

## **Supplementary Site Hire Conditions for Self-Managed Groups**

*\*Applies to all groups hiring Barnstondale Centre on a self-led basis only (non-staffed by Barnstondale team).\**

### **1. Leadership & Supervision**

- The group must maintain appropriate adult-to-child ratios in line with NSPCC and Local Authority guidance (e.g. 1:8 for over 8s, 1:6 for 5–7s).
- We recommend that adults counted in this ratio be over 21 years old, appropriately vetted, and capable of supervising children or young people. Groups relying solely on 18–21-year-olds as their group leaders may not be accepted unless under the supervision of older, responsible adults.
- A named Designated Safeguarding Lead (DSL) must always be present on-site and available.

### **2. Safeguarding & Welfare**

- All staff/leaders must hold up-to-date safeguarding training relevant to their role. A copy of safeguarding certificates may be requested in advance.
- At least one qualified First Aider must be present for every 30 children on site. Proof of valid First Aid certification may be required prior to arrival.
- Groups taking children or young people off-site or into our woodland areas at night must conduct a suitable risk assessment, accounting for public right of way and supervision needs.

### **3. Cleanliness, Hygiene & Waste Management**

- Groups are responsible for maintaining clean and hygienic accommodation and catering spaces throughout their stay.
- Excessive waste must be disposed of responsibly. If your group generates more waste than can be accommodated in the bins provided, you must arrange for appropriate tip runs or removal. There is a local Household Waste Recycling Centre at Clatterbridge roundabout, approximately a 5-minute drive from the site, which groups may use for excess waste.<sup>1</sup>
- Food hygiene standards must be observed at all times. If using the commercial kitchen, at least one team member must hold a Level 2 Food Hygiene certificate, and we reserve the right to request copies in advance.
- Any waste or food left outside is a pest risk. Groups found in breach may be charged for pest control or cleaning.
- Medical and specialist human waste (including incontinence pads, nappies, or other clinical/hygiene products related to personal care) must be appropriately managed by the visiting group. While Barnstondale provides standard sanitary waste disposal, we are not equipped to handle the volume or type of waste generated by specialist care needs, including adult or child incontinence. It is the responsibility of the group to pre-arrange suitable waste disposal services through a licensed contractor.

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<sup>1</sup> Barnstondale operates a mixed waste collection schedule. Our standard domestic-style wheelie bins are collected by the local authority every Tuesday, alternating weekly between recyclable waste and general waste. In addition, we provide two large commercial bins, which are emptied every Thursday by a contracted waste service.

Please contact us in advance to discuss any specific support needs to ensure a safe and dignified experience for all guests.

#### **4. Noise & Neighbours' Consideration**

- All groups must adhere to legal noise restrictions under the Noise Act 1996, particularly after 11:00pm.
- There is no formal curfew, but groups are expected to act responsibly and not disturb local residents, especially at night. Any complaints from neighbours may result in early termination of the booking.
- Groups are reminded that the reputation of Barnstondale as a charity depends on strong relationships with the local community.

#### **5. Conduct & Site Expectations**

- Party Leaders are responsible for the behaviour of their group at all times.
- Smoking is only permitted in designated areas. Under no circumstances should smoking take place near wooden structures or cabins.
- Use of open fires, barbecues or stoves must be pre-approved by Barnstondale staff.
- The site should be left in a clean, safe, and respectful condition. Failure to do so may incur cleaning charges or impact future bookings.

#### **6. Damages, Breakages & Repairs**

- All groups are responsible for the repair or replacement of any damage caused to site property, facilities, or equipment during their stay. This includes but is not limited to breakages, vandalism, negligent use, or misuse.
- **Inspection & Notification:** Barnstondale conducts a thorough site check prior to handover. However, we recognise that things can occasionally be missed. Groups are given the opportunity within the first 24 hours of their arrival to identify and report any pre-existing damage. If reported within this timeframe, these issues will likely not be attributed to the group and will be rectified at our expense.
- **Evidence & Invoicing:** Where damages are identified after this window, Barnstondale will, where practicable, provide photographic evidence and a breakdown of costs (quotes, invoices or receipts) related to repairs or replacements.
- **Responsibility & Payment:** Party Leaders are expected to settle any invoices for damages prior to the group's departure, in line with our standard booking conditions. Failure to do so may impact future bookings or result in legal action if unresolved.
- **Exceptions:** Normal 'wear and tear' will not be charged for. However, persistent or excessive damage, or disregard for site rules, will be treated as a breach of our terms.

Declaration (to be signed by Group Leader)

I confirm that I have read and understood the Supplementary Conditions for 'Self-Managed Groups' and agree to ensure all leaders and participants under my responsibility adhere to them. I understand that failure to do so may result in immediate termination of our booking and/or additional charges.

Name: \_\_\_\_\_

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

Position/Role: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_