






DALESDOWN HANDBOOK FOR TEACHERS

Advance information

Schools have been using Dalesdown since 1995 for residential visits and we are glad to welcome you. Without exception, schools have been able to report a great stay, enjoyed by staff and pupils alike.

STAFF - The Manager, **Cliff Powell**, will be available to assist you during office hours, from Monday to Friday. **Bern and Wendy Downton**, the Wardens, live on site and will generally give overnight cover in case of emergency. The Manager, or Wardens, will greet you on your arrival, to help you settle in and make sure you know where everything is and how it works. A file of information and instructions about the facilities will be ready for you. Your school will be the only group using the Centre.

KEYS - The Teacher in charge will be asked to sign for keys for:-







-  Front doors
-  Bedrooms/office/shop (master key)
-  The adventure trail

Individual room keys for staff can be provided on request.
All keys must be returned on departure.

SECURITY - **ALL** windows must be shut and external doors locked if **ALL** the party leaves the premises. Please let the manager know when you expect to return. When in residence, party entry and exit should be restricted to the porch entrance. *Fire exits are for emergency only.*

HEATING - The building is centrally heated and constant hot water is available. Radiators have individual thermostatic controls to turn on or off. The water temperature of the showers in the cloakrooms is fixed, and maintained at a comfortable but not hot temperature for children's safety.

FIRE – Fire Precautions for Group Leaders

-  **The Group Leader is responsible for:**
 -  Being the duty fire officer when no Dalesdown staff are present
 -  Bringing an accurate list of guests on site for roll call in case of evacuation of the building, should the fire alarms go off.
 -  Making sure you have read and understood the fire safety notices in the building
 -  Being familiar with the fire control panel operation
 -  Being aware of the location & type of all fire exits and extinguishers

- Being aware of automatic fire doors operation and risks of trapping fingers etc.
- Familiarising your guests with fire procedures including the no smoking policy which is a legal requirement from 1st July 2007

🔻 **Evacuation**

- Should the fire alarm sound, the building should be evacuated as quickly as possible through the nearest fire exit
- No-one should stop to collect valuables
- The group must assemble in the turning circle where a register of guests should be taken
- If safe to do so the Leader should consult the fire panel in the lounge to ascertain in which part of the building, and why, the alarm has been set off.
- The leader should be last to leave the premises quickly checking everyone has vacated the premises and only allow guests to re-enter once they have checked that it is safe to do so

“assemble in the turning circle”

🔻 **Fire Fighting**

- Only attempt to fight the fire with an extinguisher if:
 - Trained to do so
 - There is absolutely no risk to your person and...
 - There is an easy and visible means of escape

🔻 **999**

- If necessary call the Fire Brigade. You do not need coins when making a **999 call from the pay phone**. Give clear instructions for finding Dalesdown which are provided in the Leaders Guide.

🔻 **The Fire Control Panel & Fire Drills**

Will be explained upon arrival at Dalesdown

🔻 **Guests with disabilities**

- Please consider the needs of any persons with disabilities within your group
- Consider a ‘buddy system’
 - Hearing impaired (need someone to alert such a person of the alarms going off)
 - Visual impaired (need someone to lead that person to a place of safety)
 - Mobility impaired (need someone to help that person out of bed / out of the building quickly)

🔻 **Camping**

- Additional procedures relating to camping will be explained on arrival if necessary

🔻 **Fire doors are for emergency exit only and must NOT be obstructed**

- **If the fire extinguishers are discharged unnecessarily the school will be asked to pay for their recharging.**

FIRST AID - School groups are responsible for their own arrangements and must provide their own supplies. Each group must appoint their own First Aider.

Dalesdown staff cannot advise on treatment nor supply first aid materials unless in an emergency. The nearest **dispensing chemists** are to be found in Southwater, Steyning and Storrington. In an emergency, **Worthing Hospital** has the nearest 24 hr Accident & Emergency service, **Tel: 01903 205111**. To get there take the A24 to Worthing and follow the signs for the town centre and then the hospital. The GP

practice which covers Dalesdown is '**The Village Surgery**' based in Southwater – **Tel: 01403 730016**. From 7 pm until 7 am the area is covered by a West Sussex Doctors-on-Call service but please use **Tel: 01903 690111** and your call will be diverted. **All accidents must be reported and recorded**. Please let the office staff know of any reportable incidents or accidents and we will record it in our accident book.

DAMAGE/LOSS OF ITEMS - Any damage or loss of equipment belonging to Dalesdown must be reported to the Manager immediately and may be charged for. Responsibility cannot be taken by Dalesdown for any loss of or damage to personal possessions belonging to visitors. It is the responsibility of the Teacher in charge to make arrangements for collection of any property left behind by any member of the group. Because of shortage of space, *any lost property can be kept for 3 months only*. It will then be disposed of.

HOUSE RULES -

Boundaries: The 8-acre site is clearly defined by the fences around it. Unless on an official outing, all residents must remain within the boundary. Please observe and respect PRIVATE signs on all of the farm driveways around Dalesdown. The entrance drive is owned by a neighbouring farmer and is to be used for access to and from Dalesdown only. Where pupils need to walk along the drive to reach Honeybridge Lane, they should be instructed to walk in single file since the drive is used by occasional farm traffic.

Noise: Dalesdown is also situated in an environmentally sensitive area. Please respect this by ensuring that there is no outside noise after 11.00 pm.

Fireworks: No fireworks are allowed

Pets: Sadly pets cannot be allowed into Dalesdown. Guide dogs will be permitted after discussion with the Manager.

Please respect the fact that Dalesdown is a **SMOKING AND ALCOHOL-FREE ZONE**

KITCHEN - The kitchen is large, well planned and well equipped for self-catering groups. A file with instructions for all equipment is kept in the kitchen. Please ensure your caterer receives the separate kitchen information sheet with its plan of the kitchen layout before your visit.

Any breakages or any breakdown of the equipment must be reported.

It is important that high hygiene & general catering standards are observed at all times. We require all groups using the centre to adhere to the 'safer food better business guidelines' (SFBB) as required by the Food Standards Agency. It is recommended that all kitchen staff hold a Food Hygiene Certificate or complete the (SFBB) training available via our website. Your Local Authority can advise you of any courses available in your area. However you can also complete the training course online via our website.

Washing-up liquid, J-cloths, matches, cleaning materials etc are supplied, as are toilet tissue and paper towels. The dishwasher leaves crockery hot and it dries quickly. However, tea towels will be required to dry cutlery and a few are provided.

The dishwasher should be cleaned out thoroughly on a daily basis.

FOOD - Please restrict consumption of food to the dining room. Food should not be taken into the bedrooms or into the Laing Room. All food must be removed at the end of your stay. There is a Coke machine in the dining room, this can be switched off if so desired. There is a drinking fountain outside.

SHOPS - The nearest shop for emergency supplies is the Old Barn Nursery which you pass as you enter Honeybridge Lane. There is a 'Welcome Co-op' / Post Office in Ashington 3 Miles away. Tesco Superstores at Horsham (A24) and Shoreham (A27), and Sainsbury's at Horsham and Worthing, are each about a 20 minute drive. Smaller Somerfield supermarkets can be found at Steyning and Storrington (15 minutes) + a small 'Somerfield Express' at Buck Barn (10 minutes on junction A24 & A272)

Payphone – There is no longer a payphone at Dalesdown. In emergency you can use the fax phone in the office.

DALESDOWN SHOP - There is a small shop on site stocking a small range of toiletries, greeting cards, stationery, sweets and some children's pocket money novelties. By arrangement, the shop can be opened and run for you by Centre staff, or, if preferred, a designated teacher may open it and supervise sales.

BEDDING - A covered mattress and pillow are provided. All visitors need to bring a sleeping bag (or duvet and sheet), pillow case, towel and personal toilet requisites. Spare mattress covers are available in case of 'accidents'.

LAUNDRY - A washing machine and tumble drier are available. No charge is made for their use. Detergent is supplied.

EQUIPMENT AVAILABLE - On arrival, you will be shown where the Interactive whiteboard (Promethean – Also runs slides from SMART boards), PA system, overhead projector, whiteboards, flip charts, TV monitor and DVD/video players are located. *NB You will need to supply your own pens and acetates (available from the shop) and any flip chart paper you require.* A Casio WK 1200 Electronic Keyboard is provided in the Laing Room. It can be played simply as a piano, and for musicians with keyboard skills, it is a versatile instrument. There is a fixed 4 channel P A system with CD/cassette players and an induction loop system in the Laing room with two regular and one wireless microphone as well as a 'portable' amplifier available on request. In the office, a Tannoy system for making announcements within the building and a photocopier are available to visitors.

GAMES -

Indoors:-

2 table tennis tables
Table football X 2
giant jenga

NEW: 7' Air Hockey Table

pool table
giant connect 4
board games

16 person
parachute game
& Instructions

Outdoors:-

football field
5-a-side football goals
giant draughts board
brick-built BBQ
Adventure trail

volleyball net
basket ball posts
children's play area
bonfire site
crazy golf

40m skittle alley
tug-of-war Rope
table tennis

Games equipment i.e. table tennis bats, footballs, golf clubs & balls, netball, volley ball, cues & balls, Giant Jenga, Tug-of-War rope and the parachute game will be issued on request from the store to the Teacher in charge. All equipment must be returned in good order before the school leaves.

Please ensure that only SOFT BALL games are allowed IN the building, including the Laing Room. 'Messy' games, or any entertainment involving water, should be confined to the vinyl-floored area of the dining room!

We would prefer crafts to be carried out using the lighter 'Go-Pack' tables rather than the dining tables. Thank you.

GROUPS' OWN ACTIVITIES EQUIPMENT

Groups planning any other activities involving equipment not provided by Dalesdown should first seek the permission of the General Manager prior to the group's visit. Evidence should be provided that a full Health and Safety risk assessment for the activity has been carried out and that adequate Public Liability Insurance is held by the group for that activity.

WALKS - Maps of local footpaths are available online and also in the leaders folder which will be handed to you on your arrival. Where possible, you might find it helpful to follow a walk in advance of your stay. The footpath signs are not always as clear as they might be. When walking, please KEEP to the paths and follow the country code. NB. The driveways around the site are private, belonging to our neighbours, so we would ask you not to allow your party to trespass.

CLEANING - The building will be clean on your arrival. At the end of your visit, we ask you to leave it in good order. Cleaning equipment is stored in the rear porch and cleaning materials in the kitchen cloakroom. Our cleaners will come in each morning to assist you and the cloakrooms will be cleaned for you daily. *Please allow time to tidy up properly before you leave. We would encourage pupils to help in this but only with adequate supervision.*

Jobs we would expect children to do include:-

- ✚ Tidying up, putting away games etc
- ✚ Picking up rubbish inside and out, emptying bins
- ✚ Vacuuming carpets - under supervision

Jobs we do NOT expect children to do:-

- ✚ Cleaning toilets
- ✚ Mopping floors in the kitchen or cloakrooms

We do rely on each group to help us in leaving the premises tidy and clean. Dalesdown is a busy centre and another group will be coming in to use it shortly after you leave and the turn round time is often short. Our cleaners need your cooperation. To help them, we shall ask you to *remove your belongings from all bedrooms by 9.30am on the day of departure.* They can be kept in the sun lounge until you leave.

LOCAL FACILITIES: Swimming Pools / educational / recreational etc. Details available through our website. See the 'local places of interest' information in the schools information section of the website.

*Christ's Hospital School near Horsham has a swimming pool that is sometimes available for private hire. 'Phone to check availability.

CHECKLIST - Each pupil needs to bring:

SLEEPING BAG, PILLOW CASE, TOWEL, TOILETRIES

WEB SITE:

www.dalesdown.org.uk.

Apart from telling you quite a lot about Dalesdown, it is also possible to download maps and directions to help you find us.

INTERNET ACCESS

There is free open internet access available to you during your stay at Dalesdown. This can be de-activated if you so wish.

MUSIC & VIDEO LICENSES

Usual Conference Centre Practice

It is usual practice for Christian Conference Centres to require that Groups using their premises obtain an events / performance license to cover the duration of their visit at a cost, upwards of £12 per day.

Dalesdown Position

Music

Dalesdown have arranged for the Laing Room and Lounge areas to be licensed for all live and recorded music. This covers all groups at no extra cost to groups using the Centre.

Video

Dalesdown have purchased a Video License which covers all groups at no extra cost to groups using the Centre.

CAMPING FACILITIES

There is plenty of space should you wish to bring your own camping equipment to give your children a taste of the camping experience. One particular school brings tents with half the children camping for the first half of their stay and the other half camping for the second half of their stay.

For more details please contact the office.

HEALTH & SAFETY AND LEGISLATION

ELECTRICAL EQUIPMENT - To comply with current safety regulations any electrical equipment (e.g. PA, stage lighting, computers etc) brought onto the premises should have a current (less than one year old) Portable Appliance Test certificate, evidenced by the appropriate sticker on the appliance.

If guests bring small electrical appliances (e.g. mobile phone chargers), these appliances must be British Standard approved and wired to a British Standard approved plug with the correct fuse. Do not use more appliances on an outlet than the socket is capable of taking (the maximum is 3 kilowatts). No electrical appliances are to be used in the bathrooms or showers.