

# **Burwell House Code of Practice and Code of Conduct**

To help our Centre offer safe and enjoyable courses, we use this Code of Conduct. An introductory talk, given to all groups at the start of their stay, supplements this Code.

## **The Values that guide the Centre in its courses:**

- Offering safe experiences.
- Providing a positive learning environment.
- Providing activities that enhance classroom learning.
- Offering a flexible programme of activities to suit individual group needs.
- Encourage and develop respect, teamwork and responsibility.
- Promoting enjoyment and fun through outside-the-classroom activities/education.

## **To support these Values the Centre:**

- Is governed by Cambridgeshire County Council's Standard Operating Procedures, including, for example:
  - DBS & other checks for all staff recruitments.
  - Application of appropriate staff:pupil ratios.
  - Maintenance of equipment.
- Has thoroughly risk-assessed all its sites, activities and procedures.
- Ensures all tutors are fully trained and assessed in any activities they lead.
- Ensures all staff obtain appropriate qualifications in order to undertake their duties safely and effectively (e.g. Food Hygiene; MIDAS minibus driving).
- Is covered by an intelligent Fire alarm system and all residential visitors under 18 will take part in a fire drill on their first day.

## **What Course participants can expect:**

- To enjoy their stay.
- To gain new skills and increased confidence and independence.
- To increase their resilience and have greater opportunities for 'real world' learning in context and increase their risk management skills.
- To meet staff who are supportive and caring.
- Clean, warm accommodation and good quality food.
- A safe, friendly and welcoming environment they can feel relaxed in.
- To have good behaviour acknowledged and supported.

## **What the Centre expects from Course participants:**

- To listen to and follow instructions promptly.
- To respect others working at and using the Centre, acting courteously and considerately at all times.
- To help keep themselves and each other safe.
- To treat the Centre's buildings, furnishings, grounds and equipment with care.
- To bring no dangerous implements, non-prescription medication or aerosol sprays with them on site.
- To have respect for the environment in and around Burwell House, not causing damage to wildlife or dropping litter.
- Cambridgeshire County Council has a no smoking policy.
- Not go off site without permission from their group leader or into any out of bounds area.

### **What the Centre expects from group leaders:**

- To support the Centre's values and rules.
  - To share with the Centre any relevant information or concerns prior to their visit.
  - To Risk Assess the journey to and from the Centre, any activities not led or promoted by Burwell House and the nature of supervision required for their group.
  - To have a presence on site and during activities to ensure the appropriate behaviour and effective pastoral care to their students.
  - To undertake basic locking-up responsibilities and understand emergency procedures as discussed during their induction on day 1.
  - To be responsible for providing a suitably competent first-aider for their group.
  - At the end of their stay, to celebrate children's successes.
- 

### **Nominal Role and School Emergency Contact Numbers**

Please provide us with the names and contact numbers of 2 emergency contacts and the nominal role (names only) with the names of all children and adults resident. These must be taken to the office on arrival. These will be kept securely in the office for use by Centre staff only in the event of an emergency (eg when school staff are indisposed) and will be shredded on departure. The party leader must retain copies.

Please check your county guidelines on emergency procedures for schools visits. The following is an extract from the Cambridgeshire County Council guidance:

**It is essential that a nominal role of the parents of all party members, including next of kin of accompanying adults, be left at school with 2 named members of staff. These staff are to act as emergency contacts, one of whom must be, by joint arrangement, accessible by telephone at all hours, for the duration of the visit.**

**These emergency contacts must be provided with the home telephone numbers of the Headteacher and a deputy, and that of the relevant school or community Education Officer. Parental contact in the event of an emergency should be through the school contact**

Extract from Cambridgeshire Policy and Guidance for School Visits 2006 Section 2:50