

East Barnby Outdoor Education Centre

Visiting Staff Useful Information

We hope you have an enjoyable time with us at East Barnby, the following is some useful information for you during your residential stay. Please ask a staff member should you need any help or assistance.

Roles

Our Role:

- Run specialist activities tailored to your group's aims and needs
- Duty staff will provide ideas and support with evening activities
- Duty staff will be on-site and contactable throughout the evening and overnight, for issues such as illness or injury
- Introduce and induct visiting staff for evening activities

Your Role:

- Overall pastoral responsibility for your group throughout your stay
- Accompany your group on activities
- Encourage, support and control your group
- Supervise your group outside of activity time and overnight (approximately 5pm – 9am), supported by East Barnby duty staff.
- Ensure any medication, epi-pens or inhalers are with your group on activities (dry bags are available for watersports)
- Notify East Barnby staff if you give a member of your group non-prescription medicine or provide first-aid
- Participate in a short induction to run low ropes, sledging and nightline (if required)
- Optional: take photos with our waterproof digital cameras (available in the dormitories)

Dormitory Information

- Keys: electronic fob (main door), staff room key
- If you get locked out call 01947 89 33 33 (internal phones – 7000 during office hours, *7905 outside office hours)
- The front door has an alarm that needs to be activated at night. The switch is located in the staff bedroom
- Whenever you leave site – **ALWAYS** return your keys to the office for safe keeping. This also means that if other members of staff arrive back from activity before you do, they can allow pupils access to the dorms if required
- Aerosols can only be used in the bathroom areas
- First Aid kit, spills kit, spare linen and bin bags stored in wardrobe of staff bedroom
- Please ask in the kitchen if you need more tea/coffee/biscuits

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Centre Information

- The lounge and games room are open to all groups during free time
- Staff lounge open to all
- Tuck shop can be arranged with duty member of staff
- Out of bounds areas: ski slope, low ropes, campfire pit and near staff accommodation
- We are a smoke free site
- Please use the **drying Room** (in between Occlusion & Dales dorms) to dry any wet clothes during your stay, waterproofs are best left in your dorms porch area

On your first day

On arrival:

- Your Course Director will meet you off the coach and show you to your dorms

Before lunch:

- Familiarisation tour of the site for all
- Collect kit from the waterproof store. Please ask your group to bring their own wellies if they have them
- Complete a fire list, giving names of everyone in each dormitory
- Staff meeting with the Head of Centre or representative in the Main Building
- Plan rota for evening activities
- Fire drill

At lunch (12:30):

- Your group will be assigned tables for the week by East Barnby staff (please let us know if you would prefer to assign tables)
- Meal-time routines will be explained
- East Barnby staff will introduce themselves
- Your Course Director will iron out any last minute details for your stay during lunch. Ask them as many questions as you want, they are there to look after you

After lunch:

- Split into groups and meet your East Barnby staff
- Activity session led by East Barnby staff
- Return to centre between 4:30-5:00pm

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On Each Day

Evenings:

- Evening meal. First sitting is 5.15pm. Second sitting is 6 – 6.30pm
- Activity session led by visiting staff (support available from duty staff)
- Tuck Shop if desired at a time to suit you
- Bring drinks bottles/flasks to the trolley in the main block to be filled for the next day. Please make sure they are clean and empty
- Supper (hot chocolate/tea/coffee and a biscuit) at a suitable time for your group
- Set tables for breakfast according to the table plan (different group each night)
- Duty staff available via the duty mobile phone overnight

Mornings:

- Breakfast. First sitting is 7.50am. Second sitting is 8.30 – 9am.
- 9am – Groups go to their meeting spaces to meet their Instructor and receive information regarding the activities that day and the kit required.
- Activity session (full or half-day) led by East Barnby staff. Packed lunch on-site or off-site

On your last day

On the morning of your last day, you will need to vacate your dorm by 9am, so they can be cleaned. Before 9am you will need to:

- Strip the coloured linen off the beds and take to the drying room (please leave white linen on)
- Check Drying room for any lost property
- Move bags to your group's designated place (duty staff will tell you where)
- Showers will be arranged where needed

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Emergencies

Dealing with an emergency whilst out of the Centre

In the unlikely event of finding yourself in a situation where you are dealing with an emergency alone, possibly as a result of injury to Centre staff or if you are on an unaccompanied walk, the basic procedure is as follows:

- Ensure the safety of the rest of the group and yourself
- Locate the mobile phone and 'emergency procedures' sheet in the Centre staff bag and phone the Centre or, if the injury is serious, dial 999 and then the Centre
- Administer basic first aid as you deem appropriate
- Await assistance and/or further instructions

In some areas mobile phone reception is poor so you may need to get help from a dwelling

Dealing with an emergency at the Centre

In the unlikely event of finding yourself in a situation where you are dealing with an emergency, the basic procedure is as follows:

- Ensure the safety of the rest of the group and yourself
- Contact centre staff for assistance
- Administer basic first aid as you deem appropriate

In some areas mobile phone reception is poor so you are best using landlines found in teachers rooms or staff lounge

Fire Procedure

- When you hear the alarm, leave the building by the nearest available exit
- Don't stop to collect anything
- Keep your group calm and silent
- Walk to the bottom of the ski slope and line up according to dormitories
- Duty staff member will meet you here to co-ordinate

Evening Activities

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| Journals/Diaries <i>East Barnby journal pages available in staff lounge</i> | Indoors | All ages |
| Games night <i>Quizzes, puzzles and board games available in the main block</i> | Indoors | KS2-3 |
| Talent show <i>Music available in main block and classroom</i> | Indoors | All ages |
| Film night <i>DVDs available or bring your own</i> | Indoors | All ages |
| Mini Olympics <i>Fast-paced mini challenges to be played individually or in pairs</i> | Indoors | KS2 |
| John Muir Award <i>Work on this Adventure & conservation award as part of your stay</i> | Indoors & Outdoors | All ages |
| Art <i>Well stocked art room for up to 20</i> | Indoors | All ages |
| Fact-finders <i>Fact-finding hunt around the main block</i> | Indoors | KS2-3 |
| Disco <i>Music and lights available in the main block</i> | Indoors | All ages |
| Centre orienteering <i>On site courses, maps and torches provided</i> | Outdoors | KS2-3 |
| Alien Game <i>Hunt for the aliens on site and try to crack their code</i> | Outdoors | KS2-3 |
| Night hike <i>Maps, head torches and hi-vis vests provided</i> | Outdoors | All ages |
| Sledging <i>After induction use the ski slope for sledging</i> | Outdoors | All ages |
| Low ropes <i>After induction use the low ropes course</i> | Outdoors | All ages |
| Nightline <i>After induction use the blindfolded nightline trail</i> | Outdoors | All ages |
| Treasure Trail <i>Fact-finding trail around the site</i> | Outdoors | KS2-3 |
| Problem-solving <i>Problem-solving challenges including all aboard, spiders web & towers of Hanoi</i> | Outdoors | All ages |