



Information for all Accompanying Adults

- This information sheet is designed to help you prepare for your visit. However, should you have any specific questions or concerns please contact us.
- We appreciate the hard work that goes into organising a visit and the responsibilities that visiting staff have. The role that you and your colleagues play during your course is extremely important and we greatly value your input and contributions.
- A member of White Hall staff will take on the responsibility of co-ordinating the course during the day. We will work closely with you to ensure we deliver an enjoyable, challenging and educational experience for your students.

Before your visit:

It would be helpful if you ensure that parents or over 18s have received all information pertinent to their/child's stay at the centre.

- We should have received from you:
 - Additional Needs Form (if necessary)
 - Group Information Form (containing the names, ages and any information regarding medical, emotional, behavioural or any other needs of individuals attending the course + details of attending accompanying adults)
 - Individual Consent Forms
 - Accompanying Adults Registration Forms
 - Dietary Requirements Form (if applicable)

Behaviour Expectations:

Please brief your students/group members about the expected standards of behaviour at White Hall before your visit. To ensure a safe and enjoyable learning experience White Hall also has its own rules which we expect students to follow:

- Always look after our centre and act in a sensible and safe manner.
- Do not act in a manner that may harm, damage or upset another person.
- Only go on the ropes courses and other equipment with a member of White Hall staff.
- There is no smoking allowed at White Hall.
- Do not bring alcohol or drugs to the centre. You will be sent home immediately if you are found to have broken this rule.

On arrival:

- There will be a short welcome meeting and then each activity group may be given waterproofs and walking boots (if necessary), which they are responsible for during the day.

Supervision of young people:

This is our standard practice; however, there may be times when this is different following arrangements with the group:

- School staff/group leaders always have responsibility for discipline and general supervision of students. White Hall staff will be responsible for the supervision and safety of the young people and staff during activities.

- To help achieve the most successful course possible, we encourage visiting staff to participate in the activities alongside their group. A member of visiting staff is required to accompany each group. However, active participation in activities is not mandatory.
- We will send you a draft programme with the planned activities for your school/group, however we may have to make changes to this for safety reasons due to weather conditions, the needs of a group etc. This means that each group might not do exactly the same activities during the day. When you receive your draft programme, please let us know if there is anything you would like to change and we will do our best to accommodate you.

Advice for visiting staff:

Security:

- All entrances are covered by CCTV.
- The grounds of White Hall are surrounded by a stone wall.

Medical and first aid:

- We will have a meeting with your staff after arrival to discuss any medical issues before we go out on activities.
- You will need to take charge of administering any medication prescribed to your pupils or sent by their parents.
- If a child uses an inhaler, please ask them to give you (group leader) a spare inhaler, before the visit which can be brought to the centre for emergency use.
- All White Hall instructors are first aid trained.
- Contact a member of White Hall staff in an emergency, who will deal with the incident and complete the relevant accident forms.

Fire emergency:

- If the alarm activates, please escort your students to the fire point at the front of the centre. Your course co-ordinator will check that everyone is present and call the fire service, if necessary.

Other information:

Valuables:

- Jewellery, valuables and electrical items should not be brought to the centre. We will not take any responsibility for the loss or damage of personal items.

Mobile phones:

- We strongly discourage students from bringing mobile phones to White Hall.
- If there is an emergency parents will be contacted.
- Parents can contact White Hall using the 'phone numbers on the 'Parental and Student Information'.

Course Feedback:

- We are trialling a new feedback system where we ask children directly about their experiences. We hope to find out more about the benefits of outdoor education on young people. It would be a great help if you could take 5 minutes with your pupils once they have returned to school, to fill in this quick survey using the link or QR code below:

<https://forms.office.com/Pages/ResponsePage.aspx?id=s46aQhAyGk6qomzN4N2rxZhJzvxolBBGvyDtREioYK1UMUZIS1BRTjg3REYwTVpYWDBTM0tUWVhKNy4u>



'The friends of White Hall Centre' charity supports White Hall in providing inspiring outdoor and adventurous activities. For more information on how you can get involved to support their work please visit: <https://www.friendsofwhitehallcentre.com/help.htm>

If you have any queries during the course, please ask the Course Co-ordinator or, if not available, any other member of White Hall Staff.