

## NOTES FOR VISITING LEADERS

Head of Centre: Mr Jim Gleave  
Deputy Head of Centre: Mr Jon Garner-Harris  
Housekeeper: Ms Nicole Pink

Telephone & Fax: Office: Richmond (01748) 884434  
Residents: Richmond (01748) 884480  
Email: office@marrickpriory.co.uk  
Web site: www.marrickpriory.co.uk

### **IT IS ESSENTIAL TO READ THESE NOTES BEFORE COMING TO THE PRIORY.**

The following notes are intended to provide information you will require for planning your stay here at Marrick Priory. We strongly recommend a pre-course visit to the Priory, to familiarize yourself with the setting, meet some of the staff, and discuss the program you would like us to implement with your group. This is particularly important for first time visitors.

Your attention is also drawn to the information contained in the Brochure, Table of Fees and Booking Form. If you require any additional information, please do not hesitate to contact us

### **ACCOMMODATION**

If your group is big, get in touch to discuss how best we can accommodate you.

#### Dormitories

Juliana	14
Margaretha	14
Alina	5
Agnes	4
Christabella	4
Cecilia	3

**44 in total**

Plus 2 large and 4 smaller toilet/shower rooms.

- Priory interior. The main building downstairs consists of two Common Rooms, Refectory, and Chapel. Each of these areas may be considered as multi-purpose workspace and can be used for: worship, drama, music, craft-work, teaching, games etc.
- Priory facilities include: tuck and souvenir shop, indoor climbing wall & abseil tower environmental resources, art and craft materials, table-tennis table, pool table, indoor/outdoor games and activities.
- Teaching and training resources include: VHS video player, OHP, slide- projector, write-on-wipe-off lecture board, cassette/CD player, disco lights and photocopier, piano and keyboard.
- Minibuses: Two 16 seater minibuses are used by the Priory staff in conjunction with the outdoor activities on offer. They are fully fitted with seat-belts. They may also be driven by visiting leaders for local visits etc... Drivers must be 21+ years old with a clean driving licence held for at least 2 years. If you envisage driving our minibuses, bring your licence with you.
- Groups with special needs: A good number of groups with special needs visit the Priory each year. These include a need for special medical and dietary requirements, and both physical and mental disabilities. Such groups are very welcome and every effort is made to meet their needs. All rooms downstairs are wheelchair accessible as is Agnes dormitory and bathroom.

### **TRAVEL INFORMATION**

Coaches may be driven along the single-track road to the gate of the Priory. The farm entrance provides a suitable area for turning. Cars and minibuses may be parked in the Priory car park. The Churchyard however, is for unloading and loading only. Mainline railway stations are situated at Darlington (25 miles) and Northallerton (23 miles).

## **ARRIVAL AND DEPARTURE**

Because of the tight schedule of groups using the Priory, we ask our visitors to adhere to the following arrival and departure times:

Arrival: Monday- From 1 pm onwards.  
Friday - From 6 pm onwards (\*see note concerning evening meal).

Departure: Friday - Before 10.30am.  
Sunday - Before 3pm.

Occasionally, in special circumstances, we can be flexible with these times to meet the needs of a visiting group, but only after prior consultation.

## **DAILY ROUTINE**

Weekday routine: 8.30am - Breakfast  
1pm (approx) - Packed lunch  
6pm - Evening meal

Weekend routine: Friday - \* Light Buffet supper approx. 30 minutes after arrival.  
Saturday - Breakfast, packed lunch, evening meal.  
Sunday - Breakfast, 12.30pm set lunch

Meals rota: Table-setting, floor sweeping and bin emptying are done by most resident groups (in teams of six) on a rota basis. Visiting staff are requested to ensure that the rota teams are ready when required and help supervise the table setters and floor sweepers.

Packed lunch: Packed lunches for the day are made before breakfast. Hot or cold drinks can be supplied with packed lunches if required. Course members should bring their own bottles or flasks.

Cleaning: The resident group is responsible for the day-to-day tidiness of the Priory interior. Course members will also take an active part in the overall cleaning of the Priory before departure; this is an essential part of their stay.

Notes:

- 1) A main meal,\* instead of buffet, can be served for Friday evening for a supplementary charge and with two weeks notice. (See Table of Fees)
  - 2) For younger groups, an evening meal can be served at 5.30pm on request.
  - 3) Morning coffee and/or afternoon tea & biscuits can be provided for a supplementary charge. (See Table of Fees)
- Hot and cold drinks are available on request throughout the day

## **CLOTHING AND EQUIPMENT LIST**

### General

Drinks bottle, towel, wash kit, indoor footwear (with a non-slip sole), practical clothing, night wear.

### General Outdoor Clothing

Outdoor footwear, sweaters (woolen jumpers and fleeces are ideal), woolen socks, track-suit bottoms. Waterproof jacket, hat, gloves and torch. At least one complete change of clothing is essential.

N.B. Denim is not a suitable fabric for outdoor activities.

### Other Useful But Not Essential Items

Walking boots, small rucksack, thermos flask, small amount of money for phone, drinks, tuck shop and souvenirs. Waterproof trousers, swimming costume.

## **ALCOHOL AND SMOKING**

- Alcohol is not permitted on the premises. In certain circumstances, it is acceptable for visiting leaders to bring small amounts of alcohol, but only after consultation with, and at the discretion of, the Head of Centre.
- Under age drinking off site is not acceptable (by Law).
- Over-18 off site drinking - Any pub visits should be as a group, accompanied by a leader, and show responsible behavior in the pub and to local residents.
- Smoking is restricted to outside the Priory buildings.

## **HEALTH & HYGIENE**

The health and safety of groups staying at the Priory is of fundamental interest to all concerned. A form requiring some details of medical health of your group members, and a contact name in case of emergencies will be sent out when a booking is confirmed, and should be completed and handed in to the Priory office at the start of your stay.

Marrick Priory is in a Farm environment. To reduce the risk of transmission of diseases and bacteria (including E-Coli) found in the outdoors, it is important to ensure careful personal hygiene and hand washing.

## **INSURANCE**

Marrick Priory has comprehensive insurance covering buildings, vehicles and activities. It holds employers and public liability insurance up to £10 million. Group leaders are strongly advised to consider their insurance requirements. The following examples are not covered by Marrick Priory.

- Travel to and from the centre
- Lost luggage during travel to and from the centre
- The cost of cancelling the booking and lost deposits
- Personal accident and medical expenses where there is no liability on the part of Marrick Priory

It is the group leaders responsibility to decide on the level of cover they wish to have for themselves and their group members, please contact if you have any further questions

## **BURSARY FUND**

At Marrick Priory we believe that everyone should have the opportunity to experience the outdoor education residential experience. Therefore to ensure that money dose not exclude people, we have a Bursary Fund available to assist individuals in cases of hardship. For details please contact the Priory.

## **NON-RESIDENT GROUPS**

Subject to staff availability and the existing programme of the groups in residence part or whole day programmes of outdoor activities, training exercises, conferences or quiet days can take place on a non-residential basis.

We would like to inform groups booking to use the Priory in a residential capacity, that by making a booking, although they ensure the residential use of the Priory to themselves, Marrick Priory is involved with work on an ongoing basis with some non-residential and local community groups. These groups may from time to time make use of Priory facilities, and be present around the Priory at certain times of the day

## **RESPONSIBILITY AND CARE AT MARRICK PRIORY**

We see the care of our guests - and in particular of children - to be a matter of shared responsibility.

It is our aim to provide a high quality service, both in matters residential and in the area of outdoor pursuits. To this end, our staff receive training which places the highest emphasis upon the welfare of the young people staying with us - their health, their safety, their hygiene, their general well-being and their happiness. In order for this to be maintained at all times, the expectation is for a significant role to be played by the visiting leaders in a number of areas.

Outside of organised sessions - during general free-time, at meals, and at night-time, the balance of responsibility rests more with the visiting leaders.

We provide a framework for the smooth functioning of the centre. 'Ground-rules' are explained during the initial welcome (including procedures in case of fire), as are meal routines during the first meal all together. We would expect visiting staff to encourage guests to keep to these standards, and to step in where necessary to avoid problems developing. Marrick Priory staff are often 'around' in order to provide added support and supervision, but this is not a requirement of them at all times. As with any job, they only work a prescribed number of hours. However, there is a Duty Instructor allocated each day, who can be contacted at any time of day (or night), who will assist with any needs that arise.

## **SAFETY IN OUTDOOR ACTIVITIES**

In choosing to participate in outdoor activities, we place ourselves in a natural environment that can at times be hostile, and we expose ourselves to the possibility of encountering hazards which, in the extreme, may cause us harm. This is no different from day-to-day living.

At Marrick Priory, outdoor education provides the basis for all our work. We are committed to a process of experiential learning through outdoor activities. We recognise that risks are real; they are an inescapable part of the path to challenge and adventure. For these reasons we operate a policy of risk management, whereby hazards are identified, and consequent risks are controlled through a series of safety systems and management procedures.

## **ADDITIONAL INFORMATION**

The following activities can be organised, either as an instructed or non-instructed session.

Art & Craft Workshops, Environmental Workshops, Ice-breakers, Indoor/Outdoor Games, Parachute Games

**Marrick Priory will not take responsibility for the health and safety of individuals taking part in activities run by visiting leaders.**

## **OUR COMMITMENT TO YOU**

- Marrick Priory is registered under The Activity Centre's (Young Persons' Safety) Act 1995 as licensed to provide specified activities under the headings: climbing, caving, trekking and water-sports. Registration Number L3482/RO295.
- Each activity offered by Marrick Priory, will be run according to the procedures laid down in the 'Activity Guidelines' (copies available for each activity on request). These guidelines are integrally structured around the identification of hazards and the management of risks. Where National Governing Bodies (NGBs) exist, our guidelines closely follow the NGBs' own guidelines.
- Members of staff who are instructing activities will be suitably trained, experienced and qualified for the level of activity they are instructing. A current 'Statement of Staff Expertise' is available on request. As a result of this commitment, there may be unforeseen circumstances (e.g. staff availability, access to activity sites), which oblige us to change agreed programmes. However we undertake to do all in our powers to avoid such situations arising.
- Weather conditions can play a crucial part in permitting the safety of participants in outdoor activities. Marrick Priory undertakes to provide activities only when weather conditions are suitable to the group (considering its age, experience and motivation). This can sometimes result in the cancellation of an outdoor session without prior warning, rather than putting group members at unacceptable risk.
- Good equipment provides a foundation upon which safe practices can take place in the outdoors. Our equipment will be in good condition; it will be checked regularly. Damaged equipment will be withdrawn from usage and either repaired or replaced. When its recommended life expectancy has expired, it will also be replaced. Equipment will only be used in accordance with manufacturers guidelines
- Emergency procedures are well-established at Marrick Priory, and members of staff are trained to deal with emergency situations that may develop whilst instructing outdoor activities. Marrick Priory undertakes to continue providing regular training in this area for its staff. All staff instructing activities will have up-to-date first aid qualifications.
- The size of a group involved in a particular activity can sometimes affect its safety. Marrick Priory undertakes to instruct activities only according to the ratios in the 'Outdoor Activity Specifications'.
- For each activity group there must be an adult who is prepared to help in taking responsibility for the care and safety of the participants, but always under the direction, guidance and expertise of the instructor.
- Marrick Priory and its buildings, employees and equipment are fully insured to operate as an outdoor education centre.

## **YOUR COMMITMENT TO US**

- All activities should be entered into willingly. Individuals should opt in, rather than opt out. There should never be a sense of pressure or obligation to participate in a session or activity.
- Outdoor activities invariably require a certain level of personal agility and fitness in order to cope with the physical demands of the activity. Participants should disclose any medical conditions in advance on the 'Health and Medical Form', together with requirements for any medications. Marrick Priory reserves the right to exclude individuals from particular activities if it considers it will place them, or the rest of the group, at an unacceptable level of risk.
- Group members and leaders must understand the nature of the activities in which they are participating and the risks involved. In particular they will agree to abide by the expertise and decisions of the instructor, in all circumstances. Without this vital commitment, the safety of a whole group can be jeopardised by the non-cooperation of just one individual, and there is no longer a basis on which to conduct a safe session.
- All technical equipment for activities is supplied by Marrick Priory. Personal attire, however, is the responsibility of the individual. Participants should be informed of clothing needs in advance (See kit list & outdoor activity details). Some items may be available from the Priory, on request.
- The outdoor environment can be both sensitive and vulnerable to the impact of people. Participants should undertake to care for this environment, (under the promptings of the instructor), and avoid damaging it in any way. Particular care must be taken to 'leave things as you find them' and not to disturb or upset local residents.
- All groups are required to make arrangements for insurance cover. (see page 3)
- Group Leaders must ensure that the parents of young people have a real understanding of the nature of the residential trip and their written consent must be gained.

## OUTDOOR ACTIVITY SPECIFICATIONS

ACTIVITY	SEASON	AGE RANGE	GROUP SIZE (Group : Instructor)	INSTRUCTOR MINIMUM STANDARD	ACTIVITY LOCATION
Ropes Course	All year	8 yrs +	12 = recommended max	In-house assessment	Marrick Priory (GR067977)
Archery	All year	8 yrs +	12 = recommended max	GNAS Archery Leaders Award	Marrick Priory (GR067977)
Beck Scrambling	All year	8 yrs +	12 : 1 instructor max	In-house assessment	Cogden Beck (GR054978)
Caving - Crackpot	All year	9 yrs +	12 : 1 instructor max	LCMLA 1	Swaledale (GR964953)
Caving – Other venues	All year	11 yrs +	12 : 1 instructor max	LCMLA 1	
Environmental Workshops	All year	8 yrs +	12 = recommended max	In-house assessment	Marrick Priory (GR067977)
Expeditions Sleep outs	Apr-Oct	8 yrs +	Negotiable	In-house assessment	Local Area
Gorge Scrambling	All year	11 yrs +	12 : 1 instructor max	SPA/LCMLA train + In-house assessment	Mallerstang (GR786967)
Hill Walking – Local	All year	8 yrs +	12 : 1	In-house assessment	Local area
Hill Walking - Other	Summer Conditions	11 yrs +	12 : 1 max	ML (S) assessed	
Initiatives	All year	8 yrs +	8 : 1 adult recommended	In-house assessment	Marrick Priory (GR067977)
Indoor Abseiling	All year	8 yrs +	12 = recommended max	In-house assessment	Marrick Priory (GR067977)
Indoor Climbing Wall	All year	8 yrs +	12 = recommended max	In-house assessment	Marrick Priory (GR067977)
Indoor Ladder	All year	8 yrs +	12 = recommended max	In-house assessment	Marrick Priory (GR067977)
Kayaking – Flat water	Apr-Oct	9 yrs +	8 : 1 max	BCU Level 1/2 Coach	Ellerton Lake (GR123456) or River Swale (GR069977)
Kayaking – Grade 2	All year	11 yrs +	6 : 1 max	BCU Level 3 Coach	
Mountain Biking	All year	11 yrs +	8 : 1 max	In-house assessment	In-house assessment
Nightline	All year	8 yrs +	12 = recommended max	In-house assessment	Marrick Priory (GR067977)
Night Walks	All year	8 yrs +	Any size 12 : 1 adult	In-house assessment	In-house assessment
Night Exercises	All year	11 yrs +	Any size 12 : 1 adult	In-house assessment	Local area
Orienteering	All year	8 yrs +	Any size 12 : 1 adult	In-house assessment	????
Open Canoeing - < Gr 2	All year	8 yrs +	12 : 1 max	BCU Level 2 Coach	Ellerton Lake (GR123456)
Open Canoeing - >Gr 2	All year	11 yrs +	6 : 1 max	BCU Level 3 Coach	River Swale (GR069977)
Rafting	All year	8 yrs +	8 : 1 max	BCU Level 2 Coach	Ellerton Lake (GR123456) or River Swale (GR069977)
Rock-climbing	Apr-Oct	9 yrs +	12 : 1 max	SPA	Downholme Quarry (GR115985) or other
Stang Forest Challenge	All year	11 yrs +	Any size 12 : 1 adult	In-house assessment	Arkengarthdale (GR022074)
Zip Wire	All year	9 yrs +	12 : 1 max	SPA + in-house training	Marrick Priory (GR067977)