

School Staff Responsibilities

1. Prior to Arrival

On request, using the bedroom plans supplied, school staff should allocate bedrooms to pupils. No mixed-gender bedrooms.

School staff must ensure pupils declare medical conditions likely to affect their ability to take part in adventure activities and obtain professional medical consent where appropriate.

Please advise our designated Safeguarding Coordinator of any Child Protection issues by email to admin@menadueactivities.com prior to arrival.

You will be asked to return the group registration, medical information, dietary requirements and photography permission forms to admin@menadueactivities.com at least two months prior to your visit.

2. On Arrival

Please ensure all pupils and staff are familiar with the detailed fire procedures posted on the bedroom doors and that they all know the route to the nearest marked fire exit, and the location of the Fire Assembly points. At your discretion you may wish to carry out a fire practice at the start of your stay.

Staff and pupils are expected to make up their own beds using the linen provided in the linen cupboard.

3. During your stay

School staff have responsibility for the group outside of activity times to include, though not exclusively, ensuring:

- Pupils use only the bedroom allocated to them and bedrooms are kept clean and tidy.
- Pupils requiring asthma inhalers are identified and checked by school staff for the inhaler before each activity.
- Pupils' prescribed medications are administered by themselves or a member of staff
- Pupils disclose, and have recorded, any injury (however minor) sustained at any time and from whatever cause (while supervised or unsupervised) during their stay at Menadue.
- All interior lights are switched off and exterior doors are locked last thing at night (Lead Teacher will be given a set of keys for this purpose).
- Children are supervised at mealtimes and when they are preparing lunch and clearing away

4. School staff have responsibility to assist during activity sessions including

- Remaining with the group at all times. It is the school staff's responsibility to ensure that the correct staff to pupil ratios are maintained at all times.
- Carrying medical forms. Emergency contact numbers and medical information must be carried by one member of school staff at all times when groups are on site - this includes medical forms for staff as well as students. When a group/s are offsite, each group leader must carry medical forms for their group.

- Informing instructors of any medical issues.
- Dealing with any safeguarding issues according to the school's own safeguarding policy and procedures.
- Assisting in maintaining group dynamics, motivation and discipline. Each member of staff is to be responsible for their group of students, their behaviour and welfare.
- Encouraging the children during exploratory periods, to keep with the group.
- Acting as a witness.
- Each member of staff acting as look out for their group at all times, monitoring the well-being of all the children in their group and bringing concerns to the attention of the leader.
- Be aware of who is carrying the first aid kit and the emergency procedures.

5. On Departure

Please ensure children strip their beds when packing up to vacate their rooms by 10:00 am.

All bedlinen (but not the mattress protectors) should be removed from the rooms and placed into the boxes under the stairs.

All rubbish and litter must be cleared from the rooms.

All food should be removed from the kitchen cupboards and fridge/freezers, if used.

6. Other items

Smoking is not permitted anywhere within the Menadue site. School staff who wish to smoke must do so off site and out of sight, respecting our No Smoking policy.

Please dispose of all cigarette ends and matches appropriately and ensure group supervision ratios are maintained during any smoking breaks.

In the unlikely event of the fire alarm sounding, everyone must immediately vacate the building and meet at an assembly point. Do not return inside the buildings until advised to do so.