

## School Staff Responsibilities

### Prior to Arrival:

- School staff should allocate bedrooms using the bedroom plans provided. Boys and girls should stay in separate bedrooms with staff allocated in the bedrooms in between them.
- School staff must ensure pupils declare medical conditions likely to affect their ability to take part in adventure activities and obtain professional medical consent where appropriate.
- Please advise our designated Safeguarding Lead of any Child Protection issues by email (or in person upon arrival). The Safeguarding Lead at Heatree is Centre Manager, Steve McIlhenny [s.mcilhenny@heatree.org](mailto:s.mcilhenny@heatree.org)
- You will be asked to return room plans, medical information and dietary needs to [schools@heatree.org](mailto:schools@heatree.org) prior to your visit.

### On Arrival:

In addition to taking part in the fire alarm practice, please ensure all pupils and staff are familiar with the fire procedures posted on the bedroom doors and that everyone is familiar with the route to the nearest fire exit.

### During Your Stay:

**School staff have responsibility for the group outside of activity times, to ensure that (though not exclusively):**

- Pupils use only the bedroom allocated to them and bedrooms are kept clean and tidy.
- School staff ensure that any pupils requiring inhalers, bring them on each activity.
- Any injuries (however minor) sustained at any time during the visit are disclosed to a member of the Heatree Team as soon as possible.
- All interior lights are switched off when not in use and exterior doors are locked last thing at night (Lead Teacher will be given a set of keys for this purpose).
- Children are supervised when washing up and undertaking other dining room duties.

**School staff should assist Instructors during activity sessions by:**

- Remaining with the group at all times; there should be a ratio of at least one member of staff to 11 pupils at all times.
- Carrying medical forms and any medication required by staff and pupils and being aware of the emergency procedures.
- Informing instructors of any medical issues.
- Supporting any safeguarding issues.
- Assisting in group dynamics, motivation and discipline. Each member of staff is responsible for their pupil's behaviour, monitoring the well-being of all children in their group and bringing concerns to the attention of the leader.

- Encouraging the children during exploratory periods, to stay with the group.

**On Departure:**

- Please ensure children strip their beds (but not the white mattress and pillow protectors) when packing up to vacate their rooms by 9am.
- Centre bedding and shower mats should be removed from the rooms and piled on the landing. Any rubbish must be cleared from the rooms and all cupboards and drawers cleared of personal belongings.