



Information for young people

Introduction for Staff

The following information is designed to be discussed with the young people before their visit to Lea Green. It will give them an insight into the daily routine and help them to make the most of their course. It also helps to reduce the amount of information groups need to be given on arrival.

We ask that teaching staff / group leaders read through the appropriate notes and discuss them with their group prior to their arrival.

Introduction for Young People

There are a number of things you need to know about when you stay at Lea Green so that you have a safe and enjoyable visit. Lea Green is a very busy centre used by lots of groups as well as for conferences and meetings, so it is unlikely that you will be the only people there during your stay.

What to bring

- You'll have received a kit list with your programme. You need to know what you are bringing. It's really important to bring clothes that keep you warm and dry and that you don't mind getting covered in mud and soaking wet (We do have some waterproof jackets and wellies you can borrow). You will need outdoor and indoor shoes (wellies, trainers, gym shoes). Name all your clothes/ shoes because they all look the same when they're covered in mud! It's really useful to have lots of plastic bags for wet clothes and shoes. Make sure you can carry your own bag!
- Don't bring anything valuable; it may get lost or broken e.g. mobile phones, hair dryers, straighteners, electrical equipment, and portable games.
- You will be responsible for wearing the right clothing and footwear for all activities – ask a member of staff if you are not sure! If you are borrowing Lea

Green kit it is your responsibility to return it, scrubbed and clean, to the drying room.

- Mobile phones are not required at Lea Green. There is limited signal and we cannot accept any responsibility if they are lost or broken. We do have a public pay phone.

When you arrive

- Be aware as you arrive that the car park and drive ways can be busy with cars and other vehicles. Always watch out for traffic. When you unload your bags from your coach or minibus be careful!
- One of the first things that will happen on arrival is that you will be welcomed and given a brief by a Lea green member of staff who is working with you on your programme. The information you are given is very important and will cover your health and safety as well as what to do in the event of a fire.

Inside the house

- It is an old house with polished wooden floors, winding corridors and steep staircases. You may need to help each other carry your heavy bags to your bedrooms. You will need to walk rather than hop, skip or run around the centre to prevent collisions or falls. You will also have to wear indoor shoes e.g. clean pumps or trainers, to prevent splinters in your feet. Never come inside the house in muddy/wet shoes.
- Mealtimes are a good chance to chat with your friends and find out what other groups have been up to. Most meals are in the Dining Room. We do expect that you dress in clean, tidy clothes, take off your hats and that you chat quietly in here. Make sure that you have clean hands!
- We have a “family style” dining service, which means that you will be serving the food for you and your friends. Make sure that everyone has enough food before you start to eat or share out any second servings. Please remain seated throughout the meal, particularly when food is being brought to the table and plates are being cleared and be careful of the hot trolleys in the room.
- At night all the doors are locked so that you can get out in an emergency but no-one can get in from outside. Inside the house there is lighting in all the corridors even after “lights-out”. Make sure you know where your teachers’ rooms are in case of emergency.

Other rooms and areas at Lea Green

- The Games room is in the old stable block near the Boot Room and the Drying Room. It is an area where you can relax after a hard day in the outdoors! There are several games, a pool table and table football all of which take 20

pence pieces. This room maybe open during free times and it is expected that you will share the games and act sensibly at all times.

- The Tuck Shop may be open during the evening after the main meal (If your staff have agreed it) and sells a variety of sweets and drinks as well as souvenirs of your stay at Lea Green. Please make sure all litter goes in the bins otherwise we may not agree to Tuck Shop the next night! Be aware of traffic around the area of the tuck shop. Please be sensible and do not bring too much money, do not exceed the limit set by your teachers.
- The Drying Room is where we store our spare waterproofs and boots. You cannot go into this room unsupervised or take equipment without checking with an instructor.
- The Boot Room is where you store your outdoor shoes and coat while in the main house and your indoor shoes/ slippers when out on the activities. You can also hang out your wet kit to dry, but don't hang it over someone else's dry kit!!
- The Sports Hall will usually be available for sports and activities for groups staying at Lea Green. Sorry, but you cannot use the Sports Hall without a member of your staff.
- The Showers that you will need to use after doing the "adventure activities" are in the Sports Hall. Please do not go into the sports hall or the changing rooms/showers in outdoor shoes and you need to keep the area as clean and tidy as possible. Make sure you check that you have all your belongings once you have showered - We don't want your socks!

Outside the house

- There are lots of areas to explore around the house. During free time, if you ask a member of staff and don't go on your own, you can have a good look around. Do not leave the site (there's a stone wall around the centre so the boundary is clearly marked).
- There are cars, delivery vans and lorries on the driveways, and the car parks are used both day and night. Take extra care when walking in these areas.
- Do not go near the pond or play on any of the ropes courses, climbing walls or equipment set up for activities without a member of Lea Green staff. Please do use the tennis courts for sport and, if you check, you maybe able to use the astro-turf or the football pitches. If you go outside please wear outdoor shoes and change into indoor shoes before coming back into the house.

Lea Green Expectations

All our requests are made so that you and your friends have a safe, fun time while at Lea Green and that all groups can make the most of their time with us. Please help us by keeping to them.

- Listen to instructions from the staff and carry them out on time!
- Keep away from out-of-bounds areas including the kitchen and workshops.
- Report any bullying or anti-social behaviour to a member of staff.
- Remember that you are only allowed in your own bedroom, you cannot go into anyone else's.
- Cameras and camera phones are not allowed in bedrooms or changing areas
- Share equipment during your free time and let everyone join in games.
- Always try to remember your "please" and "thank-you's". It pays to be polite at Lea Green.
- Always have consideration for other people around you and other users in the building.
- Remember, the more you put into your stay, the more you take away.

Lea Green Rules

- Look after our centre and act in a sensible and safe manner at all times.
- Do not act in a manner that may harm, damage or upset another person.
- There is no smoking in Lea Green buildings.
- Do not bring alcohol or drugs to the centre. You will be sent home immediately if you are found to have broken this rule.

Information for visiting staff

Introduction

These information sheets are designed to provide you with some initial information about Lea Green and to help you to prepare for your visit. However, should you have any specific questions or concerns regarding your stay then please speak to your course leader.

Supervision of young people

- Before your visit, Lea Green should have received a signed consent form including up to date medical information from each student attending the course. It will also help if you are able to discuss and go through the appropriate “information for young people” with your students before your arrival at Lea Green.
- Dietary information, gender split for bedrooms, any medical conditions for both staff and students must be passed on to Lea Green at least 2 weeks prior to your visit.
- Lea Green does not have coach parking space, please ensure your coach does not arrive more than 20 minutes prior to your course end time.
- On arrival please be aware of other centre users; the car parks and driveways can be very busy at times. There are lots of walled areas and steps surrounding the building; students do need supervision, particularly whilst carrying their luggage into the building.
- Under normal circumstances there will be a fire drill on the first day of your visit. We ask that you help to supervise the evacuation of young people to the muster point and then to assist in the role call.
- We do not have the facilities to check that all electrical equipment brought to Lea Green is electrically sound. Therefore we do not encourage centre users to bring electrical equipment from home, and point out if they do so, it is at their own risk. Electrical equipment should not be plugged in when left un-attended.
- The dining room offers ‘family style serving’ to encourage positive social interaction. Please make your group aware that everyone at each table should have adequate food before taking second servings. We encourage students to remain seated throughout the meal, particularly when food is being brought to the table and plates are being cleared. There are hot cupboards and trolleys to be aware of.
- The programme does require a minimum of one member of visiting staff for each activity group to support the Lea Green member of staff. You will also be asked to help

with the loaning / issuing of Lea Green equipment and to supervise the group changing and showering areas (It's important that these areas are left clean and tidy for other centre users).

- There is always a Lea Green member of staff on duty available for emergency (overnight he or she is based in Room F on the top floor)
- The visiting staff team have a responsibility to share the supervision of young people during free time (e.g. games room, tuck shop, sports areas). Along with the duty member of Lea Green staff, they have a responsibility to supervise throughout the evening/night and from the wake up morning bell.
- Lea Green is a secure site with no access to the house after the duty member of staff has completed lock-up. The gate at the end of the drive is closed after the last public evening activity.
- Due to the large numbers of visitors on site we are unable to verify the authenticity of the parent/guardian collecting students from Lea Green. We ask the visiting members of staff to undertake this responsibility if such arrangements have been made.

Information for staff

- All visiting staff should either be recorded on the bedroom list sheets or should sign in on the visitor record sheets in the reception office (Fire safety and Safeguarding). Staff should be aware of the requirements of the programme both whilst on activities and while the students are having free time. Emergency contact information for staff should be left with the young peoples consent forms in the visiting staff room.
- There is a lockable visiting staff lounge next to the residents' lounge where equipment and information for use during your programme can be stored. The lounge also has a computer and resources area, a fridge for medical stores as well as a comprehensive first aid kit. Sports equipment for use by the group in their free time is also stored here.
- Both the staff lounge and staff bedrooms have tea/coffee making facilities.
- There is a staff bathroom located on the 1st floor next to the Domestic Staff room (Room E). This room also has the "sick" bucket and spare bedding if needed.
- If you have any questions regarding first aid and/or are concerned about medication storage please see a member of Lea Green staff.
- Staff rooms may be single rooms or shared ones
- Please discuss and set a spend limit for the Tuck Shop to ensure the students bring nominal amounts of money
- Your school Alcohol Policy for trips applies when you visit Lea Green, please remember you are responsible for your students at all times when you are here.
- If you or your group smoke please talk to your Lea Green staff member.

Parent Evening Information for Lea Green

Below we have outlined some areas to help you prepare your children for their visit to Lea Green. It is great if you can also run through the aims of the programme prior to coming and remind them that Lea Green is a place to have fun, push yourself and work together with your class mates to achieve great things.

Activities and Daily Routine

- The activities which your group will participate in are shown on the course programme that you will receive prior to your visit. This also gives an outline of the daily routine with wake up, meal and activity times.

Equipment

- We provide an equipment list which is part of the programme that you will receive prior to your visit. This covers what is needed during your stay. Please check the weather forecast and bring clothes appropriate to the weather conditions. Several layers of warm clothing in winter as well as hat and gloves. Lighter clothing in summer including sun hat and sun cream. Clothing that they do not mind getting wet or dirty.
- It is important to have enough shoes to cover both indoor and outdoor activities - wellingtons, and/or walking boots, outdoor/old trainers and indoor trainers. Lea Green does have some coats and wellingtons which children can use during their stay. Slippers need to have a hard sole and not be too bulky as they need to be able to move up/down stairs. We recommend that they use trainers as their indoor shoes.
- Warm layers are very important; they will not enjoy their time at Lea Green if they are cold.
- Bin bags for putting dirty clothes in during their stay.
- Please name items as we can get a lot of lost property and we would like to send them home with everything they came with!

Tuck shop

- Change for the tuck shop – schools may want to set a limit on amount they can bring. This is only opened based on manners and behaviour during activities/mealtimes.

Parents

- Lea Green has a policy of asking/hoping that children will not phone home during their stay. Contact with Lea Green should only be made in an emergency. We encourage the children to talk to their teachers about any worries or concerns that they might have while with us here at Lea Green.
- Encourage them to try new things while they are away from home- activities and food.
- There are night lights in the hallways if the children need to use the toilet in the middle of the night.
- It is important that children do not bring items of value or electrical equipment such as, mp3 players, hair dryers, hair straighteners, game boys etc. We also discourage children (especially primary) from bringing their mobile phones with them.
- Please let the children help to pack their own bags so that when they arrive at Lea Green they know what they have with them. Remember it is better to have too much than not enough – however they will have to take their bags upstairs to their bedroom!

Accommodation

- Most of the accommodation is located in the Main house with the exception of the Cottage and Meadow Lodge, which are separate buildings close to the Main house.
- On arrival Junior school children and above will be expected to make their own beds – duvet covers on duvets, pillow cases on pillows and a flat sheet tucked in to the mattress. Schools that are most successful with this process are the ones who tell parents that the children should practise at home! They generally work in small teams to complete each room.
- The bedrooms range in size from three beds to eleven beds per room. They all have shared toilets, and those in the main house have sinks in their rooms. Showers are close by and also in the sports hall changing rooms.
- We expect that the rooms will be kept in clean and tidy to allow access at all times. Visiting staff can play an important role in this by encourage the children to keep their rooms tidy.
- Staff bedrooms are located throughout the House, Cottage and Meadow Lodge near the children's bedrooms. The staff bedrooms are either singles or twins.

Meal Times

- Lea Green has three meal times during the day - Breakfast, Lunch and Dinner. Lunch is packed.

- We have a family style service - serving the food out on the table, eating together with the teachers and Lea Green staff member. This allows the visiting staff to monitor what the children are eating and encourage good table manners.
- Special Diets – we do cater for special diets such as vegetarian, dairy free, wheat free, etc. we are informed of dietary requirements by the consent form prior to your visit.

Security

- All the doors entering the house have a coded system and the children and staff will receive the number for their stay on arrival.
- On each occasion when the grounds are being used, the resident group is briefed on safety, particularly an awareness of vehicles arriving and departing the centre.

These are just a few areas that are important to cover. If anything arises during the Parents Meeting, please feel free to contact us.