



## **ROLES AND REPOSIBILITIES OF SCHOOL STAFF WHEN VISITING THE CENTRE WITH THEIR PUPILS**

To make your stay with us as trouble-free as possible, I feel it is only fair to clearly outline the respective roles and responsibilities of both visiting staff and centre staff in relation to the discipline of pupils.

- 1) The safety, well being and discipline of pupils during fieldwork and in the classroom is primarily the responsibility of the course tutor. It is important that both pupils and teachers follow any instructions issued by the tutor. All our staff are trained in first aid and are fully aware of local dangers and hazards. If visiting teachers choose to ignore tutors' instructions, whilst in the field, it is then assumed that they are taking full responsibility for their group's safety and well being.
- 2) It is expected that visiting staff will normally accompany their pupils in the field to assist with practical work and group management and discipline.
- 3) Each night from 6.00pm to 9.00am a member of Centre staff is on duty and available in the event of an emergency.
- 4) During this time, it would be appreciated if visiting staff could inform the duty person of any major problems as soon as possible. The location of the member of staff on duty is posted on the board in the main entrance to St Anne's Building at the top of the stairs.
- 5) If pupils have any minor problems / queries they are encouraged to first locate a member of their own staff, so at least one member of staff from each school should be on the premises at all times when pupils are present. It is essential, however, that any illness, medical incidents or accidents (or near accidents) are immediately reported to the duty staff so that appropriate action can be taken, and the incident duly recorded.
- 6) Each night there is also a senior member of centre staff on call (either on site or nearby) who is available to deal with any serious incidents.
- 7) All accompanying staff must be fully briefed and trained (before arrival at the centre) with respect to any of their pupils who have medical needs and require support. Taking care of these pupils is a role which these staff should undertake for the duration of the course.
- 8) All pupils must stay within the centre grounds during free time. We do not encourage school-aged students to leave the site (Field Centre and surrounding grounds) in their free time due to obvious Health and Safety implications. If accompanying staff wish to take students off-site during their free time the 'Off Site Agreement Form,' must be filled in (Please see attached copy for more details including a map showing site boundaries.)

9) Pupils must be in their rooms by 11.00pm, quiet and with lights out by 11.15pm - visiting staff should check at this time to ensure all is well and to complete the overnight student records folder kept in the adult lounge.

10) It is expected that visiting staff will be responsible for ensuring their pupils co-operate with above bedtime procedures. The pupils must be reminded that they share the Centre with other visitors - disturbance late at night will NOT be tolerated.

11) Please ensure that your pupils know where they can locate you at night and that you know how to contact the duty person if you need to. If this is your first visit please ask a member of Centre staff to explain the procedure.

12) Soon after arriving at the Centre, the Head of Centre (or a senior member of Centre staff) will meet the pupils and explain the rules and safety procedures. Visiting staff presence at this time is greatly appreciated.

13) You can help us tremendously by outlining some of the centre rules to your pupils before they arrive, in particular we ask you to remind your pupils that:

- a) there is no smoking in the Centre, in minibuses / coaches or during fieldwork
- b) there is no alcohol
- c) they are not allowed to make or receive mobile phone calls during field work (although they may take phones with them - provided they are switched off)

I am sorry to be so prescriptive, but we feel that clarification of the above roles and procedures will lead to a more relaxing and pleasant time for all!

Do not hesitate to contact me if you wish to discuss anything further. Thank you in advance for your co-operation.

See you soon.

Chris Millican  
Head of Centre