



Information for young people

Introduction for Staff

The following information is designed to be discussed with the young people before their visit to Lea Green. It will give them an insight into the daily routine and help them to make the most of their course. It also helps to reduce the amount of information groups need to be given on arrival.

We ask that teaching staff / group leaders read through the appropriate notes and discuss them with their group prior to their arrival.

Introduction for Young People

There are a number of things you need to know about when you stay at Lea Green so that you have a safe and enjoyable visit. Lea Green is a very busy centre used by lots of groups as well as for conferences and meetings, so it is unlikely that you will be the only people there during your stay.

What to bring

- You'll have received a kit list with your programme. You need to know what you are bringing. It's really important to bring clothes that keep you warm and dry and that you don't mind getting covered in mud and soaking wet (we do have some waterproof jackets and wellies you can borrow). You will need outdoor and indoor shoes (wellies, trainers, gym shoes). Name all your clothes/ shoes because they all look the same when they're covered in mud! It's really useful to have lots of plastic bags for wet clothes and shoes. Make sure that you can carry your own bag!
- Don't bring anything valuable; it may get lost or broken e.g. mobile phones, hair dryers, straighteners, electrical equipment, and portable games.
- You will be responsible for wearing the right clothing and footwear for all activities – ask a member of staff if you are not sure! If you are borrowing Lea

Green kit it is your responsibility to return it, scrubbed and clean, to the drying room.

- Mobile phones are not required at Lea Green. There is limited signal and we cannot accept any responsibility if they are lost or broken. We do have a public pay phone.

When you arrive

- Be aware as you arrive that the car park and drive ways can be busy with cars and other vehicles. Always watch out for traffic. When you unload your bags from your coach or minibus be careful!
- One of the first things that will happen on arrival is that you will be welcomed and given a brief by a Lea Green member of staff who is working with you on your programme. The information you are given is very important and will cover your health and safety as well as what to do in the event of a fire.

Inside the house

- It is an old house with polished wooden floors, winding corridors and steep staircases. You may need to help each other carry your heavy bags to your bedrooms. You will need to walk rather than hop, skip or run around the centre to prevent collisions or falls. You will also have to wear indoor shoes e.g. clean pumps or trainers, to prevent splinters in your feet. Never come inside the house in muddy/wet shoes or socks.
- Mealtimes are a good chance to chat with your friends and find out what other groups have been up to. Most meals are in the Dining Room. We do expect that you dress in clean, tidy clothes, take off your hats and that you chat quietly in here. Make sure that you have clean hands!
- If you have special dietary needs or food allergies we will already have been sent your details. When you arrive at the centre you and your teacher will have a quick chat with the cook to make sure that you like the food they are going to make for you.
- We have a “family style” dining service, which means that you will be serving the food for you and your friends. Make sure that everyone has enough food before you start to eat or share out any second servings. Please remain seated throughout the meal, particularly when food is being brought to the table and plates are being cleared and be careful of the hot trolleys in the room.
- At night all the doors are locked so that you can get out in an emergency but no-one can get in from outside. Inside the house there is lighting in all the corridors even after “lights-out”. Make sure you know where your teachers’ rooms are in case of emergency.

Other rooms and areas at Lea Green

- The Games room is in the old stable block near the Boot Room and the Drying Room. It is an area where you can relax after a hard day in the outdoors! There are several games, a pool table and table football. This room maybe open during free times and it is expected that you will share the games and act sensibly at all times.
- The Tuck Shop may be open during the evening after the main meal (If your staff have agreed it) and sells a variety of sweets and drinks as well as souvenirs of your stay at Lea Green. Please make sure all litter goes in the bins otherwise we may not agree to Tuck Shop the next night! Be aware of traffic around the area of the tuck shop. Please be sensible and do not bring too much money, do not exceed the limit set by your teachers.
- The Drying Room is where we store our spare waterproofs and boots. You cannot go into this room unsupervised or take equipment without checking with an instructor.
- The Boot Room is where you store your outdoor shoes and coat while in the main house and your indoor shoes/ slippers when out on the activities. You can also hang out your wet kit to dry, but don't hang it over someone else's dry kit!!
- The Sports Hall will usually be available for sports and activities for groups staying at Lea Green. Sorry, but you cannot use the Sports Hall without a member of your staff.
- The Showers that you will need to use after doing the "adventure activities" are in the Sports Hall. Please do not go into the sports hall or the changing rooms/showers in outdoor shoes and you need to keep the area as clean and tidy as possible. Make sure you check that you have all your belongings once you have showered - we don't want your socks!

Outside the house

- There are lots of areas to explore around the house. During free time, if you ask a member of staff and don't go on your own, you can have a good look around. Do not leave the site (there's a stone wall around the centre so the boundary is clearly marked).
- There are cars, delivery vans and lorries on the driveway and in the car park which are used both day and night. Take extra care when walking in these areas.
- Do not go near the pond or play on any of the ropes courses, climbing walls or equipment set up for activities without a member of Lea Green staff. Please do use the tennis courts for sport and, if you check, you maybe able to use the astro-turf or the football pitches. If you go outside please wear outdoor shoes and change into indoor shoes before coming back into the house.

Lea Green Expectations

All our requests are made so that you and your friends have a safe, fun time while at Lea Green and that all groups can make the most of their time with us. Please help us by keeping to them.

- Listen to instructions from the staff and carry them out on time!
- Keep away from out-of-bounds areas including the kitchen and workshops.
- Report any bullying or anti-social behaviour to a member of staff.
- Remember that you are only allowed in your own bedroom, you cannot go into anyone else's.
- Cameras and camera phones are not allowed in bedrooms or changing areas
- Share equipment during your free time and let everyone join in games.
- Always try to remember your "please" and "thank-you's". It pays to be polite at Lea Green.
- Always have consideration for other people around you and other users in the building.
- Remember, the more you put into your stay, the more you take away.

Lea Green Rules

- Look after our centre and act in a sensible and safe manner at all times.
- Do not act in a manner that may harm, damage or upset another person.
- There is no smoking in Lea Green buildings.
- Do not bring alcohol or drugs to the centre. You will be sent home immediately if you are found to have broken this rule.