



## Information for Group Leaders

# 2026-27

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## **Centre Staff**

<b>CEO:</b>	<b>Jon Muspratt</b>
<b>Operations Manager:</b>	<b>Mark Radcliffe</b>
<b>Fundraising &amp; Communications Manager:</b>	<b>Siobhan Waters</b>
<b>Booking &amp; Administration:</b>	<b>Gill Burkey</b>
<b>Activities Coordinator:</b>	<b>Mike Cleary</b>
<b>Catering Supervisor:</b>	<b>Carole Toole</b>
<b>Maintenance Supervisor</b>	<b>Kev Jones</b>

## 1. Introduction

The use of the outdoors makes a major contribution to physical and environmental education and development. It contributes to personal growth and social awareness and develops skills for life and the world of work.

Methods used include skills-focused learning, problem solving, team building and self-reliant journeys and activities, with residential experience an especially valued feature. Outdoor activities provide valuable alternative, often non-competitive, avenues for achievement, as well as opportunities to develop independence and self-reliance.

Through successfully facing up to the challenges which outdoor activities provide, overcoming fears and apprehensions along the way, young people make major strides in confidence, with implications for all aspects of their development.

Barnstondale Centre is a registered charity that offers a wide range of these services to youth, disabled, schools, church and community groups including:

- Fully or partly led activities;
- Residential and non-residential courses;
- Fully catered, limited self-catering or combination stays;

## 2. Full or partly led activities

Visits to the Centre provide safe, fun and challenging opportunities for schools and youth groups and introduce opportunities for development and learning, by providing new experiences which may not otherwise be available to some young people.

These courses can either be residential or day visits and this is normally a decision taken by the school/youth service staff. Courses for youth groups are custom designed to the needs of the group.

Barnstondale moved to a set residential structure in 2022 which continues to offer action packed programmes across a two-and-a-half-day package. Single night stays will only be available over weekends or during our low & mid season. Please contact us to arrange a planning meeting or discuss your options further ([info@barnstondale.org](mailto:info@barnstondale.org))

## 3. Use of Site for Self-Led Activities (Whole Site Hire Groups)

Where a group hires the site on an exclusive basis and delivers its own activities, Barnstondale will provide a generic site risk assessment for reference (which can be found on the website). However, it is the responsibility of the visiting group to undertake and document their own risk assessments, appropriate to the specific activities being delivered and the individual needs of their group. The visiting group retains full responsibility for the safe planning, delivery, and supervision of all activities they undertake during their stay.

Barnstondale will make reasonable adjustments to the site to support specific access or additional needs within reason and where requested. Any such requests must be communicated in writing in advance of the visit and with sufficient notice to allow review and approval by the Operations Manager. Adjustments cannot be guaranteed if requested at short notice.

Any temporary alterations made to the site, facilities, or equipment by the visiting group must be agreed in advance and must be returned to their original condition prior to departure.

Where applicable, groups hiring the site on a self-led basis will also be required to comply with the terms set out in Barnstondale's Supplementary Site Hire Agreement, which forms part of the conditions of hire and provides further detail on roles, responsibilities, and expectations. This will need to be signed by the group leader ahead of site occupation.

## **4. How your visit to Barnstondale will work**

### **Residential Visit Plan For 2025/26**

#### **On Arrival**

For all residential stays and depending on the day you arrive, we ask you to arrive from 0930am, 1pm or 4pm. Earlier arrivals may be arranged, and we will try to accommodate where at all possible. Upon arrival at Barnstondale, a member of staff will greet you and introduce your group to the Centre. This will include a fire drill, moving into cabins, and a tour of our site. You will then be introduced to your Activity Staff who will get you ready for your day's activities.

#### **On Departure**

On the day of departure, we ask that your group rise half an hour earlier to complete their packing (we suggest starting it the evening before) and vacating the cabin before or after breakfast but no later than 0930am. You will be shown a safe place to leave your luggage whilst you enjoy breakfast. We ask group leaders to be proactive in ensuring that cabin areas are left tidy (all litter put in bins) and all beds are stripped (sheets placed into large laundry bin in the main corridor). Dust pans and brushes are available in all cabins. Once out of the cabins, children will not be allowed back into the accommodation. This allows the Centre's staff to clean and turn around quickly for our next guests. To that end we ask that group leaders to conduct a sweep of the accommodation prior to breakfast to ensure they are clear, and all items removed. We ask that you schedule your transport to depart no later than 12.30pm. Later departures can be discussed during the booking process. If you are only attending for 2 full days, then we ask that your transport be booked to depart by 9a.m after breakfast so we can de-conflict your departure with another group arriving. Where possible we can facilitate later departure times, but this will need to be confirmed in advance through the Operations Manager.

## **5. Clothing**

We do not provide waterproof clothing for groups only specialist safety equipment pertaining to each activity. Children should bring their own clothing suitable to the weather and activities they will be conducting. Wellies are normally best for environmental education activities (but walking boots may be substituted) and trainers for the adventurous activities. As wellies and boots are not worn indoors, children should bring a change of footwear. Spare clothes are to be recommended, even on day visits - as a minimum this should be a spare pair of socks. Due to the nature of the activities we offer, clothing is likely to get dirty and may occasionally be damaged. A full list of suggested clothing can be found in Appendices 1 + 2.

## **6. Preparing parents/guardians**

You should ensure that parents/guardians are provided with adequate information for them to give informed consent for the activities. Please consider a letter to parents as the minimum of contact. Parents of children attending residential courses will naturally feel anxious about their children being away from home. We are happy to assist with this if required. There is plenty of information on our website detailing all our activities with the respective accompanying risk assessments. Our new website will have a specific area dedicated to group leaders and parents/guardians with viewable and downloadable information.

## 7. Forms and Paperwork

### Residential Visits

Barnstondale no longer require signed parental consent forms, or medical forms. However, it remains essential that Barnstondale is notified in advance of any medical or dietary requirements pertinent to the visit. We ask that you complete a 'Group Visit Plan', which should be returned, completed, to the Centre within 3 weeks of the visit (to [info@barnstondale.org](mailto:info@barnstondale.org)) It remains important for the school to gain parental consent and up-to-date medical information, and Barnstondale can provide template forms if required.

**Target Range: If you wish this activity to form part of your Barnstondale programme then it is the group leader's responsibility to ensure that none of the group are prohibited under Section 21 of the Firearms Act (1968).**

### Day Visits

Schools must return the 'Group Visit Plan' as for residential visits. However, the Centre will only require dietary information if Barnstondale are providing food (including activity day sessions).

## 8. Photo Consent

Barnstondale may wish to take some photos of groups to use for promotional purposes. This may include printed leaflets and brochures, social media (Twitter, LinkedIn, Instagram and Facebook), or similar. These images are **ONLY EVER USED BY BARNSTONDALE** and will never be shared with third parties. However, the Centre would be very happy to provide a copy of all the images to the school or group for their own use. The group visit plan has a column for the lead teacher/group leader to tick if parents are NOT happy for images of their child to be used by Barnstondale. Barnstondale is a charity and relies on photos for essential marketing purposes so your support is greatly appreciated.

## 9. Local Authority (LA) Approval (School/youth service groups)

Residential courses and programmes involving adventurous activities such as climbing and abseiling may need to be approved in advance by your LA. You should contact your Executive Head Teacher or school/youth service Educational Visits Coordinator (EVC) for details of the process and allow time for this approval to be processed. All Merseyside schools and services are encouraged to have the visit approved through [Evolve](#) well in advance of the departure date.

## 10. The role of visiting staff

It is important to recognise that the visiting teacher or leader always remains ultimately responsible for the welfare and behaviour of pupils/children, whether during activities, or in the evenings and overnight.

Please take time to consider your role at the Centre and any pre-course preparation you may need to undertake. The group leader's background knowledge and experience are crucial to the success of the courses. We rely heavily on feedback from accompanying staff as to the usefulness and effectiveness of our activities. You may wish to take the opportunity for:

- Observing;
- Sharing observations, perceptions, discoveries and ideas;
- Initiating questions and encouraging research;
- Developing discussion and encouraging listening or expressive skills;
- Helping children reflect on and learn from their experiences;

- Challenging inappropriate behaviour and language;
- Engaging in the activities that your pupils are participating in.

Working and living in another environment can present you with unique opportunities to observe your young people and often see them in a different light – not all children shine in the classroom!

We welcome and positively encourage the full involvement of visiting teachers/group leaders in the activities as we think this is a great way to foster relations with the young people. However, we also recognise that some teachers may not feel comfortable with this, in which case please mention this when the Centre is planning the programme. If not taking an active part in the activity, we still expect all visiting teachers to accompany their group and be responsible for discipline. This will help to maximise the enjoyment and learning for the whole group.

## **11. Safety of young people and staff**

The safety of young people at our Centre is of paramount importance and no activity will take place that foreseeably puts anyone at unacceptable risk. If you are concerned about safety issues at any point during your visit, please discuss this with our staff immediately. If appropriate, please raise the matter with the Operations Manager.

Please note that for health and safety reasons accompanying staff must have appropriate clothing and footwear. Please understand that Centre staff are responsible for your welfare too, so if your footwear (or clothing) are unsuitable for the planned activity we may ask that you not partake in activities, only observe; we will endeavour to find clothing from our small stocks if possible. You may also be asked to wear certain PPE equipment (e.g. a helmet) even if you are not taking an active part in the session, in accordance with the Centre's operational procedures.

## **12. Weather**

As an outdoor activity and education centre, we do our utmost to ensure that the weather does not cause a change in your programme. Programmes will generally be agreed with the likely weather conditions in mind but sometimes weather can be unexpected. We will always endeavour to continue the activity providing safety is not compromised.

On exceptional occasions though it may be necessary to alter your programme at short notice due to particularly adverse weather conditions. In such cases we will discuss options with the visit leader and do everything we can to offer a suitable alternative.

## **13. Insurance**

Barnstondale Centre holds Public Liability Insurance for our legal liability to third parties that arise from Barnstondale's negligence. All groups and hirers should have in place for the duration of their stay/visit Public Liability cover of at least £5M for their own protection against their group's own possible negligence. Groups may be asked to provide evidence of suitable insurance cover (The group name insured, a policy number, name of their insurer, and the renewal date) in advance of their stay.

Refunds cannot be given for children that cannot attend or must leave mid-visit due to illness. We strongly recommend that you check your existing insurance policy to see whether such a scenario is covered, and if not, consider a further policy or policy extension. Alternatively, we would recommend you make the situation clear to parents and give them the option of taking out their own insurance.

## **14. Cabins**

You will be allocated one or more log cabins depending on the size of your group and these will be solely occupied by yourselves – we do not mix groups in accommodation blocks unless we have been specifically asked to by schools/groups planning a joint visit. We do not allow food or drink to be brought into the dormitories and any food brought by students should be left in the activity/communal rooms.

## **15. Behaviour**

Due to the nature of the activities, a reasonable level of behaviour is required from all individuals during their time at Barnstondale. In the unlikely event behaviour is deemed unacceptable, the Centre reserves the right to refuse to allow a child to take part in activities, and in extreme cases request that they be sent home. No refunds will be given. We will endeavour to consult with group leaders prior to any decision of this nature being made.

## **16. Valuables**

There is no lockable storage provided in individual rooms. Barnstondale staff will not be required to enter your cabin(s) during your stay unless you request it (maintenance team etc.). If we do require access, we will request a member of your team is present. You can lock your cabins in the day if you wish to. That said, we strongly discourage your group from bringing valuable personal equipment such as iPods, iPads, games consoles, mobile phones, expensive cameras etc. as the Centre can take no responsibility for loss of or damage to these items.

## **17. Telephones**

Students should be discouraged from bringing mobile phones. There are phones in the main office that can of course be used in an emergency. Please ask parents not to phone the Centre during your visit to enquire about their child. We will not give out any personal information so please encourage parents/guardians to make contact via the school or yourselves if this is your emergency protocol. Schools should have an appropriate contact procedure in place for evenings and overnight as Centre telephones may not be answered out of office hours.

## **18. First Aid and Sickness**

During the week there will always be a qualified first aider on site. All activity instructors are first aid qualified, as are many of the enabling support staff. First Aid boxes are located throughout the Centre and carried by activity staff when off site. We also have a centralised first aid room located within the Group Leaders Rest Room in the Wirral Block. We also have a defibrillator located at the entrance to the Centre's main office. Where a child needs further non-urgent medical attention, the school should ensure that they are able to facilitate this, either by contacting parents or arranging transport (taxi, minibus, teacher's car etc.). Unless it is an emergency, Barnstondale duty staff will be unable to leave the site.

## **19. Local Shops**

The nearest small convenience store is 1.4 miles away on Barnston Road, Thingwall. The main convenience store is 3 miles away on King's Road, Higher Bebington. This Sainsbury's Local shop sells a range of items such as drinks, sweets, newspapers, toiletries and a variety of food options. There are several other outlets detailed within the Group Leaders Information Folder.

## **20. Smoking**

All visitors should note that Barnstondale's buildings are strictly no smoking, in accordance with the law. Anyone found smoking in buildings will be evicted, without refund, with immediate effect. We do however have a restricted smoking area for clients aged 18 and over. This location will be pointed out during your initial welcome brief and is situated in a small shelter at the delivery gate entrance/exit.

## 21. Overnight Cover

A Centre member of staff is always on call during group residential stays, you will be informed exactly who this is and how to contact them in an emergency on your arrival. Residential groups must be supervised by at least two responsible adults at night (one of whom must be a teacher, group leader or youth worker leading the visit). Mixed groups should have adult male and female staff wherever possible, although this is not essential if staffing does not allow it. Contingency plans should be in place for contacting the Home Contact at night in an emergency, and some groups arrange to have a staff car on site in case it is needed. Barnstondale staff will not be able to transport visitors off site unless under exceptional circumstances (and only with agreement from the group leader).

Please note that Barnstondale do not collect or keep the group's emergency contact details. It is up to the visit leaders to ensure they have access to this. Barnstondale can, however, provide a secure location in the office for sensitive information to be stored. This will always be accessible to visit leaders via the Centre's on call member of staff.

## 22. Non-Activity Supervision

During non-activity times please be aware that visiting staff will be responsible for supervising your group, although Barnstondale staff may be present on site. It may be perfectly acceptable for your group to be remotely supervised but if this is the case, please ensure that your group know where to find you and know what the boundaries and meeting times are.

## 23. Mealtimes

Breakfast: 0800hrs-0900hrs

Lunch: 1200hrs-1330hrs (extended lunch dependent on activity programme)

Dinner: 1700hrs-1800hrs (if 3 groups on site then extended to 1830hrs)

Barnstondale operates a freshly prepared menu each day. There will always be a vegetarian option available but for any special dietary requirements please make us aware when booking (or at least 3 weeks in advance of your stay) so we can purchase in advance of your visit.

We find the residential part of your stay to be as important as the activities, in terms of the pupil/children's development. We encourage them to be independent, learning new skills to look after themselves when away from the family home. Part of this is during mealtimes where we ask groups to get involved:

**Table setting.** We request that you set out the tables for your group (unless other arrangements have been made with the Centre prior to your visit).

**Meal service.** Could you please ensure that your group attends meals at the agreed time, and pupils only take one portion of each meal; this will prevent problems for schools in later sittings. Ensure that you have your menu planner with you as sometimes children and leaders forget what they have ordered; the planner will assist you during mealtimes when it can be quite busy. All meals are served from the hatch, with cold options in the display fridge. During the meal, please ensure your school observes a reasonable noise and behaviour level as the dining room tends to get quite noisy.

**Clearing away and washing up.** Groups are requested to clear their own tables and wash up after themselves. Only adults can operate the dishwasher and a member of centre staff can demonstrate how this is done. The cutlery and crockery should be rinsed and placed in the appropriate dishwasher baskets prior to being placed in the dishwasher. The tables should be wiped clean once cleared. Floor areas should be left clean and dry. Any spills should be cleaned up immediately (brush, shovel, mops, buckets and wet floor signs are provided in the Dining Room Area).

Additional meals can be ordered for extra visiting staff **in advance**. Please contact the office for further information (or via the [info@barnstondale.uk](mailto:info@barnstondale.uk) email address). A charge to cover costs will be added to your final bill.

## 24. Self-Catering

Barnstondale staff will prepare your log cabins before your arrival ensuring they are cleaned and to the required standard. Upon arrival you will be shown your accommodation by a member of our team. Barnstondale staff will conduct a full deep clean after each group/site user has exited their cabin(s). All groups using the facilities must provide their own cleaning materials if they wish for extra cleaning to take place during their stay.

As a self-catering customer, you will be provided with an initial allocation of consumables (e.g., toilet rolls) but will be required to bring your own resources to enable your entire stay. There are sweeping brushes, hoovers, mops and buckets in each log cabin fully accessible to site users. Self-catering cabins also have basic kitchen utensils (e.g., cutlery, plates, cups, dish clothes, microwave, hob, and oven etc).

Self-catering will be provided with 2 x toilet rolls for each log cabin room being used. If the group run out of the initial supply, then it is the responsibility of the group to replace them.

All groups will be provided with 1 set of clean bedding for each individual at the start of the residential. As a rule, groups stay for 2 nights, and one set of bedding is sufficient. Those groups that are staying 2 nights or more can wash the bedding provided by Barnstondale by using our on-site washing/drying machine facilities. Please ask a member of the housekeeping team if you wish to use these facilities at a small cost.

If using Barnstondale's on site kitchen facilities during your stay, then it is strongly advised to carry out a pre-visit walk round to ensure we have what you require. On arrival, a full handover of the kitchen will take place with an itinerary of all equipment loaned out to the group. At the end of your stay, a full takeover of the kitchen will take place to ensure all equipment is returned clean and free from damage. All groups using the kitchen facilities must provide their own cleaning materials.

For those wishing to use the BBQ, they may do so at a cost of £20 per usage. If using, please ensure the BBQ is fully switched off after use and the gas bottle fully disconnected. It is the groups responsibility to clean the BBQ after each usage.

## 25. Evening Activities

Evening activities are available by prior arrangement. Visiting staff/group leaders will be expected to lead the activities and supervise them. Please ask about evening activities when booking as we are constantly developing them.

We have an extensive range of sports kit, team games and board games available, but if you require other items please bring them with you. There is a large screen, projector and a DVD player in the communal rooms in each cabin. We have a modest collection of age-appropriate films too, but you may wish to bring your own. We also have our lovely camp fire and if you would like this then it can be booked during your booking stage.

We encourage groups to make use of our firepit area at night under our large parachute. It is a lovely and memorable way to end the day.

If you would like an instructor-led activity in the evening, please contact the Centre in advance to discuss this.

## **26. Duties**

In addition to the mealtime duties already mentioned on page 9, we ask all groups to make up their bed using a fitted bottom sheet, pillowcase and duvet cover, which we provide, and strip the beds on departure. We also involve groups in assisting with cleaning and vacuuming their rooms upon departure. Other duties include keeping the dormitories, communal rooms and site tidy and duties usually take 10-20 minutes after breakfast and tea. We would be grateful if visiting staff could support the Centre by inspecting duty areas.

## **27. Special Needs**

We strive to ensure our facility is inclusive for all our visitors, regardless of their individual abilities and we will do everything possible to ensure that your whole group are included fully in your programme. Please make sure we are made aware in advance of any special needs your group may have so that we can work together to devise a suitable programme. We will try to ensure that outdoor sessions are adapted to accommodate individual needs such as mobility difficulties, visual or hearing impairment or learning difficulties. Our instructors are trained to be able to include guests with disabilities in a range of activities, and we have adaptive equipment to facilitate this. Our Meadow Cabin is fitted with specialist equipment catering for young people with additional needs. The facility provides en-suite accommodation and includes ceiling hoists, changing tables and profiling beds alongside soft play and sensory equipment.

## **28. Dietary Requirements**

We understand that there are valid medical and cultural requirements on diet, and we will always endeavour to cater for all specialist requirements provided we are given at least three weeks' notice. If you have any preferences for a meal, please speak to the Centre in advance and we will be happy to include this in the menu where possible. It may not be possible to cater for certain diets if the Centre is only made aware on the arrival day.

## **29. Environmental Commitment**

Barnstondale is committed to protecting the environment and asks that our guests support us in this by reducing energy and water wastage and helping us in our recycling. We ask that our guests assist us in this process by using the correct bins for waste. Recyclables can be placed directly into the marked grey wheelie bins near the main kitchen by the staff entrance. We try and programme our activities with consideration to the local environment in mind to reduce our impact so please consider this when we are designing your programme.

## **30. Animals**

There are no pets on site but being situated in 20 beautiful acres of woodland we are fortunate to share the space with a lot of nature. We ask that when you are visiting our Centre that you respect this wildlife and adopt a 'Leave What You Find' approach. Our site borders with a small holding so you may also see pigs, chickens, goats and other animals when in our Dale Woods.

## **31. Boundaries**

Your group will be given a tour of site on arrival to include boundaries and out-of-bounds areas. This is particularly important as we look to deconflict multiple groups on site to ensure everyone's safety. Please be aware that there are areas of the Centre and neighbouring land that may pose a risk if entered unsupervised so please ensure that your group know where they are allowed to go during free time periods. Particular attention should be drawn to the steep sided brook (small stream) and pond within the Dale Woods.

### 32. Room for Prayer or Quiet Reflection

It is normally possible to identify a room for prayer or quiet reflection, if your group requires this. Please ensure you contact us in advance of your visit so we can prepare this for you. We also recommend that you visit the Centre beforehand to ensure that the room is appropriate for your needs.

### 33. Feedback

Barnstondale is always looking to move forward with new ideas so your feedback is vital to us understanding if we are moving in the right direction and what we can do better to improve the experience for future guests. Please could you take the time, no more than 2 minutes, at the end of your trip completing our online feedback form at the link [HERE](#). If you have any instant feedback or concerns throughout your stay then please direct it to either the CEO or Operations Manager in the first instance.

### 34. Lost Property

Barnstondale operates a '**No Lost Property**' policy. Centre staff will do everything possible to ensure that lost property is returned to the owner BEFORE the group leaves. Following departure, the Centre reserves the right to dispose of all lost property in whichever manner it deems most appropriate. The Centre would appreciate group leaders stressing the importance to their group of taking care of their belongings throughout their stay. Parents should be made aware of this by the visit leader as part of the information sharing process. **Clear name labelling of garments** will help visit leaders and centre staff to reunite lost property with owners prior to departure.

## **APPENDIX 1 - Suggested clothing list – Adventure Days and Environmental Education Days**

- Lunch and Drink (No glass bottles please)
- Sensible Outdoor Clothing:
  - Tracksuit Bottoms
  - Sweatshirt
  - Trainers
  - Socks
  - If pre-booked kayaking through West Kirby Marine Lake, a complete change of clothes and a towel, including old trainers or similar that can get wet. Wellies or boots are not acceptable forms of footwear for this activity.
- **Any medication you may require** (e.g. asthma inhaler or hay fever tablets)

### **If it is cold:**

- warm coat, hat, scarf and gloves if possible.

### **If it is wet:**

- waterproof jacket, sensible shoes if the activities are in the woods (wellies, walking shoes)

### **If it is hot:**

- Sun hat and Sun cream

We would encourage you not to bring valuables, mobile phones, or electronic games.

You are welcome to bring a camera – at your own risk.

## APPENDIX 2 - Suggested kit list - Residential

- **Washing things**
  - Soap,
  - Face cloth,
  - Large towel,
  - Toothpaste and toothbrush
  - Comb/Hairbrush
  
- **Clothes** (season dependent)
  - Tracksuit bottoms and trousers  
(Preferably not jeans)
  - T-shirts
  - Socks (including thick socks to wear with wellies if possible)
  - Underwear
  - Pyjamas
  - Outdoor coat
  - Warm tops/jumpers
  - Indoor shoes/trainers
  - Wellies
  - Waterproof coat and trousers
  - Old pair of trainers

**PLEASE LABEL ALL CLOTHING AS LOST PROPERTY CANNOT BE KEPT**

There are drying facilities to deal with wet kit and muddy boots.

### **Autumn & Spring Terms:**

- Gloves, scarf and woolly hat

### **Summer Term:**

- Sun hat and sun lotion

### **Additional Kit**

- Torch
- Mug (suitable for hot drinks)
- Camera – at your own risk. We recommend a cheap/disposable variety.

### **Medication:**

Please ensure you bring any prescribed medicines you may need including Asthma Inhalers and hay fever tablets. Children often suffer from chaffed lips in colder weather and a small pot of Vaseline or a lip balm is advisable.

We would encourage you not to bring valuables, mobile phones, or electronic games.

You are welcome to bring a camera – **at your own risk.**

## APPENDIX 3

### Notes for Leaders of Residential Visits

#### Fire Safety

On arrival, a member of centre staff will explain the evacuation procedure including fire escape routes and take you to the muster point. Barnstondale organises routine fire drills from time to time to train staff in the event of a real fire. We try to arrange these at times that cause minimum disruption (but are still realistic) and your patience and cooperation are much appreciated should a fire drill occur during your visit. You will also be advised that the smoke sensors are sensitive, and care should be taken not to use aerosols in their vicinity which may set the alarm off.

In the event of fire, please take your group straight to the muster point (unless told otherwise by a centre member of staff) and ensure a register is taken straight away to ascertain if all members of your group are present. Barnstondale staff will lead on calling and coordinating with the emergency responders and will meet and direct any emergency vehicles on to site. If you suspect a group member is missing, please inform a centre member of staff immediately but DO NOT re-enter the building until you have been told it is safe to do so by the appointed fire marshal.

**Security:** Group leaders are responsible for ensuring premises are secure before leaving or retiring for the night. Close all windows and fire doors.

**Communication:** Group leaders must provide an emergency contact number which will be added to the main gate communication board should any parent/teacher need to contact a school/group member of staff during any residential or daytime visit.

**Access to the Building:** The codes for the coded locks on the main and rear entrances will be provided on arrival at the Centre. Please do not share these codes with other groups (or parents).

**Lights:** Please switch off any unnecessary lights before retiring or going out. External lights are controlled by timer or movement detector.

**Smoking:** Smoking is not allowed in any part of the buildings. If you or a group member (who is 18+) wishes to smoke, please ask a member of centre staff for directions to the designated area. Anyone caught smoking outside of the designated areas will be asked to leave. No refund will be given.

**Heating:** The Centre maintenance staff generally manage the Centre's heating systems, however thermostats are now located in each hallway of the log cabins which enables group leaders to adjust the heating to suit the group's needs. A member of the centre staff will be more than happy to show you how the controls work or we can adjust for you on request.

## APPENDIX 4

### Rules for Residential Groups

1. **No smoking** inside the Centre at any time outside of designated smoking areas (of which there is only 1). See Centre Staff about smoking areas. All ash/rubbish should be placed in bins provided.
2. The following areas are **OUT OF BOUNDS** unless special arrangements have been made:-
  - The Dale (woodlands) after dark.
  - Other schools/groups' common rooms and cabins.
  - Main kitchen.
  - Any buildings not specifically allocated to your group.
  - Car park (unless arriving/departing).
  - Activity areas when not in use by your group (e.g. climbing wall, target range).
3. Group members **must not** be left unsupervised at the Centre.
4. **Cabins:** Groups are expected to make their own beds on the day of arrival and keep cabins tidy throughout their stay; cleaning equipment is provided in each cabin. On the day of departure, all beds are to be stripped and sheets/pillowcases placed into the laundry receptacles provided in each cabin. Groups are particularly requested not to consume food or drink in the bedroom areas. Floors and doorways must be kept clear to aid escape in the event of a fire.
5. Groups may be sharing the Centre with other groups, particularly during the summer. We expect all guests to be friendly and considerate to other groups and never to enter other groups' allotted spaces.
6. The Centre must be left in a clean and tidy condition. If it is not, we may charge an additional cleaning fee.

**It is the Leader's responsibility to ensure these rules are adhered to. We reserve the right to ask any group or group member failing to observe the above rules to leave, without refund.**

## APPENDIX 5

### Checklist

- **Dates & Details** – Your school should have signed a ‘Confirmation of Booking Form’ and returned it to Barnstondale Administration. Please retain a copy for yourselves. Final numbers should be provided to Barnstondale office 10 weeks prior to the visit. Please ensure that you have taken time to read the cancellation policy, should your numbers drop nearer to the visit.
- **School/LA Approval** – Has this visit been put on Evolve and approved? If your school is not from Merseyside, you may have an alternative model for approval.
- **Parental Consent** – Schools/Group Leaders should ensure that they have informed parental consent for the trip. School forms or electronic systems can be used.
- **Medical Information** – Trip leaders must ensure that all relevant medical details for children and staff are up to date before your visit.
- **Bedwetting** - Staff should ensure that any children suffering from this condition should sleep on the bottom bunk and bring sufficient changes of clothes. Please notify the Housekeeper on arrival so that discreet assistance can be given in the mornings.
- **Medication** - All medication for children under your responsibility should be taken under your supervision.
- **Special Dietary Requirements** – Please ensure that any requirements are sent to Barnstondale three weeks before, using the Visit Plan. Please note that we cater for all genuine allergies, intolerances and religious requirements but cannot make significant alterations to our menus at short notice.
- **Luggage** – Please encourage students to bring appropriate amounts of luggage in a reasonably sized bag. Large suitcases are probably not necessary. However, please consider the possible weather conditions. A drying room is available to dry wet clothing. Barnstondale staff will not be able to transfer children’s luggage to cabins so please ensure whatever they bring, they are able to carry/wheel themselves.