

Joining Instructions and Accompanying staff responsibilities

On arrival at Aztec Adventure Ltd you may be met by an Instructor, if this has not happened please report to Reception where your Instructor will be informed of your arrival. You will then be directed to a meeting place.

Please note: due to car parking limitations, coaches are only able to make use of the centre's car parks to drop off and pick up their passengers. Remaining in the car parks for the duration of their passengers stay is not permissible. Parking is available on the opposite side of the road in Webb's overflow car park, who we have an agreement with. Please take note of their car park closing times.

The site is very busy so please do not drive past the inner car park gate onto the site itself without prior arrangement. Please take note of the car park locking up times which are displayed at the car park entrance.

Until you are directed to a meeting place your group should remain on the driveway just outside Reception.

Accompanying staff will be expected to:

- Inform the centre staff of their objectives and consider the needs/requirements of their group while discussing the session with the centre staff.
- Provide background Information on the group/individual students to permit effective course/activity planning.
- Arrange personal accident insurance for participants if required.
- Inform Centre Staff of changes to arrival and departure times or session requirements.
- Ensure that students are equipped in accordance with the Kit List.
- Prepare a register with details of the group members and their medical information. If the visiting staff are planning to leave the site, (having made a prior arrangement with the centre's Duty Officer), during the session emergency contact details will also be required. This can be sent prior to the visit or handed in upon arrival.
- Prepare students, both mentally and organisationally for the course /activities.

Aztec Upton Warren

Worcester Road Upton Warren Bromsgrove Worcestershire B61 7ER

Telephone 01527 861426

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www.aztecadventure.co.uk



Registered in England and Wales Company No 8765602
Registered Office:
43 Merstow Green, Evesham, Worcestershire. WR11 4BB
VAT No 948 168 090

AZTEC

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- Be responsible to both their organisation and to the centre for maintaining good discipline and conduct (pre-requisites of a safe environment). Specifically - this centre does not accept uncontrolled aggression, swearing, bullying, horseplay, vandalism, prejudice or any other behaviour that would compromise the safety and well-being of students or other centre users. Anybody drinking excessively, taking recreational drugs, showing any sign of drunken behaviour, or drugs use will not be tolerated and may be asked to leave the site. Failure to maintain good self-control may result in the exclusion from activities or the site of the individuals concerned.
- Take charge of non-activity time, including food breaks, changing time and evening/overnight periods of a residential stay. They must also be responsible for supervising the children both into and out of the car park.
- Be a good example and to maintain high standards of personal leadership.
- Remain on site during activity time and supervise non-participants if required unless alternative prior arrangements have been made with the centre's Duty Officer.
- To notify centre staff of any medical or social problems within the group that could affect performance or safe behaviour, and to keep staff informed of any problems that occur during their visit or following the visit.
- Staff accompanying residential or camping groups need to familiarise themselves with the emergency procedures and how to contact centre staff in an emergency.

Visiting staff are encouraged to participate alongside students in order to best carry out pastoral and disciplinary roles (however if they feel uncomfortable about taking part in the activity undue pressure will not be placed upon them to take part).

LM/AH 24.10.18

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