



**HIGH ADVENTURE**  
Outdoor Education Centre

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# SUMMER CAMP

# VISITING TEACHERS PACK

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# Visiting Staff Information Pack

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In this pack you will find a breakdown of all roles, responsibilities and what you can expect the day you arrive on site. We've also provided a comprehensive guide of what we ask from all visitors to the Summer Camp.

At Summer Camp there will always be staff on hand to assist you with any queries or issues you may have.

## Roles and Responsibilities

To help direct you to the right person please see below the roles and responsibilities of each person on site – including yourself:

### The Summer Camp Manager

- Each manager is DBS checked and an experienced outdoor practitioner, working year-round with groups on residential visits.
  - Their overall role is to oversee the smooth running of all aspects of the camp, their most important focus is the needs of your group. They will be on hand to ensure any issues that may arise can be dealt with immediately.

### The Assistant Summer Camp Manager

- Assistant camp managers are senior members of staff who have worked with us for multiple seasons and are experienced outdoor instructors.
- Their overall role is to assist the manager in the smooth running of all aspects of the camp. They will be on hand to ensure any issues that may arise can be dealt with immediately.

### The Instructors

- DBS checked and appropriately qualified and experienced for their roles
  - Professional and courteous conduct at all times
- Knowledgeable, friendly and aiming to provide maximum activity for your group
  - First aid qualified

### The Domestic Team

- Our domestic team consists of the camp cook, cook's assistant, kitchen porters and pot washers
- They're there to ensure the dining experience runs smoothly and that everyone's needs are catered to.

### You; Visiting Teacher or Leader

- Email your Residential Visits Group Details Form and Group Dietary & Medical Form to [Dan@highadventureoec.co.uk](mailto:Dan@highadventureoec.co.uk) (form downloadable from our website)
  - To arrive with copies of your groups individual medical/consent/info forms.
- We will always make it very clear when you have total charge of your group. During 'downtime' (Evening meal, overnight, breakfast and lunch) you are in 'loco parentis' and there is no direct supervision from High Adventure instructional staff. For a further breakdown of what will be asked of you, see the next section.



# Overview of Your Day-to-Day Responsibilities



## **Mealtimes**

You will be required to ensure that the group are ready on time, mealtime is orderly, no-one leaves until all tables are cleared and any announcements are listened to.

## **Lunch Making**

Every morning at breakfast the group must make their sandwiches and packed lunch for the day – you will be required to organise the group to ensure this happens.

## **Meeting times**

Ensure that your group understand the importance of being on time for all meetings. Every day we have a crucial morning, afternoon and evening meeting that everyone must attend.

## **Start & End of activity sessions**

Your help will be required when your students are required to get out and put away kit.

## **Evening & downtime periods**

This is when your group have the freedom to relax around the camp. It is at these times that you are in complete charge of your group (loco parentis).

## **Damage**

Please make your group aware of the fact that any and all damage they cause will need to be paid for. If or when any damage occurs, we will need to engage your assistance.

## **Evening activities**

Each group does 3 evening activities each. For the groups doing their 'own thing' you will be required to provide members of staff to cover. This can easily be done as part of a rotating schedule to ensure each staff member can have some evening time off.

## **Litter Management**

You will need to make sure the social spaces, tents & grounds are kept litter-free and ensure your groups clean up after themselves.

## **Communication with other groups**

Ensure that you & any other group find some common ground in terms of behaviour, bedtimes etc in order to maintain consistency.

## **Each activity session**

The instructor(s) will take charge and look after all aspects of care for the group. Your instructor is 100% in charge when it comes to safety, it's their job to dynamically risk assess every situation and make decisions to protect your safety and the quality of your experience.

## **Discipline Issues**

It will be your responsibility to deal with any discipline issues. If an individual poses a danger to themselves or others, or they stop the enjoyment of others, they will be removed from the activity session; your support in supervising the excluded pupil would be required.

## **Departure Day**

The 'de-camp' is crucial as we have a rapid turnaround between visiting groups. Your help will be essential to ensure your group is packed and ready to go within a timely manner. We have found a simple shift system between visiting staff can be beneficial.

## **Enjoy Yourself**

You will find that the responsibilities detailed are not as onerous as they sound and you will definitely have occasions to relax and enjoy your time at the camp. Our instructors are highly-trained and full-time professionals, like yourselves, so make the most of this and where appropriate involve yourself in the activity fully.

## Your First 24 Hours at Camp



On arrival you will be greeted by one of the camp management team. Our staff will organise getting the young people and their luggage off the coaches and into camp. A senior member of staff will deliver an introductory talk to the whole group.

The arrival is usually the most hectic time of the week so your help will be required in ensuring students are able to listen and understand. The following is sometimes dependant on your arrival time, but the general next steps consist of:

- Getting everyone settled into camp and organised ready for activities, time permitting we run a team building trail within activity groups. The team building trail will finish at the camp slightly earlier than the rest of the weeks activities to give your group a little time to settle and socialise.
- The evening meal takes place in the dining area, on the first night we will need your group there at **5:40pm** with their mugs. We will take the lead organising and supervising on the first night but visiting staff are asked to help enforce rules when needed.
  - Following the evening meal announcements are given regarding the evening activity, groups will be required to meet for evening activities at approx **7pm** in the assigned area.
  - Evening activities finish at approximately **9pm**, at this point you will be given charge of your group and our staff will retire. Senior staff will ensure that you have everything you need and all is well before they retire.
  - Breakfast the following morning is at **8am**. Breakfast runs differently than the evening meal. Groups must make their packed lunch at breakfast so please remind them to bring their lunch boxes, mug & water bottle.
- The activity meeting takes place at **9:25am** each morning at the assigned meeting point, your cohort will need to line up in its respective groups. Notices will be given by the management team and the instructors will take charge of the groups.
  - At lunch time (**12:45 to 1:40pm**) the groups will be in your charge.
  - A second activity meeting takes place at **1:40pm** each day where instructors will take charge of the groups for the afternoon activity session.
  - Afternoon sessions finish at **5pm** where the group will be put back in your charge and reminded that they need to be at the dining area for **5:40pm**.

Please note: the times quoted above may be tweaked slightly once on camp to best suit the needs of your group.



## The Food



Every day at breakfast time we provide cereal, bread and butter with jam, fresh fruit, fruit juice and additional hot options such as baked beans, eggs and Porridge. Hot drinks are also available at breakfast.

Our domestic team provide everything you need to make yourself a hearty packed lunch including snacks – all you need is to bring your lunchbox, mug and water bottle. See our next page for a comprehensive list of what to bring when you visit.

**Please note: young people and staff are responsible for making their own packed lunches.**

We provide freshly prepared evening meals including a treat for dessert. See below our sample menu.

**Monday** – Mild beef chilli served with rice, pitta bread, fresh plain yoghurt and salad. Chocolate muffin for dessert.

**Tuesday** – Mild chicken balti curry served with rice. Rich chocolate brownie for dessert.

**Wednesday** – Pasta bolognese made with fresh mince beef, herbs and tomato with pasta and grated cheese. Classic choc ice for dessert.

**Thursday** – Make your own chicken fajitas. We give you a mix of chicken, vegetables, fajita wraps, chilli sauce, sour cream dressing, homemade tomato salsa, grated cheese and salad. Finish off with a giant, triple chocolate cookie.

**Please note: Kindly advise of any vegetarian and special dietary needs in advance so that we can make the necessary arrangements.**



# Meal Time Protocol



Below is a breakdown of the meal times whilst at camp. Dependant of the volume of groups, we may split the meals into two seperate sittings to allow for a smoother transition.

## Breakfast

- 07:55am All groups to meet on main field with visiting staff. Visiting staff are responsible for supervising the dining marquee.
- 08:00am Marquee opens for the first sitting of breakfast. Food will be served at the entrance by High Adventure staff. All should have eaten and made their packed lunch.
- 08:40am Second sitting (if applicable) of breakfast are to meet on the main field with visiting staff.
- 08:45am Second sitting of breakfast to commence. All should have eaten and made their packed lunch.
- 9:25am Morning activities to start. Groups are required to line up again on the main field.

**Everyone should bring a mug and their lunch box.**

## Evening Meal

- 5:40pm Line up in groups on the field. Please wait on the field until High Adventure staff arrive.
- 5:45pm First sitting of the evening meal.
- 6:15pm Second sitting (if applicable) of the evening meal are to meet in the main field.
- 6:20pm Second sitting of evening meal to commence.
- 7:15pm Evening activities to start. Groups are once again required to line up on the main field.

**Everyone should bring a mug.**

**Please note:  
Visiting staff are fully responsible for the conduct of their group during meal times.**

## Daily Timings



7:55am	All groups to meet on the main field
8:00am	Breakfast and sandwich making in the Marquee - 1st sitting
8:40am	Breakfast and sandwich making in the Marquee - 2nd sitting if applicable
9:25am	Morning activities start. Groups line up on field
12:45pm	Lunch
1:40pm	Afternoon activities start. Groups line up on field
5:00pm	End of daytime activities
5:45pm	Evening meal. 1st sitting. Meet on field 5.40pm
6:30pm	Evening meal. 2nd sitting if applicable. Meet on field 6:25pm
7:15pm	Night time activity starts. Groups line up on field
9:00pm	End of evening activities. Briefing for following day on main field

**Please be prompt for your meeting times.**

## What You Need for Each Activity

Here we've put together a quick guide of what each group needs to have with them for each activity. Appropriate footwear for each activity is essential - flip-flops will not be permitted.

### **Raft building and Stand-up Paddleboarding**

- Warm clothing that you will get wet in
- Shoes that WILL get wet
- BIG Towel
- A dry change of clothing
- A dry pair of shoes
- A bottle of drink
- Any medication / inhaler / extra food you may need

### **Tree Climbing / Low Ropes / Team Building / High Ropes / Bush Craft /**

- Warm and comfortable clothing that can get dirty! (you can always take a layer off)
- Footwear that you can tie up or fasten nice and tight and cover your toes...no flip flops please!
- Waterproof jacket
- A bottle of drink
- Any medication / inhaler / extra food you may need

### **Archery**

- As above, however long sleeves are a must.

### **Expedition Day**

- Lunch and water – lots of! It is a long physical day!
- Waterproofs, appropriate clothes – no denim and comfy shoes
- Sun hat and sun cream if hot
- Warm hat and gloves if cold
- All to be taken in a small rucksack
- Any medication / inhaler / extra food you may need

# Kit List

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When visiting the summer camp, you will need to bring the following:

- 1 x Sleeping bag & pillow - **essential**
- 2 x Pairs of outdoor footwear for wet and dry activities
- 3-4 x Pairs of trackies/combat trousers (not jeans!)
- 4-5 x T shirts
- 3-4 x Sweatshirts and warm layers
- Plenty of underwear - **essential**
- 1 x Pair gloves and a hat
- 1 x Warm jacket
- 1 x Waterproof jacket - we can supply a limited amount
- 1x Small/medium towel
- 1 x Very large towel
- Relevant toiletries
- Plastic bags for separating wet clothes
- A torch and spare batteries - **essential**
- 1 x Small rucksack / Daypack
- Labelled medication
- Sun protection
- 1 x Pair of wellies or waterproof boots
- 1 x Mug - **essential**
- 1x Water bottle - **essential**
- 1x Lunch box - **essential**

Whilst some are marked as '**essential**' this kit list does not include anything optional. All items are very important as we cannot provide alternatives.

We can supply some waterproof items if you do not have one to bring - however the amount we can provide is very limited and there is not enough for everyone.

Lots of changes of clothes and plastic bags are really important as we cannot guarantee the weather.

**As mentioned previously, we cannot look after or take responsibility for any valuables, so please refrain from bringing expensive electronics etc.**