

# Castleshaw Centre

## Guide for Oldham Teachers & CYPF Staff

# 2008

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## Foreword

Welcome to our revised centre guide. We hope it will answer most of your questions about the Centre and the service we provide. Please contact us, or better still visit the centre if you need further information. The centre was extensively upgraded in 2005 with support from The Big Lottery Fund and Oldham Council. We now have excellent facilities, with improved cloakrooms, dining area, kitchen and best of all bedrooms and bathrooms. If you have not seen our new bedrooms (now 9 bedrooms, all with washbasins and 4 en-suite) and excellent bathroom facilities (all individual shower rooms, no “communal” facilities) do call in and see for yourself!

The whole of the ground floor of the building is now wheelchair accessible, with improved access to the outside of the building too. We have wheelchair accessible accommodation and bathroom facilities.

## Centre Staff

<b>Head of Centre:</b>	David Faulconbridge
<b>Bookings &amp; Administration:</b>	Jude Murray covering maternity leave for Janet Lloyd / Jayne Keane (Job share)
<b>Senior Tutors:</b>	Phil Cavanagh Nick Price Rod Steele
<b>Tutor:</b>	Janet Hannah
<b>Warden</b> [All catering & domestic issues]	Eileen Hampson

## Introduction

The Castleshaw Centre offers a wide range of services to Oldham schools and CYPF groups including:

- Fully or partly led courses.
- Residential and non-residential.
- Fully catered, self-catering or combination courses.
- Mid week, weekend, and school holiday courses.

In addition to the Centre’s residential facilities, we also have a field, which can be used for camping.

Our mid week courses for schools in term time are all linked to the national curriculum, and include:

Environmental Education Courses with links to many aspects of the curriculum including Geography, Science, History and Maths.  
Outdoor and adventurous activities with links to the P.E. curriculum, etc.

More details of the courses we provide are included in Appendix 1.

## **Bookings – Oldham Secondary schools**

Oldham Secondary schools are able to utilise the Centre and book activities free of charge by using “Credits” which are allocated each academic year. We write to schools each year to take bookings for the following academic year. To enable us to plan it is important that residential bookings are made at this point. Bookings for activities should normally be made a term in advance, but we try to accommodate requests made at short notice where possible. Centre bookings are dealt with by Janet Lloyd or Jayne Keane (job-share).

## **Bookings – Oldham Primary schools**

The booking process consists of 3 stages.

1. Approximately 12 months in advance schools are notified of the number of days they have been allocated. Allocations are for a standard non-residential environmental education day for a **maximum of 32 pupils**. There is an additional charge for residential courses, or for outdoor and adventurous activities, which require additional staff.
2. Schools express preferences for dates, ranked 1 - 3, and indicate whether the bookings would be residential or non-residential.
3. We fit bookings together to maximise use of the Centre, negotiate with schools to attempt to resolve any clashes, and notify schools of days allocated.

## **Bookings – CYPF**

Please book as far in advance as possible to allow planning and preparation time etc. (normally a minimum of 6 weeks in advance). Residential and hazardous activities are subject to prior LA approval, and you should normally allow a minimum of 10 working days for this process.

The Outdoor and Environmental Education Service delivers 500 hours of activities to Oldham Youth Service (free at the point of delivery). Check with your Assistant Head of Youth service to see if your group is able to use some of these hours.

## Planning your Course

Courses at the Centre extend curriculum opportunities for schools and youth groups and introduce opportunities for development and learning, by providing new experiences, which may not otherwise be available to some young people.

These courses can either be residential, or day visits and this is normally a decision taken by the school / CYPF staff. Courses for youth groups are custom designed to the needs of the group. Please contact us to arrange a planning meeting.

(Appendix 1 to this booklet gives outline details of a variety of courses for schools, which have proven to be popular and successful. We will [within reason] design other courses to meet your requirements and the needs of your pupils but generally it is best to choose topics, which make the most of the Centre environment. For example, the Centre is well positioned to provide input on Victorian history and Roman history [with a Roman fort and road nearby] but less well positioned to provide input on Egyptian or Greek history.)

### ***Primary school groups: Information we will require to help plan your course.***

We will contact the school by telephone to obtain some outline details including:

1. The year group[s] of pupils.
2. Number of pupils [normally maximum 32].
3. For a booking of 2 days or more, will the same group be attending each day?
4. Name of class teacher and other accompanying staff.
5. If your course is residential, do you require any evening activities (there may be an extra charge)?
6. Pick up time at school.
7. Departure time from Castleshaw.
8. Whether you wish the children to have access to the Centre souvenir shop.
9. Whether any children have special needs which may affect our planning, e.g. have hearing or visual impairment, walking difficulties or behavioural problems.

For residential visits we will normally visit the school to discuss arrangements [or you may prefer to come to the Centre if you have not been before].

For day visits arrangements will normally be made by telephone, but school staff are always welcome to visit the Centre to familiarise themselves with the layout of the building and grounds, and to discuss course arrangements. These visits can be arranged before, during or after the school day, by prior arrangement.

## Preparing for your visit

How you prepare for your visit will depend on the nature of the group, and your aims. However you may wish to consider the following:

- introducing suitable background material
- developing particular skills or strategies

- introducing specialised language
- introducing or developing mapping skills
- discussing different codes of behaviour including The Country Code
- discussing environmental problems and solutions
- local environmental studies.

Where the course at the Centre forms part of an ongoing topic or project, much of this preparation will occur naturally.

To help with your preparation we can provide you with printed materials on the country code, clothing and Centre rules.

## **Clothing**

The Centre can provide cagoules, overtrousers, wellingtons and rucksacks for children and staff. (Please be aware however that we only have a small number of wellingtons and waterproofs to fit children in KS1 classes.) Children may wish to bring their own if they already have them but should be advised this is at their own risk [equipment is likely to get dirty and could be damaged]. Wellingtons are normally worn when working outside but walking boots or trainers are useful on dry days. As wellingtons and boots are not worn indoors, children providing their own wellingtons or boots should bring a change of footwear. Spare clothes are to be recommended, even on day visits, at a minimum this should be a spare pair of socks.

## **Preparing parents/guardians**

Prior to your course we will send you a suggested information letter for parents. Please consider this letter to parents as the minimum of contact. You may wish to amend the letter or send it with a covering note. Parents of children attending residential courses will naturally feel anxious about their children being away from home, and it may be appropriate to organise an information meeting for parents. All of our standard letters and forms are available in Urdu, Bengali and Gujarati as well as English.

## **Forms, etc.**

A medical/consent form should accompany the letter to parents, it is important that these are returned to school and brought to the Centre on each day of your course. **We provide consent forms, which must be used. Alternatives are not acceptable** (our forms cover issues which may be specific to our activities e.g. sun cream).

You should ensure that an accurate list of pupils and adults attending the Centre (with home contact details) is left in school, as well as the information carried by the class teacher. Parental consent/medical forms should be available at all times during the visit in case they are required. For residential courses we require details of numbers two weeks in advance to allow for catering arrangements, etc.

***We reserve the right to cancel any course where we are not in receipt of medical/consent forms or class information sheets.***

## **Local Authority Approval**

Please note that residential courses and programmes involving adventure activities such as rock climbing and canoeing must be approved in advance by the LA. You should contact your school/youth service Educational/External Visits Co-ordinator (EVC) for details of the process, and allow time for this approval to be processed.

## **The role of visiting staff**

It is important that you consider your role at the Centre and any pre-course preparation you may need to undertake. The group leader's background knowledge and experience are crucial to the success of our courses. We rely heavily on feedback from accompanying staff as to the usefulness and effectiveness of our activities. Apart from being responsible for the welfare and behaviour of young people, you may wish to take the opportunity for:

- observing
- sharing observations, perceptions, discoveries and ideas
- initiating questions and encouraging research
- developing hypotheses and drawing conclusions
- developing discussion and encouraging listening or expressive skills
- helping participants reflect on and learn from their experiences
- challenging inappropriate behaviour or language

Working and living in another environment can present you with unique opportunities to observe your young people and often see them in a different light.

## **Safety of young people and staff**

**The safety of young people in our care is of paramount importance and no activity will take place that puts students at foreseeable unacceptable risk. If you are concerned about safety issues at any point during your visit, please discuss this with our staff immediately. If appropriate please raise the matter with the Head of Centre, David Faulconbridge.**

**Please note that for Health & Safety reasons teachers and accompanying staff must have appropriate waterproofs and footwear. Please understand that Centre staff are responsible for your welfare, and if your footwear [or waterproofs] are unsuitable for the activity planned, you will be required to use equipment provided by the Centre.**

## **Insurance**

Insurance cover is provided under the normal OMBC policy for negligence on the part of staff, or due to defects in equipment, and parents are advised of this in our example letter. Schools and youth groups are recommended to supplement this by arranging personal accident insurance through the CYPF Finance Section. Non-residential courses are normally covered by the annual Personal Accident for Pupils policy which most schools buy into, but we recommend additional insurance for residential courses (the School Journey Policy, or equivalent cover). **You must notify parents of the insurance arrangements which are in place.**

Class teachers will not normally take groups out on their own, however should the need arise a basic first aid kit, available from the Centre must be carried. High visibility jackets are available for evening walks.

## **Transport for Primary School groups**

This will normally be a double decker bus with lap seat belts, provided by Stotts Tours. (The Centre provides transport for children from Oldham schools attending term-time courses, during the school day). The pick up time from school is generally around 9.00 a.m. Please ask the children to arrive on time. Teachers must travel with and supervise their children on the journey. The bus normally leaves the Centre between 2.30 and 3.00 p.m. [by arrangement, depending on journey length and school finishing time]. On days when two schools are visiting the centre it may be necessary to share a bus, in which case some flexibility over collection times may be necessary.

If you require transport for wheelchair users please contact us to discuss the possible options.

## **Lunches**

Unless groups are residential\*, lunches are provided by parents or by your school kitchen. Please inform your kitchen staff well in advance of your visit and ask the cook to provide individual drinks. **Please - no glass bottles, and if possible avoid fragile plastic cartons.**

Please note that children should bring a packed lunch on the first day of a residential course.

\*We do not normally provide packed lunches on the first day of a residential course.

## **Breaks**

We are unable to provide lunch-time supervisors, so visiting staff are asked to supervise their children during breaks at the Centre. Please note that there may be more than one group on the field at a time.

## **Tea/coffee**

Staff drinks are available at the Centre.

## **Adult helpers List 99 and C.R.B. checks**

### Introduction

We welcome any adults who are willing to work alongside teaching staff, and support children. Careful consideration should be given to the suitability of accompanying adults, by class teachers and head teachers. Any volunteers should be briefed to ensure they are clear about their role.

## List 99 and CRB checking

**[Refer to the Human Resources section further advice and assistance on this matter.]**

In the first instance head teachers should make enquiries about the suitability of volunteers. This information could come from a variety of sources including:

- teachers in the school who have previously been assisted by the volunteer;
- nursery or infant staff if the volunteer has assisted there;
- other schools if the child has moved schools.

There are 3 levels of checking available beyond this.

1. List 99 checks (normally completed within 48 hours)
2. CRB Standard Disclosure (normally 3 to 4 weeks)
3. CRB Enhanced Disclosure (up to 6 weeks)

Following the introduction of the Criminal Records Bureau, the DfES Child Protection Policy Team wrote to all Local Authorities in November 2002 to clarify when each level of checking is appropriate. The following examples are based on this advice, but, as the letter states,

“.....we expect heads, working with their governing body, to apply their professional judgement in deciding whether Disclosures are needed, balancing any risk to children against their knowledge of individual volunteers.”

In some cases volunteers working in schools will already have been checked at an appropriate level by the school, in which case the checks do not need to be repeated.

### Example 1

#### Non Residential day trip to Castleshaw

(No regular contact, working under supervision and volunteer known to the school)

No disclosure or List 99 check necessary.

### Example 2

#### Non Residential day trips to Castleshaw involving several days

(Some regular contact, and although the volunteer will be supervised most of the time, the volunteer may be alone with children, briefly on occasions.)

The head would normally decide to request a Standard Level Disclosure, but if the head has direct knowledge of the volunteer, a List 99 check may suffice.

### Example 3

A residential visit to Castleshaw where the volunteer will be the only male (or female) accompanying the group.

(The volunteer will have high level of unsupervised contact with the children.)

The volunteer should be asked for an Enhanced Disclosure CRB check.

Inevitably there will be circumstances that fall between these examples, and head teachers should exercise their judgement in these cases. Further advice is available from the CYPF Human Resources Section.

**When schools are planning residential visits, it is essential that planning takes account of the fact that volunteers may require an enhanced level CRB check, which can take 6 weeks to process.**

### **Spending money**

Apart from the small souvenir shop that the Centre operates (by prior arrangement) at break-time, it is unlikely there will be other opportunities for spending money [£2.00 or £3.00 per day would be ample]. Please advise children not to bring large amounts of money. We have modified the items available from the Souvenir Shop in response to feedback from Schools to take account of 'healthy eating policies'. We now offer a variety of souvenirs, and Apple or Orange Juice.

### **Telephone**

A payphone is provided for the use of visitors to the Centre. **If you wish children to make use of this**, please ask them to use it in "non-lesson" periods. For incoming calls the number is **01457 873014**. **Parents should not ring the Centre Office number except in an emergency. Most children rarely use Payphones, so please ensure you explain the procedure, as otherwise they may lose their money.**

### **Smoking**

*All visitors should note that the Castleshaw Centre is a no smoking building.*

### **Adventure/Activity Trail**

We have a set of "adventure play" apparatus installed in the centre grounds. This equipment could be used as an evening activity for residential groups, or could be incorporated into a day visit (possibly during the lunch break).

### **Guidelines for use of the Adventure Trail**

**The course must not be used under any circumstances without adult supervision.**

**The Adventure Trail area is kept locked to prevent unauthorised access. This area also contains our High Ropes Tower and this must not be used without our staff.**

**The code for the Adventure Trail lock is available from the office.**

Maximum number of participants    :- 32  
Suggested staffing ratios            :- 1:10

**Participants must be clearly briefed regarding rules and procedures, particularly those relating to both group and personal safety.**

Adult supervisors should take note of the following :-

1. Appropriate footwear must be worn at all times, i.e. flat soles/good grip/no heels. Most training shoes, walking boots, wellingtons will be fine, no sandals, high heels, bare or stocking feet.
2. A strict one-way system should operate on the course in a clockwise direction. Participants should be set off at intervals or begin at different points on the course. (Remember the one-way system.)
3. A maximum of **2** people on each piece of chained equipment at any one time, a maximum of **3** elsewhere.
4. Equipment must only be used in the way intended in the design.
5. Staff/adults should be positioned with a good line of sight to as much equipment as possible. **One** member of staff/adult **must** be positioned near to the pond area for safety reasons, (this also gives a good view of the course). Staff must ensure children do not play on the High Ropes Tower.
6. Staff in charge should have in place a system for stopping activity, either using a whistle or by shouting.
7. Equipment and surfaces should be checked briefly prior to use, particularly when wet or potentially icy.
8. Any incidents/accidents or problems with equipment must be reported to the office. **The course must not be used if there are any doubts regarding safety.**
9. The Adventure Trail is adjacent to the duck enclosure. Participants should not enter this area, or feed the ducks.
10. Anyone unable to comply with these guidelines should be asked to leave the course!

## **Information for residential courses**

### **Staffing**

**Centre staff are not available to provide overnight supervision.** Residential groups must be supervised by **at least** two responsible adults at night [one of whom must be the staff member leading the visit]. Mixed groups should have adult male and female staff, although for younger groups two female staff may be acceptable (consult LA guidance). Contingency plans should be in place for contacting the Home Contact at night in an emergency, and some groups arrange to have a staff car on site in case it is needed, (if staff are approved to drive minibuses, it may be possible to arrange access to a centre minibus for emergency use).

Residential staff are required to stay between 4.30 p.m. and 8.45 am (minimum). Young people must not be left unsupervised at any time. Dinner is usually served at 4.30 p.m., if extra staff require meals please let us know on the booking form. [For school groups 2 staff meals are provided free - additional meals will be charged for].

### **Evening activities**

Evening activities may be available by prior arrangement. We will normally provide one member of the Centre staff to lead the activity - visiting staff will be expected to help with supervision and organisation. You may wish to choose an activity that contrasts with the daytime programme or introduces new experiences. Subject to weather conditions we may be able to offer a night walk or games on the front field. Indoor options may include games or clay work.

We normally have a number of bats, balls and skipping ropes available, but if you require other items, please bring them with you. There is a T.V., video player, and DVD player in the lounge available for use, but please bring your own films.

### **Duties**

All visitors will be expected to make up their bed using a fitted bottom sheet, pillowcase and duvet cover that we provide. We involve the children in assisting with serving meals, cleaning tables and sweeping the dining room. If possible we offer children the opportunity to help with animal feeding. If you wish your group to be involved in other duties please contact us prior to your visit.

### **Special needs**

Please make sure we are made aware in advance of any special needs individuals in your group may have. We will try to ensure that outdoor sessions are adapted to accommodate individual needs such as walking difficulties, visual or hearing impairment or behavioural problems. Following extensive refurbishment, most of the building is now wheelchair accessible, and we have disabled accessible toilet, shower and bedroom facilities.

## **Room for prayer or quiet reflection**

The modifications and improvements to the centre mean that it is normally possible to identify a room for prayer or quiet reflection, if your group requires this. Please ensure you contact us in advance of your visit. We also recommend that you visit the centre beforehand to ensure that the room is appropriate for your needs.

# Appendix 1: Examples of courses for primary schools

## Environmental Education: Geography based days

A selection of our more popular days:

### **Contrasting localities:** Villages and valleys

A walk from the Castleshaw Valley, over or along Harrop Edge, and down into Diggle to compare and contrast the valleys and villages. [We can also contrast with Oldham if desired]. Identify houses, factories, schools and other settlement features using maps. We see how natural features influence the nature of settlements.

### **Contrasting localities:** The Castleshaw Valley

An opportunity to compare and contrast the local area around school with the more rural environment in the Castleshaw Valley. A less strenuous option, with more opportunity for discussion in our classroom, if desired - and the opportunity to take lunch indoors if appropriate.

### **Contrasting localities:** The village of Delph

Includes a walk down the Castleshaw Valley and an exploration of this classic Pennine Village.

### **Rivers and landscapes**

We explore the Castleshaw Valley - from 'top to bottom'

We discover the source of a stream and follow the valley as it changes progressively. We investigate erosion, transportation and deposition. We can also look at rock formation and the work of glaciers, if desired. A number of options are available according to the age and development of the group. Wellies are essential [and are provided by the Centre] - this is very much a hands-on and feet-in day!

### **Mapwork**

We offer mapwork days at a number of levels to suit the development of your class.

#### **Introducing maps**    What is a map?

The use of a simple map and a guided map walk to discover the use of symbols, etc.

#### **At Key Stage 2**

We can provide opportunities to:

- make maps of the Centre or Centre grounds;
- learn about compasses and try them out on a simple compass course;
- introduce 4 figure references, and use them to complete a simple compass course;
- apply skills like measuring distance and direction, following routes, understanding symbols, etc. in a practical situation which is fun and challenging.

**The Delph Bypass Game** A day involving role play, debating skills, use and interpretation of maps, an understanding of the environment and the delicate balance between our need for houses, jobs, etc. and conservation. The day begins with a visit from The Town planner who has been asked to come up with a possible route for a bypass around the village of Delph.....

## **Environmental Education: Science based days**

A selection of our more popular days:

### **Countryside Adventures: Explore the senses**

For reception or Year 1 we provide an opportunity to experience the sights sounds and smells of the countryside, in safety. We offer a range of experiences:

- meet and learn about the Centre's animals
- observe farm animals nearby
- discover animal homes in the countryside
- explore plants and trees
- investigate 'minibeasts'

### **Life Processes and Living Things**

We offer a range of courses to cater for the age and development of your pupils. For **KS1** we can offer a combination of observation of the local Castleshaw environment with its plants, animal homes, etc., and a wide variety of games to reinforce life cycles, parts of a plant, and simple classification by observable similarities and differences.

At **KS2** we can offer day courses to focus on any of the following [or combinations].

#### **Green plants**

Discovery of the life cycles of plants through activities and observations made through field study. Life processes like photosynthesis and reproduction explored through games and working models as well as identification of trees through detailed study resulting in the production of a tree passport.

#### **Water habitats**

Investigations into the watery world through pond and stream dipping. A close look at adaptations in the pond and simple classification and identification through keys. Food chains, webs and micro-organisms are also included in a short classroom session. We can compare two water habitats - a stream and a pond in the Castleshaw Valley and/or provide the chance to study pollution by comparing a small stream in the Castleshaw Valley and the River Tame below Delph. All these can involve children in field study techniques like data recording and use of identification keys.

#### **Land habitats**

Exploration of animals through activities explaining migration, hibernation, and population [depending on season]. Study of nutrient cycling, energy exchange and micro organisms through foodchains and webs. Children will get a chance to try replicating some of nature's processes as well as having an opportunity to discover minibeasts and identify them through basic classification and keys. These activities can be combined with elements of the Water habitat programme providing a great opportunity to study two completely different habitats using similar methods of observation.

## **Materials**

An exploration of the variety of natural materials in the Castleshaw Valley, and their uses for building, etc.

## **Environmental Education- History based days**

**The Romans:** Life at the frontier fort in the Castleshaw Valley.

We are fortunate to be based just a few minutes from the site of a Roman Fort on the old Chester to York Roman Road. We can combine a visit to the fort, and a study of the site and its remains, with activities based at the Centre. These can include:

- Learning about the Roman Army [and filling out an 'application form'!].
- Dressing in mock uniforms and trying out some of the most famous Roman manoeuvres.
- Trying out some practical 'archaeology'.
- Making a 'time line'.

**Weavers' cottages to Steam Mills: a journey through time.**

We trace the transformations of the industrial revolution and learn about the changes this brought about by following a route from a local hamlet with 'weavers cottages, past the remains of water powered mills, finally reaching large steam powered mills in Diggle.

The visit can include viewing and handling contemporary artefacts [e.g. spinning wheel, carding brushes, etc.], video of large steam mills operating, hands on 'weaving', etc.

## **Victorian Delph**

An exploration of Delph and a search for clues of its growth and development in the Victorian era.

The Victorian Experience

A 'hands-on' day of immersion in Victorian life and history. We encourage schools to come in basic Victorian-style costume [see below]. Our staff will be in appropriate costume, and parts of the day will involve role play. We have a number of options available during the day - you should choose the options which would be most useful / appropriate for your group, to complement your work in school.

Options include:

### **Bread baking and butter making**

Roll up your sleeves, and don your pinnies as the children try out part of the daily routine in the kitchen of a prosperous Victorian house. Hopefully the rolls and butter will be ready for lunch [or to take home if you prefer].

### **The Victorian Classroom**

We have old photographs of the days when Castleshaw was a Sanatorium School. We relive those days and involve the children in a Victorian-style Natural History lesson, and include some sketching on the slate chalk boards.

### **The Victorian Tip**

An old domestic tip near the Centre provides the opportunity for some 'hands-on archaeology', and an opportunity to consider the changes which the growth of towns and cities brought.

### **The Castleshaw Reservoirs**

In 1866 the Mossley and Saddleworth Reporter reported that Oldham Corporation had spent £20,000 promoting a Bill to approve the building of Castleshaw reservoirs. It reported "There is considerable opposition to the measure". We recreate a public meeting at which the local residents discuss the pros and cons of the scheme.

### **Children's Games**

At break time or lunch we will provide a number of traditional games for the children to try [5 stones, hopscotch, skipping, marbles, etc.].

### **Wash Day**

A hand's-on experience of 'wash-day' the hard way. An opportunity for children to handle and try out posers, dolly tubs, scrub-boards and mangles.

### ***Victorian costume ideas***

Boys:           Boots  
                  Black trousers  
                  White shirts  
                  Waistcoats  
                  Hats  
                  Handkerchiefs

Girls:           Dresses with pinafores  
                  Boots  
                  Hats  
                  Cotton gloves

### ***Victorian packed lunch ideas:***

If possible - why not bring a Victorian style packed lunch?  
Try to avoid plastic wrappers [paper is fine].

Suggestions:   Block of cheese or cold meat  
                  Chunk of bread

Pickled onions  
Apples  
Chicken leg, etc.

*Wrap your lunch in a tea cloth or a large handkerchief - or borrow a wicker basket.*

**The John Buckley Trail** - bringing real Victorians to life.

This trail tracks the births, education, marriages, working lives and deaths of a family from the Castleshaw Valley in the last century. The day involves use of maps from the period, old photographs, etc., and can involve use of census information and grave rubbings if desired.

**Travel the ancient highways** - A journey through time in the Castleshaw Valley, using the routes of ancient [and more recent tracks] such as the pack horse trail, the Roman road and the turnpike route. We can also take in the local 18<sup>th</sup> and 19<sup>th</sup> century canals, and the introduction of the railways if desired.

## **Appendix 2: Outdoor and Adventurous Activities**

We offer a wide range of outdoor activities, which can be run from the centre itself or on a peripatetic basis.

The Oldham Outdoor and Environmental Education Service [based at Castleshaw] is Licensed with the Adventure Activities Licensing Authority (AALA) to provide:

- Canoeing
- Kayaking
- Hill Walking
- Ghyll Scrambling
- Raft building
- Rock climbing and abseiling
- Mountain Biking

We also offer activities which are not licensable including:

- Orienteering
- Problem solving activities

### **Our Staff**

We provide experienced and qualified staff, working with group sizes which meet or exceed nationally recognised guidelines. Where hazardous activities like rock climbing and canoeing are involved, staff hold nationally recognised qualifications to appropriate standards.

### **Weekend and holiday visits [Residential]**

We will design an activity programme to meet your requirements and your budget. This could include a full activity package [including evenings] or you might prefer one or two evening sessions to complement other activities you are running during your stay. We can provide full catering or if you prefer you can self cater.

### **Term Time Courses**

At Castleshaw we can provide a full activity package and design this around the purpose of your visit.

e.g. GCSE Outdoor Activities input  
or Personal and Social Education

Again, we can provide full catering, or you can self cater.

### **Support for GCSE PE [Outdoor Activities]**

We can provide equipment, transport and qualified staff to assist schools in running this element of the syllabus. This can either take place over a series of weeks to fit in with lessons, or it can take the form of a series of activity days [or a residential].

### **Year 7 Team Building days for form groups**

A different approach to helping your new form groups to get to know one another, and their form teacher. We organise a programme of fun, adventurous [‘but low key’] activities suitable for involving the whole form. They will also get the chance to work in smaller groups during the day - with emphasis on co-operation and communication.

These courses can also include an overnight stay if desired.

## **Appendix 3: Suggested clothing list [Adventure Days and Environmental day visits]**

### **Castleshaw Centre**

#### **Adventure Days and Environmental Education Days**

##### ***What you should bring***

Lunch and drink [No glass bottles please]

Sensible outdoor clothing  
e.g. Tracksuit bottoms  
Sweatshirt  
Trainers  
Socks

##### ***Cold days:***

Please bring a warm coat, and hat, scarf and gloves if possible.

***Any medication you may require*** [e.g. asthma inhaler or hayfever tablets]

Please bring your own wellies, if you have them. [We can lend you waterproofs and wellies if required]

##### ***If it is hot:***

Sun hat

Sun cream

(Please note that if you do not send your child with suitable sun cream we will provide you child with some.)

Please do not bring valuables, large amounts of money, penknives or electronic games.

***You are welcome to bring a camera - at your own risk***

## **Appendix 4: Suggested clothing list [Residential courses]**

### **Castleshaw Centre**

#### **Residential Courses**

##### **Washing things:**

Soap, face cloth,  
large towel,  
toothbrush and toothpaste  
comb/hairbrush

##### **Clothes:**

Tracksuit bottoms or trousers [preferably not jeans]  
'T' shirts  
Socks (including thick socks to wear with walking boots if possible)  
Pyjamas/Nightdress  
Outdoor coat  
Warm tops/Jumpers  
Handkerchiefs  
Indoor shoes/Trainers  
If available - Wellingtons  
Waterproof coat and Trousers

**Autumn & Spring Terms:** Gloves, scarf and hat

**Summer Term:** Sun hat and sun lotion (please note that if you do not send your child with suitable sun cream we will provide you child with some).

**Medication:** Please ensure you bring any prescribed medicines you may need including Asthma inhalers and hay fever tablets.

***DO NOT BRING: Large amounts of money, electronic games, hair dryers or knives. Please note that if you bring items such as cameras or binoculars it is at your own risk.***

## **Appendix 5: Typical non-residential programme [Primary]**

- 9.00\* a.m. Double decker bus picks up from school
- 9.30 a.m. Arrive Castleshaw  
Welcome and introduction to topic in classroom.
- 10.15 a.m. Issue children with waterproof tops, bottoms and Wellington Boots.  
[In Winter - check hats and gloves].  
[In Summer - check sun cream is applied].
- 10.30 a.m. Souvenir shop [optional]
- 10.40 a.m. Toilets and break on Centre field.
- 10.50 a.m. Working outside on topic.
- 12.15 a.m. Lunch - Venue depends on weather and topic we are covering:  
1. dining room at Centre, or  
2. picnic on the Centre field, or  
3. picnic en route as part of walk.
- 2.20 p.m. Return to Centre.  
Return waterproofs, etc.
- 2.40 p.m. Summary.
- 3.00\* p.m. Depart Castleshaw.
- 3.20\* p.m. Arrive school.

N.B. Collection and departure times are negotiable to fit in with your school day.

## Appendix 6: Typical 2 day Residential Course [Primary]

- \* 9.00 a.m. Double decker bus picks up from school
- 9.30 a.m. Arrive Castleshaw.  
Overnight bags to lounge.  
Welcome and introduction to day/topic in classroom.
  
- 10.15 a.m. Issue waterproof tops, bottoms, Wellington Boots and rucksacks [all numbers noted on signing out sheet].  
-In Winter - check hats and gloves.  
-In Summer - check sun cream is applied.
  
- 10.35 a.m. Souvenir shop [optional]  
Break on Centre field.
  
- 10.45 a.m. Working outside on topic.
  
- 12.15 p.m. Lunch: venue depends on weather and topic we are covering:  
1. centre dining room, or  
2. picnic on Centre field, or  
3. picnic en route as part of walk.
  
- 2.40 p.m. Return to Centre.  
Hang waterproofs, etc. on numbered peg in cloakroom.
  
- 3.00 p.m. Summary in classroom.
  
- 3.20 p.m. Play on front field.
  
- 3.30 p.m. Gather in lounge.  
Residential rules, fire drill.
  
- 3.45 p.m. Bags to dormitories  
Children make beds and settle in.
  
- 4.30 p.m. Group to dining room.  
Introduction and rules of dining room.
  
- 4.45 p.m. Tea.  
Duty group wipe tables, sweep floor, etc.
  
- 5.30 p.m. Animal feeding [optional].
  
- 6.00 p.m. Gather in lounge for evening activity  
[e.g. 'Nightwalk', claywork, artwork.]

8.30 p.m. Supper [Squash, biscuits, hot chocolate].  
Centre staff depart.  
[School staff decide on bedtime, etc.]

## **Day 2**

7.00 a.m. Suggested time to rise and shine.  
Wash, strip linen from beds etc.

8.00 a.m. Breakfast.  
Duty group wipe tables and sweep floor, etc.

8.40 a.m. Animal feeding [optional]

8.45 a.m. Souvenir shop [optional].

9.00 a.m. Meet in classroom.  
Introduction to day 2 topic.

9.40 a.m. Issue packed lunches - [if lunch is to be taken away from Centre].  
Pack  
rucksack for day - collect waterproofs and wellies from cloakroom.

9.50 a.m. Break on Centre field.

10.15 a.m. Working outside on topic.

12.15 p.m. Lunch [as day1].

2.20 p.m. Return to Centre.  
Return borrowed equipment.

2.35 p.m. Summary in classroom.

2.55 p.m. Collect bags, etc. from lounge.

3.00\* p.m. Depart Castleshaw.

3.20 p.m. Arrive school.

\*N.B. Collection and departure times are negotiable to fit in with your school day,  
etc.

## Appendix 7: Parental consent/medical form (Schools)

**Parental Consent Form (Schools) - to be used for all visits to the centre and activities run by the Outdoor & Environmental Education Service: (see next page).**

**Outdoor & Environmental Education Service / Castleshaw Centre**

### Medical information and Parental Consent Form

In order for your child to participate it is essential that you read the information letter provided and complete and return this form supplying relevant information and your consent as Parent/ Guardian.

Date(s) of trip \_\_\_\_\_

Participant's Name \_\_\_\_\_

School / Group \_\_\_\_\_

Home address \_\_\_\_\_

\_\_\_\_\_

**Contact details for parent / guardian: Name** \_\_\_\_\_

Work \_\_\_\_\_ Home \_\_\_\_\_

#### Alternative emergency contact:

Name \_\_\_\_\_ Telephone number(s) \_\_\_\_\_

Address \_\_\_\_\_

Name of family doctor \_\_\_\_\_ Telephone number \_\_\_\_\_

Address \_\_\_\_\_

### Medical information about your child

Any conditions requiring medical treatment and or medication (e.g. Asthma, Hay fever, epilepsy, diabetes etc.). **Yes / No**

If **yes**, please give brief details \_\_\_\_\_

\_\_\_\_\_

Can any medication required be self administered? **Yes / No**  
(If medication cannot be self administered, or if there are any other concerns about your child's medical condition, you will be contacted by the school to discuss in more detail how your child's participation in the trip will be managed and a separate letter will be sent to you to sign).

Please outline any special dietary requirements or food allergies:

\_\_\_\_\_

**If this is a residential trip** please provide additional information you consider helpful or important:

\_\_\_\_\_

\_\_\_\_\_

To the best of your knowledge, has your daughter / son been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious **Yes / No**

If **yes**, please give brief details \_\_\_\_\_

\_\_\_\_\_

Is your son / daughter allergic to any medication or sun creams? **Yes / No**

If **yes** please specify \_\_\_\_\_

When did your son /daughter last have a tetanus injection? \_\_\_\_\_

Are there any activities in which your child may not participate? \_\_\_\_\_

**If this course involves water activities like canoeing please fill in this section. (The information letter attached will describe the activities involved in this visit.)**

Is your child confident in the water **with** a buoyancy aid? **Yes / No**

(If you answer **no** to this your child **will not** be able to participate in water activities.)

During the course of the visit, staff may take photographs to display in the school, or at the centre, or to be put up on the centre web site so that they can be viewed as part of the follow-up after the course. Photographs may also be used for publicity purposes.

If you do not wish your child to be photographed on this occasion, or you do not want a photograph of your child to be used for any of the above purposes, please tick this box.

## **Declarations**

I agree to my daughter / son taking part in this trip and having read the information sheet agree to her / his participation in all or any of the activities described. I confirm that my child is not participating contrary to medical advice.

I agree to my son / daughter receiving medication as instructed and any emergency dental, medical, or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

I understand the extent and limitations of the insurance cover provided (as outlined in the information letter for this trip), and understand that if I require additional insurance, I must arrange this myself.

I am aware of the danger of over exposure to the sun and agree to provide my child with sun cream / sun block as appropriate. In the event of my child being without sun cream / block (e.g. through loss or theft) I give permission for the party leader to supply my child with sun cream / block as s/he deems appropriate to maintain an adequate level of protection. I confirm that if I am aware of my child being allergic to any sun creams / blocks I have indicated this above.

I will inform the group leader / head teacher as soon as possible of any changes in the medical or other circumstances indicated above, between now and the commencement of the trip / activity.

I acknowledge the need for my child to behave responsibly during the trip / activities and I have impressed this upon her / him.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Full Name (Capitals)** \_\_\_\_\_

## **Appendix 8: Parental consent/medical form (Youth groups)**

### **Outdoor & Environmental Education Service / Castleshaw Centre**

#### **Medical information and Parental Consent Form (Youth Service)**

If you are under 18 your parent or guardian should complete this form. (If you are over 18 we still require this information, address and notification of next of kin etc.)

Date(s) of trip \_\_\_\_\_

Participant's Name \_\_\_\_\_

Date of birth \_\_\_\_\_

Group \_\_\_\_\_

Home address \_\_\_\_\_

\_\_\_\_\_

#### **Contact details for parent / guardian (or next of kin if participant is over 18)**

Name of parent / guardian (or next of kin if over 18) \_\_\_\_\_

Work \_\_\_\_\_ Home \_\_\_\_\_

#### **Alternative emergency contact:**

Name \_\_\_\_\_ Telephone number(s) \_\_\_\_\_

Address \_\_\_\_\_

Name of family doctor \_\_\_\_\_ Telephone number \_\_\_\_\_

Address \_\_\_\_\_

#### **Medical information about the participant**

Any conditions requiring medical treatment and or medication (e.g. Asthma, Hay fever, epilepsy, diabetes etc.). **Yes / No**

If **yes**, please give brief details \_\_\_\_\_

\_\_\_\_\_

Can any medication required be self-administered? **Yes / No**  
(If medication cannot be self administered, or if there are any other concerns about the participant's medical condition, you will be contacted by the organiser to discuss in more detail how their participation in the trip will be managed and a separate letter will be sent to you to sign).

Please outline any special dietary requirements or food allergies:

\_\_\_\_\_

**If this is a residential trip** please provide additional information you consider helpful or important:

\_\_\_\_\_

\_\_\_\_\_

To the best of your knowledge, has the participant been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious **Yes / No**

If **yes**, please give brief details \_\_\_\_\_

\_\_\_\_\_

Is the participant allergic to any medication or sun creams? **Yes / No**

If **yes** please specify \_\_\_\_\_

When did the participant last have a tetanus injection? \_\_\_\_\_

Are there any activities which the participant may not take part in? \_\_\_\_\_

**If this course involves water activities like canoeing please fill in this section. (The information letter attached will describe the activities involved in this visit.)**

Is the participant confident in the water **with** a buoyancy aid? **Yes / No**

(If you answer **no** to this the participant **will not** be able to participate in water activities.)

During the course of the visit, staff may take photographs to display in the school, or at the centre, or to be put up on the centre web site so that they can be viewed as part of the follow-up after the course. Photographs may also be used for publicity purposes.

If you do not wish your child to be photographed on this occasion, or you do not want a photograph of your child to be used for any of the above purposes, please tick this  box.

### **Declarations by parent/guardian (or the participant if over 18)**

I agree to my daughter / son taking part in this trip and having read the information sheet agree to her / his participation in all or any of the activities described. I confirm that my child is not participating contrary to medical advice.

I agree to my son / daughter receiving medication as instructed and any emergency dental, medical, or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

I understand the extent and limitations of the insurance cover provided (as outlined in the information letter for this trip), and understand that if I require additional insurance, I must arrange this myself.

I am aware of the danger of over exposure to the sun and agree to provide my child with sun cream / sun block as appropriate. In the event of my child being without sun cream / block (e.g. through loss or theft) I give permission for the party leader to supply my child with sun cream / block as s/he deems appropriate to maintain an adequate level of protection. I confirm that if I am aware of my child being allergic to any sun creams / blocks I have indicated this above.

I will inform the group leader as soon as possible of any changes in the medical or other circumstances indicated above, between now and the commencement of the trip / activity.

I acknowledge the need for my child to behave responsibly during the trip / activities and I have impressed this upon her / him. (If you are over 18 you must accept this responsibility yourself as a condition of participating)

**Signature of Parent / Guardian** \_\_\_\_\_

(or signature of participant if over 18 - please note that all of the declarations above still apply - you must accept these yourself)

## Appendix 9: Notes for leaders of residential visits

**Fire Alarm:** The fire alarm is connected to a Central monitoring station. Should the alarm be activated either by the smoke/heat detectors, or the break glass points, a siren will sound.

The central monitoring station will inform the Fire Brigade that there is a fire at the Centre. All groups **must** leave the building immediately and meet at Fire Assembly Point on the front field. A roll call **must be taken** and all group members be accounted for. On **no account** should you allow group members to re-enter the building until given permission by the attending Fire Officer. Should the alarm be accidentally activated the above procedure **must be followed**, as you will not have fire alarm cover should a fire occur whilst awaiting the Fire Brigade. The Fire Service **will attend all alarm calls**. Groups making false alarm calls will be liable for call out charges. Where an alarm is deliberately activated groups will be asked to leave and will be liable for charges incurred.

**Security:** Group leaders are responsible for ensuring premises are secure before leaving, or retiring at night. Check lounge door, cloakroom door, kitchen door, student entrance, door in bedroom 3, (plus front door and fire exit in classroom upstairs if you have access to these areas). Close all windows.

The building and surrounds are covered by a CCTV system with 24 hour recording.

**First aid:** There is a first aid kit in the downstairs staff bedroom if required.

**Access to the building:** The codes for the coded locks on the main and rear entrances will be provided prior to your visit.

**Lights:** Please switch off any unnecessary lights before retiring or going out. External lights are controlled by timer or movement detector.

**Kitchen:** Ensure all kitchen appliances are turned off.

**Smoking:** Smoking is not allowed in any part of the building.

**Problems or emergencies:** Emergency contact numbers are displayed in the staff bedrooms.

## Appendix 10: Rules for Residential Groups

1. **No smoking** inside the centre at any time. See Centre Staff about smoking outside. All ash/rubbish should be placed in the bins provided.
2. The following areas are **OUT OF BOUNDS** unless special arrangements have been made -  
  
**Outside** - the animal areas, sheds, side garden, all fields except the field directly to the front of the Centre.  
**Inside** - teaching rooms [normally locked] and cellar.
3. Group members **must not** be left unsupervised at the Centre.
4. **Bedrooms:** Groups are expected to make their own beds and tidy bedrooms. Groups are particularly requested not to consume food or drink in the bedroom areas.
5. The Centre must be left in clean and tidy condition. If it is not, we will charge an additional cleaning fee.
6. Groups are expected to show care and consideration towards the animals.
7. Groups must follow the country code, especially with regards to climbing walls, fences and litter. The Centre is located in a water catchment area and groups do not have access to reservoirs, streams or United Utilities land. You must keep to the authorised footpaths at all times. Good relationships built up with farmers and local land-owners are always very delicate - please respect those living and working in the area, their property and animals.

**It is the Leader's responsibility to ensure these rules are adhered to. We reserve the right to ask any group or group member failing to observe the above rules to leave. PLEASE make sure that students keep out of the fields around the Centre and stay away from the reservoirs and overflows, etc. The stream in the valley is also on PRIVATE LAND.**

If you would like information about public footpaths, please see Centre staff.