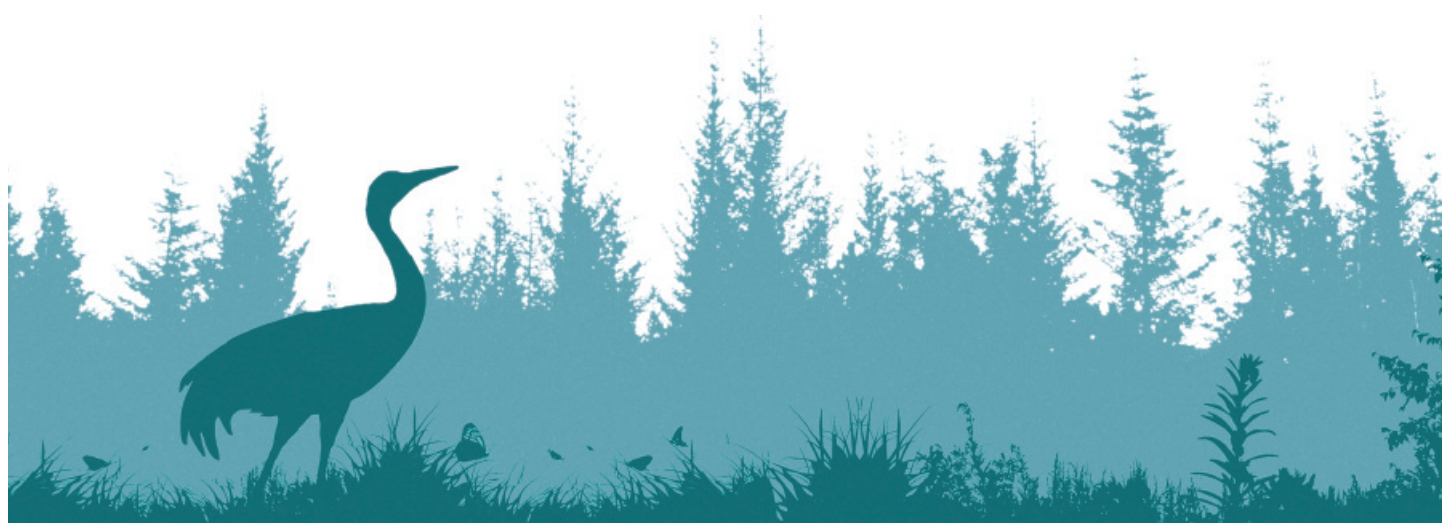


Information for Visiting Staff

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Joining Instructions

for Visiting Staff attending the Cranedale Centre

HOW TO GET TO THE CENTRE

The Cranedale Centre is situated in Kirby Grindalythe, Malton, North Yorkshire, YO17 8DB. A detailed location map can be downloaded from www.cranedale.com/downloads

Schools arriving by coach are requested to reverse into the rear car park and not to remain on the road to unload. This is both for the safety of students and to avoid the coach causing an obstruction. Thank you for your consideration with this. Once parked on the rear driveway, you will find an entrance passage off the rear drive which will bring you into the Centre courtyard.

AIMS OF THE COURSE

Please ensure all students understand the purpose of their stay at the Cranedale Centre, and what is expected of them in terms of appropriate behaviour. Do contact the Centre for further information as required.

ROLE OF VISITING STAFF

Visiting staff are expected to take a full and active part in the course, both in the field and in lecture sessions. Visiting staff will be required to take full responsibility for the behaviour of students whilst at the Centre and enforce Centre rules with particular regard to smoking and alcohol. A more detailed description of staff responsibilities [Guidance for Teachers and Visiting Staff](#) can be downloaded from our website and a copy will also be provided on arrival at the Centre. Visiting staff are requested to read through their roles and responsibilities prior to their arrival on the field course.

STATIONERY – WHAT TO BRING

Schools should make sure that each student brings their own stationery/pencil case with them. Pencils are ideal for notetaking in the field as should it rain, the ink does not run. It can also be very useful for the school to provide each student with a document wallet for students to store their completed work.



INTERNET

Free wireless broadband access is available in most areas of the Centre.

EMERGENCY CONTACTS

Schools should ensure that visiting teachers bring copies of all names, addresses and emergency contact details. These details should go out into the 'field' each day so if your group is splitting please ensure you have a copy for each teaching group. The Cranedale Centre does not require an office copy.

INFORMATION FOR VISITING STUDENTS

We have provided a separate PDF which includes important information for visiting students about what to bring, safety and behaviour. Please make a copy of this available to them and their parents.



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✉ cranedaleadministration@cranedale.com

Cranedale Centre, Kirby Grindalythe, Malton, North Yorkshire YO17 8DB

 **CRANEDALE
CENTRE**

Provider Statement of Safety and Risk Management

The Cranedale Centre is an Independent Educational Charitable Trust (*Reg. Charity No.1087766*), providing environmental education courses for all age ranges. It specialises in Geography and Biology fieldstudies for A level/GCSE students and Environmental Studies courses for KS2 pupils.

HEALTH AND SAFETY

The Cranedale Centre complies with relevant health and safety regulations including the Health & Safety at Work Act 1974, and the Management of Health and Safety at Work Regulations 1999. The Centre has a recorded health and safety policy and recorded risk and COSHH assessments for all Centre departments.

Written Codes of Working Practice and Risk Assessments are in operation for all activities and procedures and, where appropriate, comply with the guidance provided in the DfE Health and Safety on educational visits (*November 2018*); Health and Safety Executive – School Trips and Outdoor Learning Activities (*June 2011*) and the National Guidance for the Management of Outdoor Learning, Off-site visits and Learning Outside the Classroom (*OEAP 2012*).

All policies, general risk assessments and site specific risk assessments are available on request.
OEAP Provider Statement Forms can also be completed for the Trip Leader if required.

Accident & Emergency Procedures are maintained and written records kept.

The Centre's Catering Department is inspected by the local authority Environmental Health Officer and currently holds a Level 5 Food Hygiene Rating.

All equipment used in activities is suited to the task, adequately maintained and examined in accordance with current good practice. Where appropriate records are kept of examinations and maintenance checks.

All operating procedures, policies and risk assessments are regularly reviewed and updated.



INSURANCE

The Cranedale Centre has Public Liability Insurance of £10 million.

VEHICLES

All vehicles are roadworthy and meet the requirements of the law. The Centre maintains regular recorded vehicle checks.

All Cranedale drivers of vehicles with 9-16 seats have either pre 1997 licences with a D1 category or post 1997 PCV(D1) licences.

STAFF

The Cranedale Centre operates a policy for staff recruitment, training and assessment which ensures that all staff are competent to undertake their duties.

All Cranedale Centre staff have been vetted under the Disclosure and Barring Service at the enhanced level.

All teaching staff are qualified first aiders.

There is a clear definition of responsibility between providers and visiting staff regarding supervision and welfare of participants. Study programmes are negotiated in advance with visiting staff, and changes to these programmes are only made in consultation with visiting staff.



FIRE

The Cranedale Centre conforms to the Fire Regulations relevant to the Regulatory Reform (*Fire Safety Order*), 2005 which came into force in 2006 and the 1982 Education Act relating to residential establishments. The Centre is periodically inspected by the North Yorkshire Fire and Rescue Service. A Work Place Fire Risk Assessment is in force and subject to an annual review.

ACCOMMODATION

Cranedale Centre staff provide 24 hour 'on call' cover whilst the Centre is occupied.

There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.

Separate male and female sleeping accommodation is provided in rooms of up to 6. Smaller or individual rooms *may* be available on request for students that may struggle with group accommodation. Staff accommodation is close to student accommodation.

LICENSING

The Cranedale Centre does not operate any activities requiring a licence from the Adventure Activities Licensing Authority.

GDPR

We are fully compliant with all of the General Data Protection Regulations (*GDPR*).

All our staff who require this personal data to fulfil their duties here at the Centre have been trained in our GDPR Policy and are required to adhere to it.

Where we gather personal information from visitors (*including children*) we ask for Consent from the visiting school as part of the process. Any individual can request to have their personal data amended or erased in line with GDPR. All of this data is kept securely on our password protected server or where hard copies exist, locked away. We will not transfer any of this information to third parties unless required by law or unless we have received Consent. We also take steps to erase all personal data after set retention times. Please see our GDPR Privacy Policy for further details.



Procedures for Self-Tutored Groups

Groups who choose to self-tutor at Cranedale will receive a 25% discount off our normal tutored price and will be provided with all meals and accommodation and access to one or more teaching rooms which are resourced with overhead computer projectors and white boards. Access to Cranedale's official fieldwork sites can only be granted by the landowners and all self tutored groups are asked to make their own arrangements with landowners for access. They may not visit sites on the authority of the Cranedale licence.

In addition, all self-tutored groups must provide the following for themselves:

- All transport to and from the Centre and all transport to field-study sites.
- All field equipment for their studies.
- All waterproof clothing and wellington boots.
- All paper and handouts for the field course and laptops for power point presentations / data analysis sessions.
- Students are asked to bring their own stocks of pens, pencils, calculators etc for their written work

PROCEDURES FOR SMALL GROUP BOOKINGS

For bookings of 8 students or less (or existing bookings that drop their numbers to 8 students or less) it will be highly likely that your group will be asked to join with another school for fieldwork purposes. Consequently, it may be difficult to meet your exact course requirements as the programme will have to reflect some or all of the course unit choices of the other larger group. Inevitably some fieldwork topics may not be your first choice but it is hoped that a useful compromise can be achieved.

Greater flexibility in achieving your exact requirements could be achieved if you remained separate. In this situation and for group sizes of 5 - 8, Cranedale Centre tutors would teach your individual day-time course and you, as the visiting teacher, would be required to teach some or more likely, all of the evening follow-up sessions. We cannot accept groups of 4 or less unless a) they self-tutor and provide their own transport or b) they join completely with another school. Further details can be obtained from your Course Director.

CHANGE OF PROGRAMME

In the interests of health and safety it may, on occasions, be unavoidable to cancel or modify programmes and timings of activities/studies due to adverse weather conditions, poor tides, changes to group size or unforeseen unavailability of Cranedale staff.

