CRANEDALE CENTRE

A very warm welcome to the Cranedale Centre, it is a pleasure to have you with us and I really hope you enjoy your stay.

You will receive a full tour of the Centre conducted by one of our Tutors who will explain all the Health and Safety information, our systems and procedures. This will include briefing you on the overnight on-call system which ensures Cranedale staff are available for assistance 24 hours a day.

We are aware that the first day can often be very busy and that visiting staff and students are asked to assimilate a lot of information in a short space of time. Therefore, if something is not clear to you, or the students, please ask your Tutor or another Cranedale member of staff to clarify the issue.

This Guest Information File is designed to summarise the main points of our Tutor tours and briefings. We ask that all staff read and familiarise themselves with the contents of this file on their first day.

Please do not hesitate to let me or a member of staff know if there is anything that requires attention. We pride ourselves on our high standard of facilities and we are keen that everything remains in perfect working order. Your help is much appreciated.

Finally, we really hope that you will take the time to complete an Evaluation Form at the end of your course. A complimentary Cranedale Centre pen is provided for this task! Your honest feedback is so helpful and is invaluable in assisting our constant drive to produce ever higher standards of tuition, food and accommodation here at Cranedale.

Thank you so much for your time and support.

Chris Cassells – Head of Centre

Visiting Staff Responsibilities

To help ensure the smooth running of the course and so that your students get the most from their visit we ask you to:

- **Take a full and active part in the course** both in the 'field' and lecture sessions. This assistance greatly enhances the students level of engagement and progress on the trip.
- **Take full responsibility for the behaviour of your students** whilst at the Centre and to assist with reinforcing Centre rules and regulations.
- **Encourage your students to be punctual** at meal times, lectures and fieldwork sessions.
- **Please help us maintain a peaceful Centre** at all times and to ensure that your students keep noise to a minimum especially overnight and in and around the courtyards during evening leisure time. It is vital that Cranedale exists in harmony with the local community and so your help in noise reduction after 9.00pm is much appreciated.
- **To help ensure efficient vacating of student bedrooms and associated luggage**. On the penultimate day of your course we ask you to refer to the written instructions for bedroom clearing on the final morning which are available in the Guest Information File in your room. You are asked to inspect your students' rooms for tidiness and lost property. Please make sure that you, personally, collect in all room keys and return them to the keyboard in the Main Office. Please act swiftly to find any missing keys as they are difficult to trace once a group has left the Centre.

To help ensure the safety of students on the course visit we ask you to:

- **Supervise your students with regard to smoking and consumption of alcohol**. No alcohol to be consumed by anyone under the age of 21 years. No smoking/vaping on site. No candles in the Bar or in Bedrooms.
- **To be responsible for the safety, security and your individual use of the Cranedale Honesty Bar 'The Old Hundreth'** – this is a teacher only area. Visiting teachers are responsible for the opening and usage of the bar, including the lighting of the fire, its supervision and safety. Please ensure the log burner has cooled down before leaving the Bar. Please keep a tab of all drinks you consume and settle your bill in the Office on the final day of departure (card, cash or BACS transfers are possible). No person under the age of 21 years may purchase or consume alcohol in the Cranedale Centre Bar.
- **For one member of your staff team to be able to drive a student(s) to a local medical facility should they require attending in an emergency**. The overnight 'on-call' Duty Tutor can provide a vehicle, keys, sat-nav and contact telephone but they must remain in the village to ensure the fire, health and safety of the Centre. You would be fully insured to drive under the Cranedale Motor Policy provided you have a full clean driving licence and are over 21 years old.
- **To oversee your students during the evening leisure time** and to be responsible for their welfare during the overnight period when the Cranedale Duty Tutor is 'on-call' but not on-site at the Centre. It is requested that you organise a staff rota with your school/college colleagues in order that there is a member of your staff on duty and keeping a 'watchful eye' on your students each evening. We would ask you to kindly avoid situations where <u>all</u> of your school staff are in the bar or unavailable on an evening, leaving your students unsupervised.
- **To oversee students in the teaching rooms after 8.30pm**. Cranedale tutors will finish the formal teaching session at 8.30pm each evening but visiting staff may continue on in the teaching room after this time, should they wish, to collate any last-minute information or to oversee writing up reports. We would ask visiting staff to be with their students during this time and to leave the teaching room tidy.

Daily Routine

- Breakfast 8am & Evening Meal 6pm
- Tutored day: 9.15am – 8.30pm
- Student leisure time: 8.30pm - 11pm
- Students asked to be in bedrooms by 11pm
- Security Gates and Main Office locked by 8:45pm
- An Overnight Duty Tutor will be on-call in the village from 8.45pm until 8.30am the next day.

Keys

You are provided with three keys, in addition to your room bedroom key.

The '**gold**' key will give you access to open the Main Office. This will be required should you need to gain access to the **emergency telephone** after the Duty Tutor has left the Centre and is based in our accommodation in the village. **First Aid** is also available in the Main Office, along with **torches** and a **medical fridge** should you need to securely refrigerate student/staff medications.

The **silver key** opens up the Bar/Staff Room – it is your responsibility to ensure the bar is locked up again when not in use.

The **'square end' Master key** allows you to access Levisham Lounge, the Staff Bathroom or 'Wilcox', Levisham Annexe and all your students' bedrooms.

Overnight Duty Tutor

- The overnight 'on-call' Duty Tutor comes on duty at 8.30pm and can provide you with a key and cash float for the Cranedale shop if you wish your students to use it. Most teachers will limit the opening of the shop for about 20 minutes and some teachers with groups of younger children request to run a shop session at an earlier time to avoid clashes with bed times. This is welcomed and the keys can be obtained from the Main Office, the cash box is kept in the shop.

- The Duty Tutor will secure the office and Centre between 8:30-8:45pm. Once this is done, they will base themselves at home here in the village. They are designated 'on-call' to offer any assistance necessary (specifically to fire alarms, first aid or medical problems, they can also facilitate access to a car if a teacher needs to drive a student to a medical facility overnight, they can assist/troubleshoot maintenance issues too). They can be contacted from 8:30pm – 8:30am the following morning using the emergency telephone in the office.

Overnight Emergencies and Call Out Procedures

If assistance is required from Cranedale staff during the hours between 8:30pm and 8.30am the following morning please use the gold key in this file to open the Main Office door and proceed as follows:

- Please use the black cordless telephone in the Main Office to the left of the front window. It is labeled 'Emergency Telephone'. This has a very wide range and can be taken out of the Main Office to be with a casualty if required.

- In the event of a power failure, please use the white emergency telephone as this will still operate in a power cut.

- Check which tutor is on overnight call. This information is displayed in a perspex display on the wall next to the telephone. Telephone that tutor.

- Please remain in the Main Office and the on-call tutor will meet with you.

- Should you have difficulty raising anyone at a specific telephone number please telephone any of the other staff house numbers displayed.

- In the very unlikely event that no tutor is available to assist you please use the Head of Centre's home telephone number (07939 445475) as an emergency backup.

We have Security Gates to ensure the Centre is left secure overnight. They are closed at 8:30pm or earlier if groups are not leaving the Centre for evening activities.

Should you need to gain access to the Centre once the gates are closed please use the Key Code **C1479Z** to gain entry. All gates can be opened from the inside without use of a code to ensure efficient evacuation in a fire alarm. The Barn and Link Corridor between the two courtyards remain open all night.

Medical Assistance

You, as a visiting member of staff, are effectively, in either *loco parentis* or hold *a duty of care* for the young people in your group. We must ask you, therefore, to always take the initial responsibility for organising medical care and assistance for your group whilst at the Centre.

The Duty Tutor will be available from 8:30pm on overnight call until 8:30am. You therefore have 24 hour assistance available from Centre staff. Please do not hesitate to ask for their assistance to help with any medical matters.

The Cranedale Centre can provide you with use of one of our vehicles, should you need to take any course member to a doctor's appointment or to hospital. You would be fully insured to drive our vehicles, provided you have a full clean driving licence and are over 21 years of age.

All our vehicles are equipped with Satellite Navigation and the following facilities are closest:

- MALTON URGENT CARE CENTRE (YO17 7NG): Distance from Centre, 9 miles. Open to walk-in appointments 08:00 – 20:00. Open 24 hours by appointment via NHS111.
- SCARBOROUGH A&E (YO12 6QL): Distance from Centre, 20 miles. Open 24 hours.
- YORK A&E (YO31 8HE): Distance from Centre, 25 miles. Open 24 hours.

First Aid

A comprehensive supply of First Aid materials is available in a clearly labelled cupboard in the Main Office. In the light of new regulations and recommendations regarding the issue of First Aid materials to students, this Centre will not be issuing any prescribed or non-prescribed medication (e.g. paracetamol) unless advised by a doctor or with parental consent. Please note the Centre also operates a 'nut free' policy to reduce the risk of allergic reactions in students and staff. There is also an accessible Defibrillator housed on the Front Drive.

Fire Alarm

In the event of an emergency all the bells will sound throughout the Centre and all guests are requested to assemble on the main gravel driveway in front of the Main Office.

At night time, the security gates will be locked but staff and students will be shown how to open these gates during their introductory tour. All students are asked to assemble in their room groups, and it is your responsibility, as a visiting member of staff, to conduct a roll call of your own students. Please co-ordinate with the Cranedale staff on duty to ensure that all persons are present and accounted for. The following points are therefore important to note:

- You are asked to complete your group's room plan on the day of arrival. By the end of the first day you will be issued with photocopies of the room plan, one for each member of staff in your group. This list will then act as a roll call list should an emergency arise. One copy will also be kept in the Main Office.
- In the event of an emergency you are asked to bring your room plan with you to the assembly point.
- Cranedale Staff will be present on site until 8:45pm and will have the responsibility of co-ordinating the evacuation drill. After this time the Centre fire alarm system automatically telephones the tutors' residences in the village and alerts them to the emergency. Cranedale staff will be on site very quickly to assist visiting staff.

Additional Visiting Staff Bathroom

A visiting staff bathroom is secretly located in a room marked ‘Wilcox’ which is on the far side of Levisham Lounge (pictured below). This bathroom is available for your use in addition to the normal ‘staff’ facilities located around the courtyards. A toilet, bath, shower, hair dryer and towels are provided. Please place any used towels in the linen basket after use and the Cleaners will service the bathroom each morning. You must take a Master Key along in order to access it.

Additional Hard Wired Internet Connections

Another room which can be accessed via Levisham Lounge is Levisham Annexe (pictured below). The Annexe is equipped with two desks and two hard wired ethernet connections free to use by staff or for student university interviews. Visiting staff must provide their own laptop and the room may need to be closed if classroom sessions are on-going in the adjoining Levisham classroom.

In Case of Sickness

In case of any sickness at night when our cleaning staff are not on duty, you are reminded that cleaning equipment is available should you find yourself having to deal with a student who has been ill.

If, as a result of vomiting, some form of cleaning is required in order to allow the student to sleep comfortably through the night then buckets, mops, cloths, disinfectant etc, are available in a number of large clearly labeled plastic boxes situated at various locations around the Centre adjacent to the main sleeping areas.

Tennis Courtyard
In the cupboard beneath the staircase to Granary (Dining Room).

Ryedale Wing
In the under stairs cupboard in 'Ryedale' teaching room.

The Gallery
In the under stairs cupboard at the end of the passageway close to 'Settrington' bedroom.

If a clean set of bed linen is required please issue a set from one of the surplus beds in your bedroom and inform our Cleaners in the morning. Please be aware that our cleaning staff will clean and disinfect the student's room the following day but you may be in the unfortunate position of having to clean as best you can at the time. Thank you.

If a student is to stay behind at the Centre and not go out on fieldwork activities due to illness, a member of your school staff will be required to stay behind to be responsible for them.

Other Facilities

- Flask Filling

  Students and staff are encouraged to bring their own small flasks if they wish to take a hot drink into the field. They may hand them into the Kitchen on an evening for filling the next morning. Instructions will be provided at the first evening meal. *Visiting teachers should impress upon younger pupils that they should not open their flasks until lunchtime as the contents will be too hot to drink at breakfast.*

- Student Hot Drinks Facility

  This facility is provided for students in the Common Room (Barn) and is available from 2.30pm until 5.45pm and from 8pm until 10.30pm. Please note that junior children are not allowed to access the drinks machine unless their Visiting Staff are supervising. A key to the drinks cupboard can also be made available to staff from junior schools. Please make sure that your students do not abuse this facility by taking a large number of drinks. If they do, then the machine will soon become empty and other students will miss out. You are asked to please ensure that your students do treat this facility with respect and keep it clean and tidy.

- Night Lights, Spare Towels and Hot Water Bottles

  For younger groups there are some plug-in night lights available in the Laundry. Spare towels are available in the Laundry for anyone who forgets to bring one. We also have a hot water bottle in the First Aid cupboard for anyone who feels unwell. Please ask a Tutor if you wish to borrow any of these items.

- Cranedale Gift Shop

  The shop can be opened and run by visiting teachers at any time. Please ask a tutor for a key to access it. It sells a range of stationery and toys more suited to younger age groups, as well as toothbrushes and toothpaste.

- Television

  We have a TV in the upstairs student common room area which can be utilised to show major broadcast events. It is therefore not routinely used as we are mindful of the benefits that come with less screen time, especially whilst students are on a residential. Visiting teachers are responsible for supervision and access of this facility. To access the remote control, please use the keycode C1479Z on the door to the right of the TV to access the operating instructions and power supply. We ask teachers to supervise and then to secure the TV, remote control and switch off the power at the end of the program to avoid it being misused. Thank you

- WiFi

  WiFi/Mobile-phone signal is available in most areas around the Centre (signal may vary). Please use WiFi username '**cranedale**' and password '**ccwifi9.**' (include the full stop at the end) to connect to the internet.

  Fruit

- In the interests of healthy eating a fruit bowl will be available at each meal time in our dining room. Please take fruit out in the field with you and encourage your students to do the same.

Bat Detectors

- Biology Teachers often enjoy taking their students out into the village after dark on a self-led Bat Walk after sunset. We hold a selection of Bat Detectors in the main office which can be borrowed on request. Please ask your Tutor if you wish to borrow them as they may have been signed out for another school.

- Staff Tea/Coffee Making
  There is free tea and coffee in your Bedroom, these will be checked and topped up each day but if you require more of any particular drink please see any of our cleaning staff on duty each morning. Tea and coffee making facilities are also available in the Granary too, next to the sofa which you may utilise at anytime as well as in The Old Hundreth (the teachers Honesty Bar).

- Cheese Board
  Feel free to also take the Cheese Board from your evening meal across to The Old Hundredth if you would like to consume it later. Please leave it in the fridge in The Old Hundredth and it will be returned to the kitchen in the morning by the cleaning team.

Cranedale Educational Charitable Trust

A brief history

The Cranedale Centre occupies the buildings of Manor Farm, Kirby Grindalythe which was a working Wolds farm until 1981. The farm was at its peak between 1920 and 1950 when the Stable Block accommodation was home to a dozen heavy horses working a high proportion of the arable land in this sector of the Wolds Valley. It also had a large number of sheep grazing the rougher pastures. Most of the village population at this time was employed in agriculture and many of the homes in this village were originally built to house the farm workers working at Manor Farm.

The brick and pantile farm buildings, forming 2 courtyards, were built by craftsmen from the nearby Sledmere Estate in the mid to late 1800s when the farm was in the Estate's ownership. The stone faced barns housing the Games Room and Office date back even further to the 1750s as does Manor Farm House, attached to the western courtyard of the Centre.

The Cranedale Centre opened on April 15th 1983 and operated initially as Fentwell Ltd for the first 10 years, during which, a lot of the conversion work on the old farm was completed. The Centre obtained its charitable status in 1993 and has continued to build on its successes to the present day. Cranedale is now recognised as one of the very top independent Field Studies Centres in the country and is renowned for the high quality of its courses and facilities.

The Centre teaches some 150-200 school courses each year of which approximately 100 come from Yorkshire and North-East England. Approximately 60% of our customers are sixth form students, studying Geography and Biology at A level. GCSE field courses represent approximately 15% of our customer base and Primary School Visits make up the final 25%.