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## RESIDENTIAL VISIT INFORMATION FOR PUPILS & PARENTS



Deanfield Outdoor Centre, New Road, Parkend, Gloucestershire, GL15 4JA  
Tel: 01594 562444 Email: [dfsc@bristol.gov.uk](mailto:dfsc@bristol.gov.uk)



We hope you are looking forward to your visit to the Deanfield Outdoor 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 DFC1: Confidential Medical Information & Consent Form to school**. Children cannot attend without a completed form as this information is essential for Deanfield staff to ensure your child's safety whilst at the Centre.

### 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, you are welcome to 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!***

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

Students will need to be able to carry their own case up/down stairs. If you are helping your child pack for the visit, please make sure they know what has been packed – this will help them when it is time to pack to come home. Plastic bags to bring home dirty wet clothes/shoes is helpful.

## **Medication**

If your child requires medication for the trip this must be discussed with your school staff and arrangements put in place for storage, administering and taking on activities if needed (eg: inhalers). If your child has an auto-injector/epi-pen prescribed, then they **must bring at least 2 pens with them** which will be managed by your school staff.

## **Nuts & Peanuts - Prohibited**

Please do not bring **any nuts, peanuts or products containing either** eg: peanut butter, Nutella, cereal bars etc to Deanfield.

## **Safety - Jewellery & Long Hair**

We recommend that all 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. Long hair must be tied back for activities.

## **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 Wi-Fi 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).

## **Money & Tuck Shop**

We have a tuckshop on-site that may be opened in the evenings by your own school staff. This has a range of 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). We recommend pocket money of £8-£10 for a 5 day stay which should be in a clearly marked purse/wallet/envelope.

## **Phone calls**

Children do not have access to a phone, so we ask that parents do not ask children to try and call home. The children have a very busy schedule whilst they are here, and our experience is that they settle better, and are less likely to feel homesick if they are able to focus on the course and on spending time with friends.

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

## **Post**

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

Deanfield Outdoor Centre, New Road, Parkend, GLOS GL15 4JA

**Post MUST be clearly marked with your CHILD'S NAME and their SCHOOL'S NAME.**

## Incoming Calls

The office phone number is 01594 562444 and is manned during term time 08:30-17:00. However, 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. Your school will have their own emergency contact arrangements in place so please also check their guidance.

## Safety

The Centre holds the AHOEC Gold Standard award, which is the highest accreditation for our sector and requires all 59 criteria assessed to be Very Good or above. We also hold Learning Outside the Classroom and Adventuremark accreditation. Additionally, we follow the Health & Safety Policies of Bristol City Council.



## Infectious Disease

The Centre has rigorous risk assessments, policies and procedures related to infectious disease. We closely monitor official advice from the World Health Organisation, Public Health England, the Department for Education and Bristol City Council to ensure we are following the latest guidance on infectious disease. Your school will advise you of any additional protocols or restrictions in place for the date of your visit.

## Insurance

The centre holds public liability insurance; this may be supplemented by school trip insurance organised by the school/organisation.

## 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.

Please read the two attached pages ***What to Expect & Your Responsibilities*** and ***Code of Conduct & Ethos*** with your child to help them prepare for the visit and so that they know what will be expected of them during their stay.

## Lost property

Our housekeeping team will bring all lost property to the lobby before departure for school staff to check through. Items found after departure can be collected by arrangement or posted to school/home upon receipt of a post and packing fee.



# DEANFIELD CATERING INFORMATION FOR PUPILS & PARENTS

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 on the Consent Form (DFC1).**

A school staff member will have responsibility to ensure that any children with special dietary needs are identified to our kitchen staff at mealtimes, and also to double check that children are served and eat the correct meals.

We try wherever possible to provide the same or similar food to everyone so that no-one is singled out unnecessarily. This may mean that the menu plan changes once we have received all the dietary needs. If a child requires a different meal for medical reasons this will be provided quietly without fuss. Whilst we cater for all kinds of dietary needs, 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, copy their peers, and try new things. No-one is left to go hungry!

## IMPORTANT INFORMATION

Please ensure that you provide full information about any dietary needs **prior to the visit, as we cannot guarantee to cater for needs that we have not been advised of in advance.**

**In the case of food allergies, it is essential to advise us how serious the allergy is, including whether your child carries an epi-pen/auto-injector - in which case they MUST bring at least 2 with them.**

We do not use peanut, sesame or nut. However, many food products, whilst nut free, are labelled as "may contain nut traces" or "produced in a factory that handles nuts". **If your child CANNOT eat food that may contain nut traces, please let us know.**

If your child is dairy or lactose intolerant it is essential to advise us what they can/cannot eat eg: products contain dairy such as flapjack, chocolate biscuit etc (refer sample menu).

Appropriate management is in place to prevent cross-contamination. **However, if your child CANNOT be seated on the same table as others eating food that may contain nut traces, or any other ingredient, please clearly indicate this on the Consent Form.**

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

We want all visiting children to eat well and enjoy their meals. However, it is important that children understand that if a meal has been provided to meet their dietary needs our catering staff **will not be able to** change this or serve them other food that does not meet the criteria you have provided, even if they claim to be allowed it at home. For example, we often have dairy-free children ask to eat a choc ice, vegan/vegetarian children ask to eat a sausage roll or gluten-free children ask to eat coated chicken bites.

## **CATERING INFORMATION continued:**

If a child is **vegetarian** please indicate whether they eat fish fingers.

If a child is listed as **dairy free**, we cannot serve chocolate, biscuits, cake, choc ice etc unless their form clearly specifies what they can/cannot have.

If a child is listed as **vegan** we cannot serve animal products including products that contain dairy such as chocolate, biscuits, cake, choc ice etc unless their dietary needs information clearly specifies what they can/cannot have.

If a child is listed as **gluten free**, we cannot serve any products containing gluten eg: biscuits, cake etc unless their dietary needs information clearly specifies this.

For any other special diets/health conditions eg: **FODMAP, ARFID, GERD, diabetes** etc please clearly specify what your child can/cannot have - refer to our sample menus below.

**Please ensure that your child knows what dietary information you have provided, as Centre staff are not permitted to serve food that does not meet your written instructions.**

## **Typical Menu – please tell us if your child cannot eat any of these items as substitutions can be provided**

**Breakfast** - Coco Pops, Frosties, Weetabix, milk, toast, jam, orange/apple juice. Fruit available.

**Lunch** - a selection of filled rolls or sandwiches (eg: cheese, ham, tuna, egg) and fruit. Plus crisps, and/or a biscuit (eg: Penguin/Jaffa cake/Jammy dodger). Sometimes this may be changed to a hot lunch such as a pastry sausage roll, pizza, or sausages in hotdog rolls. Soup or hot chocolate may be served in cold weather.

**Dinner** - evening meals are a cooked meal, followed by dessert. For example:

- Chicken bites, French fries or potato wedges, baked beans
- Pasta bolognese, and garlic bread
- Fish fingers and chips or new potatoes, peas
- Sausages, mash or potato wedges, cauliflower cheese
- Chicken curry (mild), rice, and poppadoms
- Baked potatoes with fillings, salad
- Flapjack or chocolate brownie
- Yoghurt or Mousse
- Choc ice or ice lolly
- Sponge cake (or birthday cake)
- Apple crumble and custard
- Fruit is always available

School staff may also serve snacks and squash to the group during the day, time permitting, and may serve hot chocolate and biscuits in the evening.

# ALLERGEN INFORMATION

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.**

## Food Intolerance -v- Food Allergy

Whilst food allergies, food intolerances, or food sensitivities share many of the same symptoms, food allergies can cause an immune response to specific foods, **leading to potentially life-threatening reactions.**

Food intolerances or sensitivities like a dairy intolerance can cause uncomfortable, but not dangerous, symptoms. Often people with food intolerances or sensitivities elect to restrict rather than eliminate the amount of that food item in their diet, but still choose to have a limited amount eg: avoiding milk and ice-cream, but eating cheese, chocolate, cake etc.

**If your child has an intolerance rather than an allergy and you choose to restrict intake it is essential to be very specific about what your child can and cannot eat, otherwise our catering staff will not be permitted to serve food that contains the allergen, even if your child says they are allowed it at home.**

Here are the allergens, and some examples of where they can be found:

- 1. Cereals containing gluten.** All wheat varieties, rye, barley, and some 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. May be found in milk substitutes.
- 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, edamame 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.** Brazil, almond, hazelnut, walnut, cashew, pecan, pistachio, macadamia. Found in milk substitutes.
- 9. Celery & Celeriac.** Including stalks, leaves, seeds. 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.** Often found in or on breads, breadsticks and salads, and in tahini and houmous.
- 12. Sulphur dioxide and sulphites** (at a concentration of more than ten parts per million). 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.

# DEANFIELD INFORMATION FOR PUPILS (& PARENTS)

## What to Expect & Your Responsibilities

During your visit to the Deanfield Outdoor 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 decide 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.





## 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. Deanfield 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 the Deanfield Outdoor Centre are generally focussed on objectives of personal development, teamwork 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 especially important as students will often be working in unfamiliar and hazardous environments.

Deanfield 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. Deanfield 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 student's return to home/school at cost to parents/school. Visiting staff/schools are responsible for managing this process.

Ian Healey, Centre Manager



**The Deanfield Outdoor Centre, Parkend, GLOS GL15 4JA**  
**Tel: 01594 562444 Email: [dfsc@bristol.gov.uk](mailto:dfsc@bristol.gov.uk)**





# Deanfield Outdoor Centre DFCI

## Confidential Medical Information & Consent Form

School Name: \_\_\_\_\_ Date of Visit: ..... / ..... / .....

Student's Name \_\_\_\_\_ Male / Female D.o.B ..... / ..... / .....

Home Address \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

**Emergency Contacts for duration of Visit & relationship to child**

Name	Daytime Tel	Evening Tel	Relationship
_____	_____	_____	_____
_____	_____	_____	_____

Doctor's Name & Address \_\_\_\_\_

\_\_\_\_\_ Tel: \_\_\_\_\_

**Dietary Needs** - please tick any that apply – please read the Catering Information provided & Menus

<input type="checkbox"/> Vegetarian	<input type="checkbox"/> No Fish-fingers	<input type="checkbox"/> No Pork	<input type="checkbox"/> No Dairy ■	<input type="checkbox"/> Nut Allergy ▼
<input type="checkbox"/> Vegan	<input type="checkbox"/> Halal	<input type="checkbox"/> Gluten Free	<input type="checkbox"/> Other ◆	<input type="checkbox"/> <b>EPI PEN</b>

▼ **Nut Allergy:** Can they eat products marked “may contain traces” / “made in a factory that handles nuts”? **Yes / No**

■ **Dairy free:** Can they eat products containing dairy eg: rolls (our rolls contain dairy), biscuits, flapjack? **Yes / No**  
 Do they require a milk substitute for breakfast **Yes: OAT / SOYA / LACTO-FREE / None**  
 Do they require a cheese substitute? **Yes / No**

◆ **Other:** Please give full details below

**Other Dietary Information:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please ensure that your child knows what dietary information you have provided, as Centre staff are not permitted to serve food that does not meet your written instructions.

**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
<input type="checkbox"/> Immunisations up to date, including tetanus?				Is your child allergic to anything eg; plasters, Penicillin?
<input type="checkbox"/> Is your child bringing medication (prescribed or over the counter)? <b><i>This must be clearly labelled and handed to school staff before departure</i></b>				

Medical or other information relevant to safe participation:

**Declaration:**

1. I agree to my child participating in the visit at the Deanfield Outdoor 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 confirm that I have provided accurate, detailed information regarding my child's dietary needs. If my child requires an epi-pe/auto-injector I will ensure that a minimum of 2 are provided to accompany them to Deanfield.
3. I will ensure that my child does not bring peanuts, nuts or products containing them to Deanfield.
4. I will ensure that any medication my child requires is clearly labelled and handed to school staff before departure.
5. I understand the Centre holds public liability insurance and that this may be supplemented by school trip insurance organised by the school/organisation.
6. 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 in advance via this form if my child has any physical or learning needs/difficulties, or any dietary needs that may affect safe participation in the visit and activity programme.
7. I consent to school/Centre staff providing treatment for minor injuries.
8. In the event of an asthma attack, in the absence of my child's own inhaler I consent to the use of an Emergency Salbutamol inhaler provided by the Centre.
9. In the event of an accident/emergency I consent to school/Centre 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.
10. If in the opinion of school/Centre staff or medical professionals my child is unable to remain on the trip (eg: following sickness or injury) I understand that I may be required to collect them from the Centre or other location (eg: hospital/minor injuries unit).
11. I understand that my booking is made with the school, not direct with the Deanfield Outdoor Centre. Costs, payments, additional insurance and cancellation terms & conditions will be determined by the school.
12. I am aware that if the behaviour of my child is considered by school/Centre staff as unsustainable on a course of this nature, that I may be required to collect them or have them returned home at cost to myself. I have read the *What to Expect & Your Responsibilities* and *Code of Conduct & Ethos* with my child so that they are aware of the behaviour standards that are expected.

**Summary of DFSC UK 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, the information will be kept for the time required by the Limitation Act 1980 (i.e. 7 years for adults, until a young person reaches the age of 25, or 75 years in the case of Looked After Children). We follow the Data Protection, Freedom of Information & Privacy Policies of Bristol City Council which comply with current UK legislation. Contact DFSC for a full copy of our Privacy Notice or to access the information that we hold.



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