

# Information for leaders

Please make sure at least one member of your leadership team reads this carefully and passes on relevant information.

## On arrival ...

### Fire regulations and Code of Conduct

On arrival we will welcome your group and tell them the fire procedures. Please pass on this information to any late comers. The fire alarm must always be acted upon as a genuine alarm as we never have a practice without notice. Please clip a complete name list of your group at the front door on your arrival.

We have a few rules, mainly related to safety of the young people and the upkeep of the House. We appreciate your cooperation in communicating and enforcing them.

1. No smoking in the Rectory, Coach House or covered area by the stream.
2. Adequate supervision and appropriate behaviour is expected from groups at all times, with consideration to levels of noise, particularly outside after 10 p.m.
3. No alcohol is to be consumed by those who are underage and are a resident at the Centre. If over 18 alcohol may be consumed in moderation. Any breakages will be charged at cost price.
4. No chewing gum in or out of the House please, as it gets trodden into the carpets.
5. The equipment on site, such as the climbing boulder and zip wire, have been designed to be used without supervision but will need monitoring with younger children. We recommend walking around the site on arrival, familiarising yourself with the grounds and conducting your own risk assessment (including stairs and windows). We are next to a Church and graveyard, so we ask that those areas are treated with respect.
6. Visitors are responsible for the locking up of the house during their stay (*please see night time routine*). Please note we have parking for 12 vehicles. For coach access please contact us for advice.

## Settling in ...

### Bedding

We have provided you with a bottom sheet, pillow and duvet with an under- cover. Guests should bring with them a duvet cover of their own or a sleeping bag to be used on its own. You will also need to bring a pillow case.

To cover the cost of laundering, there will be an extra charge of £5 for duvet cover and pillow case hire, please speak to us if any of your group require this.

## Getting out ...

### Getting ready for activities

A member of staff will liaise with you over activity times and details such as transport or clothing. Any medical details or medication taken will need to be shared with our instructing team prior to any person going out on an activity.

Permission for under 18's in your care to take part in planned activities (or any activity offered as an alternative) is the responsibility of your group's leadership.

### Suggested kit for activities

It is up to you to provide the kit list for your group. Please may all clothes be labelled.

**Here are some suggestions as to what it might include:** (*please see kit list pdf for a more detailed list*)

- Change of old clothes for all watersports, swim wear and a towel for beach/watersports, changing robes are available for hire.
- Old warm clothes that you do not mind getting wet and dirty, trainers x2 if possible
- Leggings, tracksuit trousers or shorts are all advised
- for climbing, kayaking and biking (please avoid jeans if possible).
- Sun cream, water bottle with a screw top lid,
- Waterproofs - jacket (and trousers if owned)
- Wellies essential for field studies and rock pooling
- Toiletries and separate towel for showering

## Breakdown of responsibilities

Centre staff are responsible for those in their activity groups from the start of the session until the return to the Centre and/or a group's leader resumes responsibility. At all other times the party leader is responsible for the members of their party. Centre staff retain responsibility in the event that there is no party leader present at the Centre on return.

During the activities photographs may be taken. By signing this form you are consenting to this, but if you have any individuals who do not want their photo to be taken and/or used in any of our publication material, please let us know. We will endeavour not to identify individuals or show any names or schools.

School/Youth Group staff are responsible for the provision and application of suncream to their group.

On Sundays from 10.00 -12.00 we support our local church by giving them access to the hayloft meeting room for their children's work. Any concerns with this please chat to us.

If any issues and/or concerns are raised with regards to child protection, please talk to the duty manager or externally contact Rachel Riddall 07971 706492 (Trustee).

## Ideas

Please feel free to use our local knowledge to guide you or give you ideas of what to do and where to go. We can loan you maps or photo trails leading to Croyde, Saunton or Putsborough.

## Emergency Procedures ...

All our staff in charge of running an activity are First Aid trained and will be carrying a mobile phone and first aid kit. The kit has an emergency procedures card inside ready to follow in the event our member of staff becomes incapacitated.

## Staying in ...

### The Coach House

The Coach House is available for you to use for meetings or for extra accommodation. We will provide you with a set of keys and the code for this during your stay. Any valuable or sensitive information can be stored by groups in the code locked rooms of Coach House meeting room and rooms 2 and 6 (We can accept no responsibility for losses).

The meeting room in the Coach House has a projector, DVD player and sound system which can be connected to your laptop. A portable whiteboard is also available, please bring your own pens and flip chart paper. The lounge in the Old Rectory has a DVD player and TV, which is not connected to an aerial.

## Football table, pool, telephones

We can provide a leader of your group with a supply of 10p's and 20p's for pool and football (for a fee!) This saves individuals having to ask us for change. There is a payphone downstairs which is available to the group.

## Catering/Self-Catered

Please ask us if you would like information on local shops or supermarkets. Frequently overlooked items that self catered groups need to provide are **toilet rolls, dustbin liners and washing up liquid**. Please replace any that we lend you. Please do not bring your own tea towels.

## Laundry

There is a washing machine and tumble dryer in the boiler room which are available for groups to use. Please supply your own washing powder and ask a member of staff for tokens for the dryer at £2 each.

## Night time routine ...

There are a few things for the last leader to bed to check:

1. For the safety of your group please lock the front door and shut the downstairs windows. The downstairs doors, including the kitchen door and hatch, should be closed. Please also check the Coach House doors are locked.
2. Make sure the dishwasher is cleaned and turned off, (instructions nearby) along with the toasters. You can leave the water boiler in the kitchen on overnight.
3. Turn most lights off. It's up to you if you want the hall lights kept on (room nightlights are available on request).

## Moving on ...

### Cleaning

We ask that week day and Summer holiday groups clear the bedrooms by 10am on the day of their departure, and weekend groups by 6pm on the Sunday. Please replace used sheets with the same colour clean ones, which are to be found in the airing cupboard in the upstairs bathroom on the left, by Room 1. Please leave unused grey under-duvet covers on the duvets. Can you please put dirty laundry under the stairs. If you use a duvet cover, or pillow case, please see a member of staff for a replacement. We ask that rooms are vacuumed or mopped and left clean and tidy. Can the bins please be emptied into the Biffa bin at the top of the drive and the recycling placed at the top of the drive in the green boxes.

Cleaning equipment is available in the drying room. We suggest checking the area by the stores and the boiler room for lost property before you go. Please note there is a charge for lost property returned to cover postage costs, and any clothes not claimed after a week will be recycled.

## Invoice, payment and feedback

The staff member responsible for your group will meet with you on the last day of your stay to sort out your invoice and payment. We will also discuss details of any accidents (or near misses) with you in case action is needed to prevent further incidents. Any comments about your stay are welcome, every group is valuable to us as we hope to keep improving what we offer. Please also use this time to discuss dates for a future visit.

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## Useful telephone numbers

The contact no. for people staying at St. George's House is 01271 890198

Please note, mobile coverage is patchy in the area

Woolacombe Medical Centre (01271) 870276, North Devon District Hospital (01271) 322577,  
Caen Medical Centre, Braunton 01271 818030

St. George's House, Georgeham, Devon EX33 1JN

Tel: (01271) 890755 Email: [info@sghdevon.org](mailto:info@sghdevon.org)

website: [www.sghdevon.org](http://www.sghdevon.org) Reg. Charity No: 279046

## Conditions of booking 2025

- No booking is held firm without a completed booking form and the relevant deposit for the period booked.
  - Deposits are non – refundable. If, however, your cancellation is due to government imposed coronavirus regulations to schools and youth organisations that prevent you from running your trip then we will look at an appropriate booking in the future to move your deposit on to.
  - If we are unable to provide your residential due to government imposed coronavirus regulations on SGH, then we will either refund your deposit or roll your deposit forwards.
  - Any booking cancelled with more than 3 calendar months' notice forfeits deposit only.
  - Any booking cancelled within 3 calendar months of the start of the period booked is liable to a charge equivalent to the minimum numbers for the period at the rate for your booking.
  - The minimum number for the period booked is 25 except for school summer holidays when it is 40 and bank holiday weekends when it is 30.
  - A school will be invoiced at the end of their stay for the number agreed by email one week before the start of their residential. Any individual not being able to make the residential from the start or having to isolate/return home during their residential is a matter for your own insurance.
  - St. George's House is insured against Third Party claims, but leaders are recommended to check their own groups' insurance with regard to their own liabilities including cancellations.
  - We assume those involved in any water sports are able to swim a minimum distance of 25 metres unless we are informed on an individual basis by group leaders.
  - Permission for under 18's in your care to take part in planned activities (or any activity offered as an alternative) is the responsibility of your group's leadership.
  - For week or part week bookings, the House is available from 3pm on the day of arrival and should be vacated by 10am on the day of departure. Weekend bookings are from 5pm Friday to 6pm Sunday.
  - It is expected that the House is left clean and tidy. Breakages / damage charged at cost of replacement.
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- Please pass on to all minibus drivers that the entrance to SGH is narrow and needs to be taken wide and with care. If in doubt – stop outside!
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# Booking Form 2025

Group name: ..... Group leader: .....

Address: .....

E Mail ..... Tel no: .....

Group type (School, Youth group etc.): .....

Accommodation required: Catered  Self Catered

Dates required From: ..... To:..... Will you require activities: Yes  No

How did you hear about St. George's House? .....

I enclose a non returnable deposit of £250 (w/e)  £750 (week)   
to book St. George's House for the period stated above.

I have read the conditions of booking and information for groups and agree to abide by them.

Signed: ..... Date: .....

**BACS Details:** Georgeham Old Rectory Trust **SO:** 12-20-26 **A/C:** 01828708

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