Sustainability Centre's hostel.

A pre visit to the Sustainability Centre is essential to appreciate the nature of the experience and to familiarise teachers with the environment in which the residential will take place.

Pre visits can also be made to each of the individual venues by appointment with the Education Officer for each site.

The Education Officer for the Sustainability Centre is familiar with the farms included in the programme and we are happy to recommend them. A separate pre visit to the farms should be arranged where advice will be given on health and safety for this trip. Hand washing facilities will be provided after the visit at the Lodge at the Sustainability Centre site. You will need to declare the Lower Farm, Hyden Farm and Butser Ancient Farm visits separately on your evolve forms (or other local authority approved software).

We ask you to follow the County guidelines on off site activities and educational visits and remind you that you are responsible for your pupils' behaviour at all times.

We will provide a range of educational activities and venues and undertake to make your stay in the Lodge and throughout the residential as safe and enjoyable as we can.

# MEDICAL FORM

Group Name \_\_\_\_\_

Please give details about the following. If there are no issues that we need to be aware of please write NONE in the box.

	Name of pupil/s and details.
Special needs e.g. physical disability, autism, visually impaired, ADHD	
Language e.g. sign language or if English is not the pupil's first language.	
Dietary requirements e.g no dairy, wheat intolerance, no sugar.	
Food allergies e.g. nut allergies	
Medications.	
Other allergies e.g wasp stings, hay fever	

Signature of the class teacher leading the trip .....

Signature of the Sustainability Centre Education Co-ordinator .....

A copy of this form will be returned to the school.

# RESIDENTIAL EVENING MEAL MENU FOR SCHOOLS



		Number of persons
Monday	Chicken pasta bake served with garlic bread and salad	
	Vegetable pasta bake (v)	
	Chocolate cake	
Tuesday	Baked potato with a choice of fillings:	
	Meat chilli	
	Baked beans (v)	
	These will be served with grated cheese and salad	
	Fruit crumble and vanilla ice cream	
Wednesday	Pizza Margherita (v) with salad and chips	
	Cheesecake with fruit compote	
Thursday	Spaghetti Bolognese	
	Vegetarian Spaghetti Bolognese (v)	
	An assortment of ice creams	

There will also be fruit available at every meal time

V = Vegetarian option

Please also complete a Medical Sheet which has space for noting special dietary requirements and allergies. Please make it clear whether those individuals noted on the medical sheet are included in the above numbers or not (for e.g if they need a separate meal made for them or are bringing something of their own).

# SITE RULES FOR SCHOOL, COLLEGE AND OTHER GROUP VISITS



Please note that the separate acknowledgement slip printed in matching colour to this sheet MUST be completed and returned with your booking form. Also ensure that you and your party are familiar with these Centre rules before your visit.

We hope that you will understand that the following conditions under which groups are admitted to the Centre are there to ensure the health and safety of all visitors and the smooth running of our service to you.

## VEHICLES

Coaches will be directed to park in the official coach bay but all other vehicles must park at the top of the site in the general visitor's car park. No vehicle other than coaches may be brought down past the reception area without prior consent.

## SUPERVISION

### Immediate supervision

i.e. every child must be in sight of an adult leader at all times) is required for children under the age of 14. (Education authority guidelines for off-site venues stipulate this and recommend a ratio of 1:8, with a minimum of two adults accompanying every primary aged party).

*Loco parentis* remains with the accompanying group leaders/teachers throughout the visit.

Running is not allowed unless it is part of a supervised activity.

The ground is uneven and may be slippery in places. Strict supervision is required around the area of the ponds.

### Logs and Log stacks

Logs can be slippery and when stacked are dangerous. Supervision during break periods keeping individuals away from the hazard is essential. Children should be directed away from the logs.

## HYGIENE

All participants in education sessions, which involve contact with animals or plant material, should wash their hands after contact. Washing facilities will be provided in the main building.

Dogs are permitted on site and we ask you to help us to be vigilant so that we can ensure dog mess is spotted and cleared up.

Female leaders must be aware of the connection between a disease found in sheep and premature abortion in humans. (For farm visits only).

## FIRE INSTRUCTIONS

In the event of fire your Sustainability Centre Education Officer will direct you and your party to follow them to the appropriate assembly point to await further instructions.

## ADDITIONAL CHILDREN

The Sustainability Centre requests that children who are not compatible with the ages of class members do not sit in on education sessions.

Experience has taught us that this is disruptive and adversely affects the group experience of their visit.

## SNAKES

There are Adders on the site though it is most unlikely that they will be encountered as they are shy creatures. In the event of a snake being found children should be advised to leave it alone both for their own safety and the wellbeing of the snake. Attention to appropriate clothing and footwear is advised.

# SITE RULES FOR SCHOOL, COLLEGE AND OTHER GROUP VISITS



Please complete this slip and return it with your booking form to:-

The Education Officer, The Sustainability Centre, Droxford Road  
East Meon, Petersfield. Hants. GU32 1HR.

Sustainability Centre Rules for School, College and other group visits Sheet

I have read and understood this document and informed all other adult leaders.

Signed.....School.....

Print name.....Date.....

# THE SUSTAINABILITY CENTRE RESPONSIBILTIES FOR BEHAVIOUR MANAGEMENT

Please read the following guidelines and then sign the agreement. This agreement must be returned before your visit.

We are aware that any trip away from school or home has its risks and that any risks can be aggravated by unreasonable behaviour. We are confident that adherence to the following guidelines will help make your visit safe, interesting and enjoyable.

Remember we will;

1. Provide a stimulating environment for the activities we provide
2. Provide a range of educational and enjoyable activities and provide a programme for your visit.
3. Provide as much information as we can to make your visit as safe and trouble free as we can.

However, you are responsible for:

1. Your children/ young peoples' behaviour at all times.
2. Supervising your children/ young people during breaks and at lunch time and toilet times.
3. Organising your adult helpers who will be expected to stay with the group throughout the day.
4. Ensuring that your children/ young people all wash their hands before eating lunch.
5. Reading and sharing with your group and adult helpers the sheet Site rules for school, college and other group visits that should be part of your pre-visit pack.
6. Requesting that the children/ young people wear suitable clothing for the visit.

Please also note that this site has public access and you will need to consider this when planning supervision

**I have read and accept  
THE SUSTAINABILITY CENTRE RESPONSIBILTIES FOR BEHAVIOUR MANAGEMENT**

**Signed.....Date.....**

**Establishment.....**



## Sandwich fillings for packed lunches

Cheddar Cheese Only													
White													
Brown													
Cheddar cheese with tomato													
White													
Brown													
Cheddar cheese with cucumber													
White													
Brown													
Ham only													
White													
Brown													
Ham and tomato													
White													
Brown													
Ham and cucumber													
White													
Brown													
Tuna with mayonaise													
White													
Brown													
Tuna mayo with tomato													
White													
Brown													
Tuna mayo with cucumber													
White													
Brown													

Please mark with your initials your choice for either brown or white bread

<b>Ground floor rooms</b>		<b>First Floor Rooms</b>	
		<b>Room 7 (2 singles)</b>	
		1.	
		2.	
<b>(Small Double bed and single bunk)</b>		<b>Room 8 (Bunk &amp; Single)</b>	<b>Room 9 (Bunk &amp; Single)</b>
1.		1.	1.
2.		2.	2.
adjoining rooms but lockable door		3.	3.
<b>Room 4 (Bunk)</b>			
1.	<b>Room 3 (2 Singles)</b>	<b>Room 10 (Bunk &amp; Single)</b>	<b>Room 11 (Bunk &amp; Single)</b>
2.	1.	1.	1.
	2.	2.	2.
		3.	3.
<b>Room 2 (Bunk &amp; Single)</b>			
1.			
2.	<b>Room 1 (Bunk &amp; Single)</b>	<b>Middle Door In Corridor</b>	
3.	1.		
	2.	<b>Room 12 (Bunk &amp; Single)</b>	<b>Room 13 (Bunk &amp; Single)</b>
	3.	1.	1.
		2.	2.
		3.	3.
Staff (Lead): _____		<b>Room 14 (Bunk &amp; Single)</b>	<b>Room 15 (Bunk &amp; Single)</b>
Staff: _____		1.	1.
Staff: _____		2.	2.
Staff: _____		3.	3.
Total No of Pupils: _____			

# GUIDELINES FOR SECURITY OF CHILDREN/YOUNG PEOPLE WETHERDOWN LODGE

## BUILDING FEATURES

- Key pad front door for access and for securing the building
- Push bar doors for use in the event of fire
- Fire alarm system
- Security alarm system to prevent intruders and to alert staff to children/young people leaving the building at night
- Lodge staff resident overnight. When staff are not resident a duty mobile number for another member of staff resident elsewhere on site will be available.
- Window catches prevent windows opening fully
- First aid kit present
- First Aid adult present on site during residential stay

## PROCEDURE

Arrival procedure for all residential visits:

- Group to collect bags from coach and wait in their room order  
(In the event of wet weather to be called room by room from the coach)
- Hostel manager to take the group two rooms at a time to the hostel.
- All children/young people to put their bags in the rooms and immediately return to the common room receive their squash and sit down. A member of Centre staff will be present in the common room.
- Staff are introduced formally to the group and accompanying adults
- Hostel safety talk will be carried out with explanation of the rules of the Lodge and time to establish guidelines for acceptable behaviour.
- Demonstration of the fire alarm & of the night time door alarm setting will allow children & teachers to hear the different sounds.
- Lunch in the hostel.
- Site walk to show safe play areas and re-iteration of the need for accompanying adults in these areas. Dining hall entrance pointed out.
- Room time to unpack and settle in.

## DAILY ROUTINE

- Showers monitored by accompanying adults with single sex showers clearly marked
- Meeting in the common room
- Breakfast at the Centre
- Briefing on kit required for the days visit and collection of sandwiches
- Kit check
- Group lead to activities by Education officer and briefed on the day ahead
- Mobile numbers exchanged for group contact during their time off site
- Return to hostel drinks break provided and group given into accompanying adults charge
- Dinner at the Centre
- Free time THEN lights out and lodge intruder alarms set

# WETHERDOWN LODGE

## WHAT TO BRING GUIDELINES



Please bear in mind the following when packing for the residential to Wetherdown and the Sustainability Centre:

### PUPILS

- You will not need towels or bed linen as these are provided by the hostel.
- You will need to think about suitable clothing and should include layers for coping with warm to cool weather. Bear in mind the time of year, however even in summer it can get cold in the evenings here on top of the downs.
- Waterproofs are essential at any time of year as are sturdy shoes. In the winter Wellingtons would be a good idea.
- Sun hats and sun cream are recommended for the summer months.
- One pair of long trousers which are NOT jeans will be required for the Friday team building activities.
- Hair ties will be needed for some activities and all jewellery will need to be removed for team building so come prepared. We will advise you on the morning or evening before if there is a dress code.
- If you are going on a night walk then you will need to bring a torch
- Bring a water bottle that can be refilled every day

### TEACHERS

- Evening drinks are not provided so bring hot chocolate, extra biscuits, tuck shop items along with you.
- Clip boards are not provided and will not be needed for day time activities so if you require them for your own evening sessions please bring your own.
- You may wish to bring materials and games for evening activities and these can be stored for you during your visit in the common area.
- There is a safe available for items which need to be locked away.
- There is a drying room available.
- Storage space is limited in the lodge so please discuss with the hostel manager any large items you may wish to bring for evening activities.

If you have any questions please telephone and speak to the Lodge staff on 01730 823549.

# WETHERDOWN LODGE YOUTH GROUP GUIDELINES



The establishment group leaders and their helpers are responsible for the appropriate behaviour of their group. It is expected that should a child be misbehaving or acting inappropriately the leaders/helpers will address the situation.

In turn it is the Lodge staff's duty to provide safe and healthy stay at Wetherdown Lodge working with the establishment staff to set clear boundaries.

All children should understand the accepted boundaries / rules at the lodge which will be explained by their establishment leaders and the Sustainability Centre staff at the beginning of the visit. The establishment group leader will need to set such rules as bedtime; lights out and snacks and the Centre will set rules such as no go areas, no running, only adults in the kitchen etc

The lodge staff will refer all discipline problems to the establishment group leader/helpers. However, if the incident is of a serious or dangerous nature Lodge or Centre staff may intervene to prevent an accident and then let the individual be disciplined by their own leaders/helpers.

Centre staff know that the use of physical restraint should ONLY be used in the case of immediate danger to another person and if such an incident should occur it will be recorded in the Group incidents Book at reception

In summary the establishment group leader is responsible for:

1. Collective and individual behaviour of their group
2. Supervision of children in all areas of Wetherdown Lodge (inside and outside)

The Lodge will provide:

1. Secure, safe and healthy accommodation
2. An enjoyable and trouble free stay.

N.B Within the guidelines for safety that will be explained at the beginning of your stay there will be the rule that there is to be no playing on the logs or the log stacks. You will need to ensure that this is adhered to.

# PHOTO AND VIDEO USE GUIDANCE SHEET

Photographs and films of children engaged in educational activities at the Sustainability Centre are very useful for us to celebrate the work that we do. They help us to engage other schools and groups to come and benefit from our wonderful site.

We of course respect the right for people to decline in having their photograph taken.

Before we use any images or film for professional purposes, the Sustainability Centre must have received a signed completed Photography and Filming Consent Form.

This guidance sheet should be read with the consent form.

Photographs or videos will only be taken for professional purposes – mostly marketing.

We may use the images on our

- website: [www.sustainability-centre.org](http://www.sustainability-centre.org),
- on our facebook page : <https://www.facebook.com/sustainabilitycentre>
- in printed leaflets/ brochures
- or occasionally in other relevant publications
- in teaching aids

The images are stored safely in protected files and all images are checked for suitability and appropriateness by our Education Team Data Controller before being used.

Only staff from the Sustainability Centre will take photographs, unless a press photographer has been arranged, in which case the school or group will be contacted.

For more detail our Photographing and Videoing Children Policy is available upon request from the Education Team.

# PHOTOGRAPHY AND FILMING CONSENT FORM



The Sustainability Centre / Earthworks Trust

In accordance with our child protection policy and the Data Protection Act 1998 we will not permit photographs, video or other images of young people to be taken without the consent of the parents/carers.

Please read the Photo and Video Use Guidance Sheet with this form as this explains how we may use the photos.

A copy of our Photographing and Videoing Children Policy is also available upon request.

The Sustainability Centre will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform the Sustainability Centre immediately.

Name of School:	
<i>To be completed by parent/carer:</i>	
<input type="checkbox"/> I consent to the Sustainability Centre photographing or videoing my child Child's name: _____	
<input type="checkbox"/> I can confirm that I have read, or been made aware of how the organisation may use these images or videos in the future and how these images or videos will be stored within the organisation.	
<i>To be completed by child: (if aged 8 – 18 years)</i>	
<input type="checkbox"/> I _____ consent to the Sustainability Centre photographing or videoing my involvement in educational activities.	
<input type="checkbox"/> I can confirm that I have read, or been made aware of how the organisation may use these images or videos in the future and how these images or videos will be stored within the organisation.	
Signature of parent/carer:	
Print name:	
Signature of child:	
Print name:	
Date:	

# YOUR VISIT TO THE SUSTAINABILITY CENTRE



The Centre lies on the South Downs on a windy and exposed slope in an area of outstanding natural beauty. Classroom facilities and an eating area are available for the use of school parties during wet weather but it is expected that on most visits at least some of the time will be spent out of doors. For this reason we strongly advise that individuals are well equipped with the following:

- Good, strong sensible footwear and in wet weather Wellingtons or similar
- Waterproof jacket and in really wet weather waterproof trousers
- Warm sensible clothing for exploring the site in, or in summer layers of sensible clothing that may be adjusted to allow for strong breezes or showers.
- It is particularly important to cover up well as a protection against ticks and as a precaution against the unlikely event of a snake bite.
- Please ensure that individuals have their own sun block applied on bright days.
- Every pupil should have a water bottle that can be refilled

In addition to the above we suggest that individuals bring a packed lunch if the visit is planned close to a lunch break and we recommend that pupils bring a break time snack as well and plenty of drinks (or a refillable water bottle as above). Accompanying adults may want to bring a **HOT DRINKS FLASK** for the day.

There will be no need for pupils to bring any notebooks or pens with them, as we will provide any necessary materials.

- **Arrival procedure**  
On arrival the group leader should bring the party from the appropriate parking area to the foyer and reception of the main building where the education leader will be waiting.
- **Supervision and pupil/leader ratios**  
The teacher/ group leader is responsible for the discipline and overall control of the group at all times, and for ensuring that all helpers are briefed on their responsibilities during the activities. Please follow the guidelines on pupil/ leader ratios as specified by your LEA
- **First aid**  
A member of staff with a first aid qualification will be available by mobile phone and in case of an accident the education leader will report immediately to the Centre.
- **Medical conditions/special needs**  
Please ensure that all leaders are aware of the requirements of any pupils with a medical condition or special needs.
- **Infectious diseases/ dangerous plants/ animals**  
Care needs to be taken if handling certain plants, materials or animals. The Education Officer has more detailed information if required.
- **Lunch boxes and general belongings**  
Lunch boxes and belongings can be left at the owner's risk at the centre.



## **SCHOOL BOOKINGS AND FUNERALS AT THE CENTRE**

The Centre is involved in delivering a number of eco-friendly services to the public all of which are in keeping with the ethos of our project and contribute to the financial stability of the Centre. Green burials are a regular feature of the Sustainability Centre site and when booking a school visit teachers should be aware that pupils may see a funeral in progress.

What will this involve?

The class will have its own classroom/s and toilet facilities and when working out of doors may see the hearse arrive and see the mourners and the flower decorated coffin outside the Centre. The coffin will then progress down the path with the mourners and out of site into the woodland. The mourners may be seen returning from the woodland. Typically this is a peaceful ceremony with minimum disruption to the school's visit. It can also normally be arranged to suit a time at which the class are indoors although this is not always possible.

We feel that, while this may bring up questions from the pupils, the experience should not be more affecting than a ceremony outside the local church. If you would like to talk about how this may affect your visit please call the Education Officer 01730 823166

# VISIT THE SHOP

We have a small shop at the Centre selling Postcards, recycled vending cup pencils and handcrafted pendants and we are hoping to expand this service if it becomes popular.

If your school would like to visit the shop we advise that pupils bring change to purchase small items up to a maximum of £5 each or that the school keeps a record of the class spending and sorts out the individual change back at school.

Please let the Education team know in advance if you would like to bring your class into the shop.





# FEEDBACK FORM

School		Dates of Visit	
Contact	Number of Children	SUSTAINABILITY WEEK	
Were you satisfied with your pre-visit information? Yes      No		How would you rate the accommodation provided for your group? Excellent   Good   Satisfactory   Poor	
Please comment on the catering. How would you rate the hostel breakfast? Excellent   Good   Satisfactory   Poor		How would you rate the packed lunch? Excellent   Good   Satisfactory   Poor	
How would you rate the evening meal? Excellent   Good   Satisfactory   Poor		How would you rate the farm tour? Excellent   Good   Satisfactory   Poor	
How would you rate the night walk? Excellent   Good   Satisfactory   Poor		How would you rate the experience of participating in the John Muir award? Excellent   Good   Satisfactory   Poor	
How would you rate the orienteering for facts around the site and map work activities? Excellent   Good   Satisfactory   Poor		How would you rate the buildings tour? Excellent   Good   Satisfactory   Poor	
How would you rate the 3 rotating buildings activities? Excellent   Good   Satisfactory   Poor		How would you rate the showing of the Permaculture and John Muir films? Excellent   Good   Satisfactory   Poor	
How would you rate the changes made to your programme compared to last years programme? Excellent   Good   Satisfactory   Poor		How would you rate the wind turbine site visit? Excellent   Good   Satisfactory   Poor	
How would you rate the tree spirits and fire lighting demo session in the evening? Excellent   Good   Satisfactory   Poor		How would you rate the Story telling session in the evening? Excellent   Good   Satisfactory   Poor	
How would you rate the conservation afternoon tasks ponds and willow weave? Excellent   Good   Satisfactory   Poor		How would you rate the making of the lanterns and the fire circle? Excellent   Good   Satisfactory   Poor	
How would you rate the team building activities on the last day? Excellent   Good   Satisfactory   Poor		How would you rate the helpfulness and input of staff at the Centre Excellent   Good   Satisfactory   Poor	

## FEEDBACK FORM cont.

Please let us know what you feel the main values of the residential were for your pupils.

Did you feel comfortable with the level of care and safety provided for your group?

Please fill in the boxes below and add any further comments on a separate sheet. Feedback is very important to us as we really value your comments.

What did you see as the main educational benefits of the residential?

What did you see as the benefits for the children in personal development?

How did the children develop their sense of a group identity during the residential?

