

### 1. Risk Assessments/ Health & Safety

Our risk assessments are all available on EVOLVE. Please ensure you take particular notice of the 'Blackhill lane to Lineham Farm risk assessment. Please note that visiting staff **must** accompany the children/young people at all times whilst you are onsite. You are entirely responsible for your group throughout your stay.

### 2. Arrival and departure

You are responsible for arranging travel to and from Lineham Farm. Please arrive at Lineham Farm for **11.00am** on your day of arrival, arrival earlier with prior arrangement. Departure is at **1.30pm** on the day of your return to school or later with prior arrangement.

### 3. Information required

Please bring the following information with you:

- (a) Please bring your E1 forms or Out of Leeds equivalent (Parent consent form) from your local authority. The E1 forms are available on EVOLVE
- (b) Bedroom allocation plans
- (c) Activity Group Lists (maximum 8 per group for up to 6 groups)
- (d) Staff details forms completed for all accompanying adults. The latter is for emergency use only and is confidential to the Centre.
- (e) Photo permission, Paracetamol & Anti-Histamine disclaimer slip
- (f) Please complete the outcomes form and provide numbers of children and their year group by email (linehamenquiries@leeds.gov.uk) **no less than 8 weeks** prior to your visit so we can plan the activities for your visit.
- (g) Please return the catering information form by email (linehamenquiries@leeds.gov.uk) **at least 2 weeks before your visit.**

### 4. Meals

All meals are provided. Special dietary requirements should be noted on catering requirements/summary sheet forms. Please return the catering information form by email (linehamenquiries@leeds.gov.uk) **at least 2 weeks before your visit.**

### 5. Medical issues

If in exceptional circumstances a child has to be sent home, for example due to illness or behavioural issues, please ensure that arrangements have been made at school to accommodate this.

Please note that if a child or an adult uses an inhaler they **MUST** bring it with them and if it runs out or is lost the school must replace it or the child or adult must return to school. However under the Department of Health issued 'Guidance on the use of emergency salbutamol inhalers in school October 2014', Schools can now purchase spare inhalers to be used by children who already have an inhaler prescription, in case their own is lost/runs out. If you are bringing any children who have asthma, it would be helpful if you could bring a spare inhaler.

If a child suffers from sickness or diarrhoea whilst at Lineham **or under 48hrs prior to their residential departure date** they must remain at/or return home for a **minimum of 48 hours**, in line with Leeds City Council Policies and Procedures.

## 6. Paracetamol/Anti-Histamine

On the Photographic consent form we have now added a disclaimer which enables us to give Calpol (Paracetamol) or Piriton (Anti-histamine) for mild reactions and mild conditions, **please ensure that parents understand that they can opt out of this, otherwise children are automatically given either one or the other if required.**

## 7. Safeguarding

In the event of a safeguarding issue occurring during your visit a Record of Contact will be need to be completed, a copy given to Lineham Farm. A member of the school staff will then need to follow the school's protocol for dealing with such issues. A member of Lineham staff will then follow up with school in a period of four weeks, to see what action has been taken, which we will then record.

## 8. Activity Groups

Please put your children into activity groups with up to **8** children per group, mixing boys and girls as appropriate. It would be helpful if weak or non-cyclists are placed together in one colour group usually the **yellow** group.

## 9. Gift Shop

There will be an opportunity for children to purchase a Lineham Farm Gift Pack for £5 during their stay. Please put all the money in one envelope with your schools name on. **Children DO NOT require any other money.**

## 10. Valuables etc

The Centre does not take responsibility for any valuables brought in by visitors. Children are welcome to bring cameras and torches but they should not be kept in bedrooms at any time. Visiting staff should collect them and ensure that they are only used in the public domain. Mobile phones or electrical equipment should not be brought by children. No aerosols are allowed because of health and safety issues. However, roll-on deodorants are acceptable.

## 11. Conduct

The Centre has a clearly defined Code of Conduct which all visitors are expected to observe. It is based on a restorative practice behaviour policy, whereby acceptable behaviour is recognised, rewarded and encouraged. Visiting staff should familiarise themselves with the policy so that consistent messages are given to the young people, thus avoiding conflict and confusion.

## 12. Role of Staff

Centre staff will be responsible for leading the activities and the safety and conduct of the children (with assistance from visiting staff on activities) during session times i.e. 9.30am to 12.30pm and 1.30pm to 4.30pm. The duty member of Lineham staff on your first evening will take responsibility for the evening activities. Visiting staff are responsible for the group from 5pm on subsequent evenings including arranging activities.

Visiting staff will be responsible for supervising meal times i.e. 8.30am to 9.30am, 12.30pm to 1.30pm and 5.30pm to 6.30pm. Visiting staff are also responsible for the 4.30 pm supervision of shower time and the supervision of all free time. **Visiting staff will be responsible for all overnight pastoral care, conduct and emergency evacuation of young people. Visiting staff must identify a nominated adult to assist anyone who cannot evacuate independently.** An emergency contact number for the visiting lead teacher must be made available to parents if they need to contact their child out of office hours. Additional school staff who wish to visit in the evening can arrive from 6.30pm (after tea), please ask them to sign in on the sheet in the residential file. Visiting staff **can** and are welcome to have dinner at an extra charge of £5pppn

## 13. Data Monitoring

As part of our ongoing monitoring of attendees at Lineham Farm we are required to complete data inputting on the council membership system called Dimension which is linked to the Breeze Culture Network. We use this data to track who has been to Lineham and to ensure we are targeting the young people who need us most. Please can you ensure that parents fill out the Breeze and photographic consent to enable us to do the monitoring accurately.

#### **14. Further information**

Please telephone 0113 378 3945 or email [linehamenquiries@leeds.gov.uk](mailto:linehamenquiries@leeds.gov.uk) if you need clarification.

**Any questions please contact us  
on 0113 378 3945 or email on  
linehamenquiries@leeds.gov.uk**