

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 the 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 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.
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. 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 note we have parking for 12 vehicles and 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 £2 for duvet cover hire or 50p for 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. If possible we will meet with the group at the start of the day and explain the days programme.

Suggested kit for activities

It is up to you to provide the kit list for your group, but 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
- Old clothes that you do not mind getting wet and dirty, trainers x2 if possible
- Leggings, tracksuit trousers and shorts are all advised for climbing and biking, not jeans
- 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 party 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, 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 the members of their group.

If any issues and/or concerns are raised with regards to child protection, please talk to the duty manager or externally contact Dave Rudman on 07855 950488 (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 or from Croyde to Putsborough. See the next page for a list of useful telephone numbers.

Emergency Procedures ...

1. Response to Incident:

- a) Casualty treated by a qualified first aider.
- b) The responsibilities for the remainder of the group are fulfilled. (Are they safe?)
- c) Emergency services contacted. The duty manager at the Centre is informed by phone or directly.

2. For minor accidents:

Duty manager/Party leader is informed, medical form is referred to, St. George's House staff to enter details of accident on review sheet.

3. For major accidents:

- a) Go to Accident and Emergency at Barnstaple Hospital (01271 322577).
- b) The Duty Manager informed by telephone (01271 890755/890198) or personally.
- c) Party staff joins the casualty at hospital with medical form
- d) Duty manager/Party leader informs the parents and school/youth club
- e) Inform Martin Larrington 07833 992018
- f) Refer press to local police / Centre manager
- g) Record relevant details asap, witnesses and emergency services officers.

4. Sole SGH staff member injured:

In the event of an injury to SGH staff, there will be a list of these emergency procedures in their first aid kits.

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. As there are no locks on the bedroom doors, you may wish to keep items secure in the Coach House. (We can accept no responsibility for losses.)

The meeting room in the Coach House has a projector, DVD player and sound system which can also be connected with a laptop. A portable whiteboard and OHP are 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.

Catering

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 50p's for the tumble dryer.

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 turned off, (instructions nearby) along with the toasters.
3. Turn most lights off. It's up to you if you want the hall lights kept on. You can leave the water boiler in the kitchen on overnight.

Moving on ...

Cleaning

We ask that week day and Saturday groups clear the bedrooms by 10am on the day of their departure, and weekend groups by 6pm. 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. Please leave unused blue or pink under-duvet covers on the duvets. Can you please put dirty laundry under the stairs. If you use a duvet cover (£2 charge), or pillow case (50p) please see a member of staff for a replacement. We ask that rooms are vacuumed or mopped and left clean and tidy.

Cleaning equipment is available. Brooms and mops are to be found in the drying room (red mops - bathroom / green - kitchen, dining 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.

Useful telephone numbers

Woolacombe Medical Centre (01271) 870276, Hospital (01271) 322577, Tourist Information (01271) 388583

The contact number for people staying at St. George's House is 01271 890198

Please note, mobile coverage is patchy in the area

St. George's House, Georgeham, Devon EX33 1JN Tel: (01271) 890755
email: info@sghdevon.org website: www.sghdevon.org Reg. Charity No: 279046

Conditions of booking 2019

- No booking will hold firm until a deposit and a completed signed booking form have been received.
- Deposits are non-refundable.
- The minimum numbers for the period booked are 25 except for school summer holidays when it is 40.
- If a booking is cancelled within three calendar months of the start of the period booked, a cancellation fee equal to the sum payable for the minimum numbers for the period booked (less deposit already paid) will be immediately payable.
- 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.
- 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.
- 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.

Booking Form 2019

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: