



North Tyneside Council

# High Borrans

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## Guidelines for Visiting Staff

Welcome to High Borrans Outdoor Education Centre. The information in this section is to guide you during your group's stay. If ever you need help or advice please ask. The staff at High Borrans are here to support you and to work with you to ensure your group have the best experience from your visit to High Borrans.

### Areas of Responsibility

The Leader in Charge has overall responsibility for all members of their group at all times (this is the legal situation including in loco parentis).

The Head of Centre has responsibility for the programme, the equipment and general provision of the Centre and for operating the Centre to the legal requirements laid out in the Centre's Adventure Activities Licence and through North Tyneside Council's Health and Safety requirements.

Your High Borrans Course Tutor will outline certain Centre guidelines, fire drill, emergency arrangements and general house rules which the visiting staff and group are required to follow. This will also include aspects of pupil management and headcounts which involve movement on foot as well as when using any transport. This will be completed upon arrival or during the first evening.

At High Borrans visiting staff have a supervisory role during the activities. Should any member of the visiting staff be asked to do something which they have serious reservations about, then they need to make their feelings known to the Instructor or to the Head of Centre. Whilst visiting staff may play a leading role in the discipline of the group, on activities the Instructors are ultimately responsible for discipline in order to maintain safe conduct and good working relationships with the group.

### Morning meeting

A meeting is held with visiting staff and the Course Tutor in the morning. Visiting staff need to inform Centre Staff of any overnight developments or issues as these may impinge on relationships and activities during the day. We believe in working in partnership with visiting staff and will work with you to discuss issues or problems as they arise, to ensure solutions are acceptable to both parties and positive learning experiences are achieved. It is important that all staff are clear, and happy about the day's programme and their roles during the day.

### Evenings

After 5pm or upon return to the Centre, whichever is the later, the visiting staff are responsible for their group. The evening activities are the responsibility of the Leader in Charge. The centre discourages the use of alcohol by any staff or adults who are supervising children during the duration of the stay. Visiting staff are advised to clarify this issue with their Head Teacher or line manager prior to departure on their residential experience.

Housekeeping staff carry out duties from 7.00am and until 7.00pm. Procedures for dealing with emergencies after 5pm will be explained to Leaders in Charge during the first day and a list of emergency phone numbers



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made available. When tackling illness, bullying or making contact with parents please discuss issues with Centre staff at the earliest opportunity. If calling out an emergency service the Head of Centre must be informed immediately.

## The Locality

The Centre has a good relationship with local residents and we require that organised games on the field behind the ropes course are finished by 8.30 p.m. We do encourage the use of the Centre grounds for free play and all visiting young people should stay within the boundary fence unless accompanied by a member of staff. Visiting staff need to know the whereabouts of all their young people at all times. When accompanying groups on expeditions in the local area particular care should be taken to use the country code. Please be aware that the surrounding lanes are narrow and very dark at night. We do not advise walking along these roads as part of night walks. Visiting staff will be made aware of hazards within the grounds which include a small pond, the ropes course and dry stone walls. The front haha wall and terrace wall need to be highlighted. The beautiful surrounding countryside is rural and we will ensure our visiting staff are aware of the tarn (reservoir), the rough terrain and remoteness of the adjacent fells.

## Health and safety reporting

All visiting staff have a duty to contribute to the management of Health and Safety during their stay at High Borrans. It should be stressed that any staff noticing a potential hazard should:-

- Take immediate action to protect themselves and anybody else from the hazard
- As soon as possible report the hazard to the Centre staff

If the Leader in Charge has any safety worries about any aspect of the programme, the Centre or the welfare of anyone in their group, please do share these concerns with High Borrans staff as soon as possible.

I hope your stay at High Borrans is both fulfilling and enjoyable. High Borrans is your home for the duration of your stay and we will work to make you sure you and your group members achieve great things in the outdoors, safely.

James Bumby

Head of Centre, September 2023