

Visiting Staff Briefing Sheet

TO BE PRINTED, AND SIGNED BY EACH MEMBER OF VISITING STAFF, AND BROUGHT TO THE INITIAL MEETING. THIS IS THE RESPONSIBILITY OF THE GROUP LEADER.

- All visiting staff are responsible for the safety of students when not on activities. Reference should be made to the Group Leader's risk assessment for the house and grounds, with most diligent supervision for those areas considered high risk. Examples include: running along corridors, jumping off bunk beds, playing on stairs and around heavy doors.
- All visiting staff are responsible for the good behaviour of students at all times. If students are not under appropriate control during an instructor led session, the instructor will end the activity at the first safe opportunity.
- All visiting staff are expected to carry out their roles during any evacuation due to the fire alarm. These roles are covered in the course of the Fire Practice. All fire exits are expected to be kept clear at all times.
- All visiting staff are responsible for the security of the building between 18.00 and 08.00. Unsupervised doors should be kept closed, and all doors and ground floor windows closed if the centre is left empty for any period of time.
- All visiting staff are expected to familiarise themselves *in advance* with those sessions that they will be leading. This involves checking the resources kept in the downstairs office and map room, and requesting any clarification needed at the first possible opportunity. In particular, familiarity with the relevant risk assessments is required.
- All visiting staff should work within the guidelines identified by resource material, or instructor direction, when taking part in programmed activities. Any significant change from these guidelines should check with their liaising instructor or Head of Centre first. Staff leading or seconding sessions are expected to exercise robust common sense.
- All visiting staff should be aware of the location of the Medical Summary sheet (and before a session, they should check how it applies to their group).
- All visiting staff are expected to be aware of the location of all members of their group, as far as possible, from the beginning to the end of an activity session. This applies to self led sessions in grounds, and also those sessions in grounds where the leading instructor may well have attention fixed elsewhere, such as archery or on the high ropes.
- All visiting staff will attend the morning meeting, unless requested not to by their group leader to maintain adequate supervision of students, or unless arranged in advance with their liaising instructor.

I understand, and agree to abide by, the responsibilities listed above:

NAME:

DATE: