**Appendix 1**

**Course Details Form – Submission Deadline, 120 Days Prior to Arrival**

**School/Group Name: Date of arrival:**

**Course Leader Name:**

What are the aims of your visit? (This could be a subject, topic or theme). If you are booked on to a

pre-planned course i.e. – AEMS, GCSE ART or Drama you will not need to complete question 1 as a pre-set timetable will be sent to you.

**1. Purpose/Aims of the visit:**

|  |
| --- |
|  |

**2.** How many children/staff are involved in your visit? A gender breakdown is needed to ensure accommodation matches your gender split.

|  |  |  |
| --- | --- | --- |
| Pupils/Students/Participants: - | | Age Range: - |
| Male |  |  |
| Female |  |  |

|  |  |
| --- | --- |
| Staff/ Adults:- | |
| Male |  |
| Female |  |

**3.** Do you have any person/persons in your party that requires wheelchair access/facilities?

Unfortunately, due to natural terrain some of our activities may be unsuitable for wheelchair access.

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| How Many? |  |

**Please return this information to the Customer Service Consult you have been liaising with. Aims, objectives, final numbers and accessibility assistance to be advised to us no later than 120 days prior to arrival.**

[Jade.smith@edsential.co.uk](mailto:Jade.smith@edsential.co.uk) or [Gwawr.jones@edsential.co.uk](mailto:Gwawr.jones@edsential.co.uk)

**Appendix 2**

**Personal Emergency Evacuation Plan (PEEP) – Submission Deadline, 60 Days Prior to Arrival**

|  |  |
| --- | --- |
| Individual’s Name |  |
| School/Organisation |  |
| Bedroom/Dormitory Number |  |

**Procedure:**

The person in need of assistance is informed of a fire evacuation by:

* Existing fire alarm system
* Other (please specify below)

**Designated Assistance:**

The following people have been designated to give assistance to the named person to aid evacuation of the building in the event of an emergency:

|  |  |
| --- | --- |
| Name: | Position: |
| Name: | Position: |

|  |
| --- |
| **Method/Type of Assistance:** (E.G. Transfer method, method of guidance etc): |

|  |
| --- |
| **Evacuation Procedure** (Step by step procedure beginning from the alarm): |

**Personal Emergency Evacuation Plan (PEEP)**

**Residential and Outdoor Education Service**

A personal emergency evacuation plan (PEEP) must be completed to secure the safety of the named individual in the event of an emergency or building evacuation, on a case by case basis. The purpose of the PEEP is to strategically plan and record the evacuation plan, routes, e.g. corridors, stairs, bedrooms etc, and identify persons who will be responsible for assisting during an evacuation.

The PEEP should be developed at the residential planning stages with the individuals concerned, the main Course Leader and your assigned booking Customer Service Consultant.

**Evacuation Procedure for Individual Requiring Assistance.**

* On activation of the fire alarm collect belongings that may be required during the evacuation
* Stay where you are if you require assistance.
* Once assistance arrives (or if assistance is not required) make your way to the nearest exit taking the route detailed in your PEEP
* Once outside start to make your way to the fire assembly point or nearest safe place.
* Once at the fire assembly point your designated assistant and yourself must report your presence to the person taking charge of the evacuation and roll call
* Remain outside until emergency services or person in charge of the evacuation advises you it’s safe to return

**Appendix 3**

**Room Lists – Submission Deadline, 60 Days Prior to Arrival**

Please refer to your accommodation plan for bed capacity in each room.

**Security**

All accomodation has a security system in place to monitor anyone entering or leaving your accomodation. All alarms are simple and can be activated and de-activated by you. This will be explained during your induction on arrival at the centre. Please ensure you have staff allocated to the Alarmed rooms highlighted on your accomodation plan.

School/Group/Organisation Name:

Accommodation Name:

Date of arrival: Date of departure:

|  |  |  |  |
| --- | --- | --- | --- |
| Room Number: | Full Names: | Gender: (B/G) | Adult Responsible for Room: |
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| Room Number: | Full Names: | Gender: (B/G) | Adult Responsible for Room: |
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**Appendix 4**

**Medical Details – Submission Deadline, 60 Days Prior to Arrival**

**Medical needs are a serious issue and can have a massive impact on a visit if there has been no preparation or are unknown. By submitting the**

**Medical and Dietary information for your whole group (staff also) this will allow us time to plan and discuss any provisions that may need to be put in place.**

**Please complete the group lists below giving a description of any medical conditions and Code from the table below. Please add in additional lines for multiple names.**

|  |  |  |
| --- | --- | --- |
| **Threat Level** | **Code:** | **Medical Condition:** |
|  | **A\*** | Allergy (Epi-Pen/anaphylaxis) |
|  | **B** | Diabetic (type 1) |
|  | **C** | Epileptic |
| **Life Threatening** | **D** | Haemophiliac |
|  | **E\*** | Heart Condition |
|  | **F** | Asthma |
|  | **G\*** | Seizures |
|  | **H** | Shunt |
|  | **I** | metal rod |
|  | **J** | feeding tube |
| **Needs Planning** | **K\*** | Physical Disability |
|  | **L\*** | Additional Needs |
|  | **M\*** | Visual Impairment |
|  | **N\*** | Hearing Impairment |
|  | **P\*** | Dislocations |
|  | **Q\*** | Hypermobility |
|  | **R\*** | Past surgical operations / injuries |
|  | **S\*** | Allergy |
|  | **T** | Hayfever |
|  | **U** | Asthma |
| **To be aware of** | **V** | Eczema |
|  | **W** | Travel Sickness |
|  | **X** | Migraines |
|  | **Y\*** | Allergies |
|  | **Z\*** | Other |
|  | **ZZ\*** | Medication |

**Group Lists – Submission Deadline, 60 Days Prior to Arrival**

It is vital during your visit that we know exactly who and where all individuals are at all times.

Please complete group lists for all groups with the full names of all individuals partaking in the visit, including the staff member who will be accompanying and responsible for that group on activity.

For activities - Your timetable will show how may activity groups you have been allocated for activity delivery.

School/Group Name:

|  |  |  |
| --- | --- | --- |
| **Full Name:** | **Group Number:** | **Medical Condition:**  **(Code from List)** |
| Staff: |  |  |
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**Appendix 5**

**Dietary Details – Submission Deadline, 60 Days Prior to Arrival**

We are confident that we can cater for most dietary requirements. However, for us to do this, we need to be aware of any details prior to arrival. To ensure that we have all the information to cater for any dietary needs, please ensure the information below is completed and returned no later than 4 weeks prior to your visit.

Dietary Details Coding Table:

|  |  |  |
| --- | --- | --- |
| **Threat Level** | **Dietary Details:** | **Code:** |
|  | Multiple Allergies\* | **1** |
|  | Coeliac | **2** |
|  | Nut Allergy | **3** |
|  | Peanut Allergy | **4** |
|  | Egg Allergy | **5** |
| **Life Threatening** | Milk/Lactose Allergy\* | **6** |
|  | Sesame Allergy | **7** |
|  | Soya Allergy | **8** |
|  | Crustacean Allergy | **9** |
|  | Fish Allergy | **10** |
|  | Mollusc Allergy | **11** |
|  | Mustard Allergy | **12** |
|  | Lupin Allergy | **13** |
|  | Celery Allergy | **14** |
|  | Sulphide Allergy | **15** |
|  | Gluten Free (by Choice) | **16** |
| **Needs** | Vegan | **17** |
| **Planning** | Halal | **18** |
|  | Kosher | **19** |
|  | Other\* | **20** |
| **Awareness Required** | Vegetarian | **21** |
| Pescatarian | **22** |

**Appendix 6 –Menu 22/23**

|  |  |
| --- | --- |
| **Monday/Wednesday/Friday/Sunday** | **Tuesday/Thursday/Saturday** |
| Orange/Blackcurrant Cordial  &  Choice of Cereals (Cornflakes, Rice Krispies, Weetabix, Bran flakes)  &  Bacon, Scrambled Egg, Baked Beans.  OR  Veg Sausage, Beans, Scrambled Egg  OR  Cinnamon & Raisin Bagel  &  Fresh Fruit  Toast with Margarine & Jam | Orange/Blackcurrant Cordial  &  Choice of Cereals (Cornflakes, Rice Krispies, Weetabix, Bran flakes)  &  Sausage, Scrambled Egg, Baked Beans.  OR  Veg Sausage, Beans, Scrambled Egg  OR  Cinnamon & Raisin Bagel  &  Fresh Fruit  Toast with Margarine & Jam |
| Packed Lunch (need to pre-order)  OR  Jacket Potato/Baked Baguette  Cheese/Beans/Turkey/  Ham/Coleslaw  -----------    Choice of Cake/Biscuit | Packed Lunch (need to pre-order)  OR  Jacket Potato/Baked Baguette  Cheese/Beans/Turkey/  Ham/Coleslaw    ---------  Choice of Cake/Biscuit |
| Beef Burger in a bun    Pepperoni/Margarita Pizza    Sausages & Gravy    Quorn Dippers  *---------------*  Chips, Mash, Mixed Veg &  Baked Beans  -----------------  Chocolate Krispie Cakes  Flapjacks  Chocolate/Strawberry Mousse | Meatless Farm Meatballs in  Tomato Sauce    Chicken Curry & Naan Bread    Beef Bolognese & Garlic Bread    Tomato & Herb Pasta  ----------   Rice, Penne pasta, Mixed Vegetables  ----------  Gingerbread Biscuits  Iced Buns  Fruit Yoghurts |

FOR GLUTEN FREE / VEGETARIAN / VEGAN OPTIONS

OR FOR ANY OTHER ALLERGIES OR INTOLERANCES

PLEASE SPEAK TO A MEMBER OF OUR CATERING TEAM

Dietary needs and Allergens:

Please ask for our allergen’s lists, this can be provided on request. Many of our dishes can be easily adapted to suit your dietary requirements if informed prior to arrival.

Supporting Participants with Medical and Dietary Conditions.

Schools are required to make reasonable adjustments to support students with Medical and Dietary conditions. Trained designated staff are required to have a clear understanding of their roles and responsibilities. We follow all HSE, DFE and food safety requirements on educational visits and trips and we’re particularly diligent when it comes to supporting pupils with medical and dietary conditions. As you’ll be aware some of our activities are adventurous and can be strenuous so it’s important that you undertake a simple risk assessment which involves information on the condition and impact on any activity and let us know if you require us to make any reasonable adjustments. We will be happy to discuss and accommodate all students where we can. If you wish to speak directly with our catering manager, you can do so on the following contact details.

**Chris Blankley:** [**chris.blankley@Edsential.co.uk**](mailto:chris.blankley@Edsential.co.uk) **or call 01248714501 ext 2234**

Lunch

Your group will be programmed for a hot lunch, unless your activity delivery dictates that you will require a packed lunch (e.g. Offsite activities). We will discuss this option with you, if you feel there are days you would prefer to have a packed lunch instead of a hot lunch, we can accommodate this so long as we are aware of this request 4 weeks prior to arrival. Any group that requires or requests a packed lunch will need to complete our packed lunch options form, so we can meet the requirements of Natasha’s Law. Having this form completed and returned pre-arrival is always of benefit to everyone, however if you are unable to complete this form pre-arrival we will complete this with you on your arrival welcome induction.

Natasha’s Law – Packed Lunch choices.

**It is now a legal requirement for us to comply with Natasha’s Law when providing pre-packaged meals. We therefore must have every packed lunch pre-ordered with confirmation of each person’s name, known allergies and the selection they have made, and that they are given the option they have selected.**

Please complete the Dietary form below, showing any dietary code of any allergens using the Dietary Coding Table above. All dietary information needs to be indicated on this form for each member of your group including staff. Please list any information regarding their dietary needs next to the named person along with the choice of filling for the entirety of your visit.

Packed Lunch options.

To comply with Natasha’s Law, this section must be completed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Allergen/Dietary Requirement** | **Turkey Roll** | **Ham Roll** | **Cheese Roll** | **Salad Roll** |
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**To minimise the amount of plastic waste, please bring a reusable water bottle for your lunch.**

**Appendix 7 - Kit List**

**General Kit – this is needed as a minimum.**

* Underwear / Nightwear
* Slippers/indoor shoes
* Suitable Trainers or Outside Shoes (Full toes protection that cannot slip off)
* Socks
* T shirts / tops
* Jumper / hoody
* Coat
* Wash Kit
* Towel
* Cap or sun hat
* Sun cream
* Plastic bag for damp/dirty clothes
* Drinks bottle – needed for Packed Lunches

**Kit list for Outdoor Activities:**

* All of the above +
* Old footwear or wellies that will get wet/dirty x 1
* Fleece/jumper/hoody x 3
* T shirt x 2
* Trousers that are not denim x 3
* Hat and gloves x 1
* Swimwear for under clothes x 1
* Towel x 1
* Bobble to die up hair

**Optional:**

* Camera – we recommend disposable
* Old t shirt or apron for art
* Watch – ideally waterproof
* Small amount of spending money

**Please do not bring:**

* Phones / electronics / Ipads
* Valuable personal items or any jewellery
* Aerosols

**Please note that Conway centres can take no responsibility for lost property.**

**Appendix 8**

**Risk Assessment Check List**

Before undertaking any visits, groups/schools and colleges are legally required to carry out a suitable and sufficient Risk assessment in accordance with *Management and Safety at Work Regulations 1999.* This should determine if preventative and protective measures (including emergency arrangements) are adequate and to record your findings about any significant risks.

Group Leaders have a duty of care towards pupils/participants and so in an activity where such risks are present, you will need to show that you have considered them and taken all reasonably practicable precautions. We welcome all groups to book a preview visit to see the site and discuss your visit.

These risk assessments will need to include:

* The journey to and from the centre, including any stops along the way.
* Management of your students/individuals within your accommodation and around centre
* Any self-led activities that are delivered by your staff members along with any free time activities. You can seek advice from an EVC Officer.

You **WILL NOT** need to Risk Assess any activities delivered by the Centre, this is covered by our AALA licence and LOtC Quality Mark.

**Your visit will need to be approved by your EVC/Evolve or local authority equivalent.**

If your school/group need advice on getting your trip authorised or assistance with risk-assessments, you can find a local Educational Visits Coordinator on the Outdoor Education Advisors’ Panel website.

[**https://oeapng.info/oeap-advisers-in-england/**](https://oeapng.info/oeap-advisers-in-england/)

[**https://oeapng.info/oeap-advisers-in-wales/**](https://oeapng.info/oeap-advisers-in-wales/)

**Lastly do you have adequate and comprehensive Insurance for your visit?**

we strongly recommend you have comprehensive insurance in place to cover your residential visit with us, including cover for cancellation fees should you regrettably need to cancel for any reason. The Conway Centres **DO NOT** provide personal accident or cancellation insurance for visiting groups.