

GENERAL INFORMATION AND GUIDANCE

For more than 70 years the Hornsea Centre has operated very successfully as a venue for school residentials. We sincerely hope that your group will have an enjoyable and productive stay and that your visit here will prove to be a happy and worthwhile experience for both staff and children.

Resources available at the Centre and the surrounding area can greatly aid in the delivery of the National Curriculum. There are also great benefits to be had in the social education of children from the experience of a residential visit away from home. Over and above any specific educational objectives, there are also intangible, but no less important, aspects to a stay at the Hornsea Centre which can have a great and lasting value through enriching the lives of our young visitors.

When planning the programme for a visit it is best to decide first on the general aims and objectives that the experience is intended to meet and then to choose activities and projects that will fulfil them. This is likely to prove more productive in the long run than simply picking attractive outings from the list available without really considering the reasons for going there or how they fit together.

There are a great many possibilities for educational projects within the immediate surroundings of the Centre. Several coach firms provide a reliable service should groups require transport to venues away from the Centre. Schools need to arrange this directly with the firm and will be invoiced by them. The Centre management will, however, provide advice on this if necessary.

THIS PARAGRAPH IS APPLICABLE TO WAKEFIELD SCHOOLS ONLY

Pearsons Coaches currently hold the contract to provide group transport between schools and the Centre. There is no additional charge to schools for this service. The coach will require to depart school at **1300 hours** for the outward journey and about **0930 hours** for the homeward one. If required, variation to this timing can sometimes be arranged, for example, to allow an educational visit to be made on the way. Schools should make their own arrangements with the coach company if they wish to request this.

Although the Centre offers a full catering and cleaning service, we do not have the staff to be able to offer a full instructional service, or provide supervision for the children under normal circumstances. Responsibility for supervision and delivery of the programme rests with the visiting staff. However certain activities are available which are led by Centre staff and it is hoped that the range will increase in the future.

Group leaders should ensure that their groups are adequately staffed. The recommended 'teacher' to pupil ratio is one to twenty. If this is going to be difficult to meet then the Centre Manager should be informed in advance of the visit so that possible alternative arrangements can be made.

Schools are of course welcome to bring other adults, such as non-teaching and voluntary helpers in addition to the necessary teaching staff. Such people can often provide invaluable expert help and support. It should however be borne in mind, working in any capacity on residential gives opportunities for substantial access to children. Headteachers are reminded that they have a responsibility to ensure that all staff who are involved with their groups have been properly vetted. The standard form for conducting a police check is found under 'Related Downloads' called 'Disclosure of Criminal Background of those with Access to Children Form'. Once this has been filled in it should be sent to CRB Team, Lower Building, Newton Bar, Wakefield.

Hornsea Outdoor Centre has a full documented safety policy which is updated regularly. This gives risk assessments on the main groups of activities that are undertaken at the centre. It also outlines the procedures that should be followed in order to ensure that they are carried out safely. The safety policy is available in the staffroom and visiting staff are requested to familiarize themselves with its contents. If required, copies can be made available to party leaders in advance of their visit.

A standard medical form should be completed which can be found under Proforma. This should be photocopied for completion by parents of all children attending the Centre. These forms should be brought to the Centre and kept close at hand throughout the visit. A full register of names should also be maintained during the visit and this is then left behind at the Centre after your stay.

The Centre would recommend a preliminary visit prior to the full visit. This can be a very useful part of the preparation process, especially for staff who have not been before. In addition, the Centre Manager is happy to arrange to make advance visits to schools if needed, either to assist with planning or to talk to pupils and parents.

Headteachers and their staff should feel free to contact the Centre at any time if further information or advice is needed. During the course of any groups stay, the Manager or Assistant Manager will always be available to help with any problems that may arise.