



DEAN FIELD STUDIES CENTRE RESIDENTIAL VISIT INFORMATION FOR PUPILS & PARENTS



We hope you are looking forward to your visit to the Dean Field Studies Centre.

Your school staff will be able to tell you about the activity programme that has been agreed for your stay. Whatever your programme is, we can tell you that it will be fun, busy and challenging. All our instructors and staff really enjoy working with young people and will work hard to make your visit as enjoyable as possible. Don't worry - no one is forced to do any activities, but we will gently encourage and support you to challenge yourself.

To prepare for the trip you need to **fill out, sign and return the DFC 1: Confidential Medical Information & Consent Form to school** so that they can send it to us. This information is shared with DFSC staff to ensure your child's safety whilst at the centre, and is destroyed afterwards (please see our Privacy Notice for more details).

Health

Please use the DFC1 form to tell us about any health issues (eg: medical condition, disability, recent accident etc) that may affect your child's ability to participate safely.

Personal Clothing & Equipment – KIT LIST

The clothing you will need will depend on the time of year and type of activities you will be doing. All specialist equipment will be provided by the Centre. A waterproof jacket, waterproof trousers and wellingtons will be needed. If you already have your own, especially wellie boots, please bring them. However the Centre can provide these, *so don't go and buy them specially!*

The following list is a guide and is considered a minimum for a 5 day course at most times of year. Please note that jeans and other 100% cotton trousers are unsuitable for outdoor activities. All bedding is provided, but you will need your own towel. ***Please, Please, Please label belongings wherever possible so that lost property can be identified!***

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| <ul style="list-style-type: none">• 3 x Tracksuit bottoms / manmade fibre trousers (NOT jeans or 100% cotton fabric)• 3 x Fleece top / Jumper / Sweat top / Hoodie (all minimum 50% manmade fibre)• 3 x Long & short sleeve t-shirts (lots of thin layers are best)• Thick walking socks• Old trainers / wet shoes for canoeing• Outdoor shoes / boots / trainers• Hat & Gloves (Autumn/winter)• Sun cream, sun hat (Spring/summer)• Toothbrush, toiletries and large towel• Large plastic bag to take damp clothes home!• Prescribed medication – must be clearly labelled and handed to school staff | <ul style="list-style-type: none">• Hair bands for long hair• Underwear• Night clothes• Indoor shoes/slippers• Dressing gown• Torch• Refillable drink container: 500ml + |
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KIT LIST

Packing

Make sure children know what has been packed to help them when it is time to pack to come home. A plastic bag for dirty wet clothes is helpful.

Jewellery

We recommend that jewellery is left at home. For safety reasons students must not wear any jewellery for activities - studs that cannot be removed should be covered/taped.

Valuables

As it is easy to mislay items on a large site, we recommend that students **do not bring valuables** such as handheld devices etc. Most schools have a "no electronic gadgets" policy – please check with your school. Students do not have access to wifi at the centre.

Mobile Phones

The centre has a strict **No Mobile Phones Policy** for students, so please do not bring mobile phones to the centre. (NB: There is poor coverage with very limited reception on EE only).

Phone calls

Children may have access to a payphone if the school allows. However the children have a very busy schedule whilst they are here, and often do not have any free time to use the phone. Our experience is also that children settle better (and are less likely to feel homesick) if they are able to focus on the course and on spending time with friends, rather than worrying about calling home, so we recommend parents do not ask children to try and call home.

In the event of an emergency, or if we have any cause for concern about the wellbeing of a child, staff at the centre or your own school staff will contact a parent/guardian.

Incoming Calls

We are a large site so it is not usually possible to locate a particular child to take an incoming call, and it can be disruptive to activities. For this reason we ask that parents do not call the centre to speak to a child except in emergencies or by prior arrangement.

Emergency Contact

During office hours: 08:30 – 17:00 please call: **01594 562444**

Outside these hours please call: 01594 562627 (Payphone in lobby)

However, please note that this line is for emergency cover only overnight - it rings a bell in the staff bedroom so please do not ring during the night except in an emergency! Please note that the group may be off-site (eg: doing a nightwalk), so the phone may not always be answered.

Post

If you wish to send your child any post during their stay, please send to:

DFSC, New Road, Parkend, GLOS GL15 4JA

Post MUST be clearly marked with your child's name and their SCHOOL'S NAME.

Money

We have a tuckshop on-site that may be opened in the evenings by your own school staff. This has a range of drinks, snacks, souvenirs and gifts. Prices are kept low, and proceeds are used to buy additional equipment for the centre (eg: table-tennis table, games etc). If your child's activity programme includes any off-site visits there may be opportunities to visit other gift shops. We recommend pocket money of £8-£10 for a 5 day stay which should be in a clearly marked purse/wallet.

Behaviour

Whilst we appreciate that it is exciting to be away from home and school on a residential trip, we have high expectations of student behaviour. Any child that compromises his own safety or that of the group may be excluded from activities or ultimately may be sent home.

Safety

The Centre is licensed by The Adventurous Activities Licensing Authority (AALA) to provide specific activities under the following headings: trekking, climbing, watersports and caving. Our License Registration No. is L13225/R0218. Licence details can be confirmed by calling AALA on Tel. 029 2075 5715. Additionally we follow the Health & Safety Policies of Bristol CC. *Before any pupil can take part in adventurous activities a parental consent form (DFC1) must be completed by a parent / guardian.* The centre holds public liability insurance; this may be supplemented by school trip insurance organised by the school/organisation.

Lost Property

Items found after departure can be collected by arrangement, or posted on receipt of postage costs.

Please label items to aid identification.

DFSC INFORMATION FOR PUPILS & PARENTS

CATERING

We are well known for our lovely cooks and great food – we know eating well is important when you are working hard outdoors! Don't worry if you have any special dietary needs – we are used to providing everything from vegetarian to gluten free. **Just tell us beforehand on the Consent Form.**

Note to Parents: Whilst we cater for all kinds of dietary needs from serious medical issues to picky eaters, we do try to gently encourage children to eat the standard food provided to the group (medical issues allowing). We often find that children who are “fussy eaters” at home will settle with a little encouragement and copy their peers. We also try wherever possible to provide the same food to everyone so that no-one is singled out. If a child requires a different meal for medical reasons this will be provided quietly without fuss.

Please ensure that you provide adequate information about any dietary needs **prior to the visit** to enable the kitchen team to plan appropriately. In particular, **in the case of food allergies it is important to advise us how serious the allergy is, including whether your child carries an epi-pen.** Appropriate management is in place to prevent cross-contamination eg: gluten-free toast for coeliac guests is cooked in a dedicated gluten-free toaster. Nut products are not generally used, and will be avoided for the whole group if any member of the party has a serious nut allergy. However many food products, whilst nut free, are labelled as “*may contain nut traces*”. If your child cannot eat food that may contain nut traces, please let us know. If your child cannot be seated on the same table as others eating food that may contain nut traces (or any other ingredient) please let us know.

Our kitchen manager is happy to speak direct with you to discuss any special needs.

School staff will be asked to ensure that any guests with special dietary needs are identified to kitchen staff on arrival (or at the first mealtime).

Please note that we cannot guarantee to cater for special needs that we have not been advised of in advance.

Sample Menus

Breakfast - will normally consist of a choice of cereal, followed by toast with jam / honey / marmite, and orange juice. Fruit is available. Tea/coffee is provided to staff – for safety reasons hot drinks are not provided to students at breakfast except on request.

Lunch - is usually filled rolls or wraps, crisps, fruit and chocolate bar. Hot bacon or sausages in rolls, pizza wraps and/or soup or hot chocolate may be served in cold weather.

Dinner - evening meals are usually a cooked meal, followed by dessert eg:

Pasta bolognese. Sponge pudding and custard/cream
Roast chicken, roast potatoes, vegetables and gravy. Choc ice
Chicken strips/nuggets, chips, beans. Yoghurt
Fish, new potatoes, peas. Apple crumble & custard
Baked potatoes with fillings, salad. Sponge cake
BBQ - Hamburger/Hotdog

School staff may also choose to provide snacks, squash and hot chocolate to the group (eg: hot chocolate before bed).

DFSC INFORMATION FOR PUPILS (& PARENTS)

What to Expect & Your Responsibilities

During your visit to the Dean Field Studies Centre you will be away from home and responsible for helping to look after yourself.

The domestic elements of the residential are an important part of your visit – this is an opportunity for you to take responsibility and participate in looking after your group too.

You will be sharing a room with friends – your teachers will sort out the room plan ready for when you arrive. You will be expected to keep your room tidy, and your teachers may decide to do room inspections!

On arrival you will be expected to help make up your bed, and before leaving you will be asked to strip the bed and bring the linen down to the lobby ready for laundry collection.

You will be given a numbered peg on the ground floor – this is where you will keep all your outdoor kit. You will then be given a numbered set of waterproofs and wellies (unless you have brought your own). You will be responsible for looking after these, and returning the same ones at the end of your stay.

Make sure you use the right peg number, and the kit that was given to you! If you forget your peg number or kit numbers they will be listed on the Drying Room door.

Your teachers will tell you what time to get up and go to bed – you will be responsible for getting washed and changed when they say.

Before each activity you will be told what kit you will need, where to meet etc, so you will be responsible for following these instructions.

At the start of each activity you will be given instructions on how to take part safely – it is essential that you listen and follow these instructions. The success of the activities will depend on you taking part and helping each other.

Mealtimes will include sharing food and pouring drinks. You will be asked to contribute after meals by helping clear your tables, and laying the table ready for breakfast.

It will be a busy visit, and you will need lots of energy for outdoor activities, so it is important that you eat and drink lots to keep you going. Don't worry – the food here is great!

Your staff may choose to open the tuck shop in the evening. If they do, you will be responsible for checking the prices and deciding how to spend your pocket money.

On your last day you will be responsible for packing up all your belongings – don't leave anything behind!

We are looking forward to you coming – we are sure you will have a great visit.

Dean Field Studies Centre Code of Conduct & Ethos

We aim to create a welcoming, positive, friendly environment that allows all students to develop and achieve their full potential in their time with us. We work closely in partnership with your school's visiting staff to ensure that learning outcomes are met and students develop holistically. DFSC staff will take an active role in the education of students beyond the immediate requirements of providing technical expertise and safety within activities and domestic routines.

Courses at DFSC are generally focussed on objectives of personal development, team work and environmental awareness. With that in mind we set high expectations of how individuals can contribute to the course and interact with others around them. Standards of student behaviour and discipline is expected to be the same as at any good school. This is considered all the more important as students will often be working in unfamiliar and hazardous environments.

DFSC staff set high expectations of how students should encourage and support one another on a course and work effectively as a team. We aim to create an environment in which encouragement and support comes from within the group. DFSC staff help students to participate and contribute fully in activities, but also work on a premise of 'challenge by choice'. For example we do not force children to go down the zipwire if they are not emotionally willing to do so, but aim to help all students achieve as much as they can.

We have high expectations of how students respect the centre and its resources, and careless and wilful damage and loss is invoiced to the school/organisation at cost. We will support the school/organisation in recovering such cost from parents/students as appropriate. We also encourage a high standard of respect and care for the environment that reflects the learning that students participate in during their activities.

We ask visiting staff to ensure that students are appropriately supervised when off site and keep noise to a minimum so as not to disturb our neighbours in the village. This applies particularly for later in the evening, and at any time when walking between the station and the church, where there are some older residents who are home during the daytime and are easily disturbed! Your help in assuring we remain a valued asset to our local community is appreciated.

As an ultimate sanction the Centre Manager reserves the right to exclude a student from activities and/or the course if their behaviour might compromise the safety of themselves or others. This would be done in consultation with visiting staff and could necessitate the students return to home/school at cost to parents/school. Visiting staff/schools are responsible for managing this process.



Ian Healey, Centre Manager



The Dean Field Studies Centre, New Road, Parkend, GLOS GL15 4JA
Tel: 01594 562444 Email: dfsc@bristol.gov.uk



Dean Field Studies Centre

DFCI: Confidential Medical Information & Consent Form

School Name: _____ Date of Visit: / /

Student's Name _____	Male / Female D.o.B / /
Home Address _____ _____	

Emergency Contacts for duration of Visit & relationship to child			
<u>Name</u>	<u>Daytime Tel</u>	<u>Evening Tel</u>	<u>Relationship</u>

Dietary Needs - please tick any that apply:

<input type="checkbox"/>	Vegetarian	<input type="checkbox"/>	Halal Diet	<input type="checkbox"/>	No Butter	<input type="checkbox"/>	Dairy Free	<input type="checkbox"/>	Gluten Free
<input type="checkbox"/>	Vegan	<input type="checkbox"/>	No Pork	<input type="checkbox"/>	No Egg	<input type="checkbox"/>	Soya	<input type="checkbox"/>	Nut Free
<input type="checkbox"/>	Eats Fish	<input type="checkbox"/>	No Beef	<input type="checkbox"/>	Diabetic	<input type="checkbox"/>	Goats Milk	<input type="checkbox"/>	EPI PEN

Other:

Medical Information – please tick as appropriate

<input type="checkbox"/>	Epilepsy	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	Asthma	<input type="checkbox"/>	Hayfever	<input type="checkbox"/>	ADD/ADHD
Immunisations up to date, including tetanus?								Is your child allergic to anything eg; plasters, Penicillin?	
Can your child swim 25m? (Note: Buoyancy aids worn for all water activities)									
Is your child bringing medication (prescribed or over the counter)? <i>This must be clearly labelled and handed to school staff</i>									

Other/further information:

Doctor's Name & Address _____
 _____ Tel: _____

DFSC GDPR Privacy Notice

DFSC collects the information on this form to ensure the safety and wellbeing of course participants. We will not share the information with anyone - except in the event of an accident and the need for treatment. The information will be securely stored at the centre during the course and destroyed afterwards unless there has been an accident. In the event of an accident information provided on this form will be kept for the time required by the Limitation Act 1990 (i.e. 7 years for adults, until a young person reaches the age of 25, or for 99 years in the case of Looked After Children). If you wish to access the personal information that we hold you should contact DFSC.

Declaration:

1. I agree to my child participating in the visit/stay at the Dean Field Studies Centre and agree to them participating in adventurous activities that are led by suitably qualified leaders, and non-adventurous outdoor activities led by their school staff. (NB. Not all programmes include adventurous activities). I understand that, while all reasonable care is taken, there is a degree of inherent risk in any outdoor activity programme.
2. I understand the centre holds public liability insurance and that this may be supplemented by school trip insurance organised by the school/organisation.
3. I agree that my child is fit to participate in the activities to be undertaken, and understand that it is my responsibility to advise the Centre if my child has any physical or learning needs/difficulties which may affect safe participation.
4. I consent to school/DFSC staff providing treatment for minor injuries.
5. In the event of an accident/emergency I consent to school/DFSC staff seeking medical treatment, and consent to the data on this form being shared with medical authorities. I give permission for any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.
6. In the event of an asthma attack I consent to the use of an Emergency Salbutamol inhaler provided by the Centre in the absence of my child's own inhaler.
7. I understand that my booking is my made with the school, not direct with DFSC. Costs, payments, additional insurance and cancellation terms & conditions will be determined by the school.
8. I am aware that if the behaviour of my child is considered by both Centre and visiting staff as unsustainable on a residential course of this nature, that I may be required to collect them or have them returned home at cost to myself.

Signed: **Date:**

Name: **Relationship to child:**

Any other information:

Have a look at our *BLOG* detailing developments at DFSC & our *You Tube* videos of activities:

 <http://dfsc-bristol.blogspot.com/>

 <https://www.youtube.com/playlist?list=PLRcs1uzc2EeHlppGhfpdvB0ZfiO0SvzRj>



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ALLERGEN INFORMATION SHEET

The Food Information Regulation, which came into force in December 2014, requires that allergen information must be clearly labelled on food products, and that food businesses must provide information about the allergenic ingredients used in any food they sell or provide.

There are 14 allergens recognised across Europe as the most common ingredients or processing aids causing food allergies and intolerances. Our menus may contain these ingredients, **so it is important to tell us in advance if your child is allergic to any of them.** Here are the allergens, and some examples of where they can be found:

1. Cereals containing gluten. All wheat varieties (including spelt and Khorasan/kamut), rye, barley, and oats. An ingredient of pasta, couscous, pastry, bread, batter, cakes and breadcrumbs. Also found in many sauces, soups, fried foods, meat products and baking powder.

2. Crustaceans. For example prawns, scampi, lobster, crabs and crayfish. Shrimp paste is often used in Asian dishes.

3. Eggs. Often found in baked products such as cakes, biscuits & pastries. Also in mayonnaise, mousses, pasta, quiche, sauces and some meat products.

4. Fish. Also found as an ingredient in fish sauce, pizza, relishes, salad dressing, stock cubes and Worcester sauce.

5. Peanut. This is not a nut but a legume grown underground, so is also known as groundnut. Any product containing groundnut oil is peanut.

6. Soya. Often found in bean curd, adamame beans, miso paste, textured soya protein, soya flour, tofu. It can also be found in desserts, ice-cream, meat products, sauces and vegetarian products.

7. Milk and dairy products (including lactose). In addition to butter, cheese, cream, yoghurt and milk powders milk/lactose can be found in foods that may be glazed with milk. It can also be found in powdered soups and sauces.

8. Nuts. Almond, hazelnut, walnut, cashew, pecan nut, Brazil nut, pistachio nut and Macadamia nut. Can be present in breads, biscuits, crackers and desserts.

9. Celery. Including stalks, leaves, seeds and the root called celeriac. Present in some stock cubes, soups, meat products and salads.

10. Mustard. Including liquid, powder and mustard seeds. Can be found in breads, curries, marinades, sauces, soups, salad dressings and meat products.

11. Sesame seeds. Often found in or on breads, breadsticks and salads, and in tahini and houmous.

12. Sulphur dioxide (sometimes known as sulphites). This is an ingredient often used in dried fruit such as raisins, apricots and prunes. It can also be found in some meat products, soft drinks, vegetables, wine and beer.

13. Lupin. Found in bread, pastry or pasta as lupin flour or lupin seeds.

14. Molluscs. For example clams, oysters, scallops, snails and squid. Often found in oyster sauce and fish stew.