

TEACHER/ GROUP LEADER GUIDE



Lydeard Farm Bush Camp & Lodges is a family run business.

This guide has been put together to help you prepare for and promote your upcoming residential trip.

If there's anything not covered here, or that you would like more information on, please don't hesitate to contact us and we'd be happy to help.

We also recommend reading through the FAQ's on our website. You can also view a sample menu and activity guide.

BOOKING

Making a booking couldn't be simpler and we are here to help and give advice every step of the way, from your initial enquiry until you return home from your trip.

Call Sarah on 07786 176641, If you'd prefer, you can email us we'll get in touch with you usually on the same day. Sarah@lydeardfarm.co.uk

Once you have received an initial quote and given our booking terms, to secure the booking a 25% deposit of the accommodation and catering is required. We are happy to hold dates for up to 28 days prior to a deposit being received.

We would also recommend and would love to show you around. It's a great way to get a feel for us and what we have to offer.

ONCE BOOKED

We recommend sharing information with parents as early as possible.

This will help them to prepare for their child's upcoming adventure and plan early to buy or borrow the required kit.

Holding an information evening for parents is an invaluable way to either launch the trip as a way to encourage participation, or as an information evening for parents of children taking part. It is an essential opportunity for parents to ask questions and understand what their child should expect on the trip.

KIT

You will find a suggested kit list download on the website.

Although it is the responsibility of each child to ensure they have all the items from the kit list, it may help you to bring a few spare items that should they be forgotten, would seriously affect pupils' enjoyment of the trip.

These include

- Water bottles - We advise bringing a few spare reusable water bottles (that can be refilled on site) as staying hydrated during physical activities is of the utmost importance.

- Spare clothes / layers – if you have spare jumpers, coats, cardigans, socks etc. in your lost property, we'd advise bringing these. It can be easy to underestimate how cold it gets at night when camping, or how wet / dirty clothes can get when taking part in outdoor activities, and having spare layers in case some children don't bring enough can be hugely advantageous.

- Spare sleeping bag/s / blanket.

- Sun cream and a couple of spare sun hats.

Please remind parents and children that all shoes and clothing should be **named** wherever possible. Any clothes and shoes brought on camp will get muddy, so please do stress to children (and parents!) that anything they bring to wear, they should be prepared to get dirty!

DIETARY REQUIREMENTS

In order for us to make all the necessary arrangements in preparation for your stay, we will send you a form to be completed and returned 14 days prior to your arrival.

.Don't forget to include the names of all accompanying teachers/ leaders as well as their dietary requirements.

If you wish to discuss any complex dietary requirements please feel free to call and discuss these with us

FIRST AID

Whilst we have a basic first aid at work kit. Teachers/ leaders should bring their own mobile kit suitable for the outdoor setting and ensure that at least one teacher present holds a valid first aid certificate.

The activity provider’s instructors hold first aid qualifications and a mobile kit.

A defibrillator is also present at the entrance to the farm.

Emergency procedures will be communicated in the running notes for your stay.

Please ensure that you have identified any children with medical needs such as medication or asthma inhalers etc. Teachers/ leaders are responsible for the holding and administration of these.

MONEY/VALUABLES

There is no opportunity for spending money and therefore children should not bring cash on site.

Lydeard Farm can’t be held responsible for any loss or damage to personal property incurred on the trip, therefore we would ask you to stress to students that anything valuable including jewellery, expensive clothing,electronics and mobile phones, should not be brought on the trip.

The residential should provide an opportunity for students – and teachers – to immerse themselves in the great outdoors, go back to basics and really appreciate and enjoy the physical outdoor activities on offer. We therefore work towards a ‘no technology’ rule for the trip as much as possible, not just for safety, but to get the most out of the experience.

SECURITY

There is only one vehicle entrance into and out of the site. CCTV is provided at the entrance. Gates are closed at night.

PHONE SIGNAL/WIFI

We have very limited phone reception on the farm. Usually some signal can be found near the ‘Wembley’ sports pitch. Alternatively teachers/ leaders can come to the farmhouse to connect to the WiFi. There are electrical sockets within the lodges for charging.

There is no wifi. However if needed for a short duration teachers/ group leader can come to the farmhouse to access.

HEALTH & SAFETY

Risk assessments have been completed for the Bush camp and lodges and are available on request

ACTIVITIES

Once you have paid a deposit for your booking, the 3rd party activity supplier will liaise direct with you to provide a bespoke activity programme based on the age of the children. Please be sure to include any children with additional needs so this can be planned in at the onset. Please ensure you allow sufficient time for requests for health and safety information.

ROLES & RESPONSIBILITIES

The visiting staff of the school or organisation in charge of the group are acting as ‘in loco parentis’and have responsibility for students outside of formal activities and responsibility for behaviour and pastoral care throughout the visit.

The catering is provided by a third party who we have completed due diligence checks on this includes their insurance, registration with the local authority environmental health and a 5 star food hygiene rating. You are recommended to complete your own checks.

The activity provision is also provided by a third party provider who has many years experience working at Lydeard Farm. We have completed due diligence checks such as insurance, risk assessment and running procedures. You are recommended to complete your own checks. The activity provision will be invoiced direct to you.

SAFEGUARDING

We aim to be an environment where children are and feel safe. We only allow one group at a time on site. If there are any other visitors we will let the teacher/ group leader know and they will be accompanied by the bush camp owner. The Lydeard Farm team consists of husband and wife Sarah & Kieran Spottiswoode. Both of which have undergone standard DBS disclosure checks. We do not offer any circumstance whereby we are supervising children or leading any form of activity whilst on site with us. Lydeard Farm will undertake due diligence checks for third party providers working on site with children as part of our Health and Safety and Quality Assurance obligations. However, where any 3rd parties are used, these are booked direct by the group (even if the details have been provided by Lydeard Farm) and the group is responsible for undertaking due diligence including attaining relevant safe guarding procedures as a result.

LODGE ROOMING

We will send you a lodge rooming list that we require to be returned to us no later than 7 days before your arrival. This helps to ensure a smooth settling-in process on arrival.

Sleeping arrangements for teachers

We will provide you with a key to the relevant rooms in the lodges that teachers are residing in. Otherwise we do not usually provide keys to the rooms that the students are staying in.

ARRIVAL & DEPARTURE

On your booking confirmation you will find your arrival and departure times. These have been set to work with your activities and mealtimes, so please ensure your coach driver is aware of these times well in advance. Should you need to change either of these times for any reason, please let us know as soon as possible and well in advance of your trip. **Please ensure you read the directions and instructions on the route and coach drop-off point and share these with your coach driver prior to departure. Coaches arrive in the top field and luggage is transported by trailer and the students will walk to the bush camp, approximately 5-10 minutes walk. We will provide you with a ‘What 3 words’ for the coach arrival & departure point.**

TEACHER SUPPORT & INVOLVEMENT

We find teachers/ leaders who get involved in the activities help to ensure that their pupils get the most out of the outdoor experience, as well as improving communication and relationship-building that directly benefits classroom learning,

The instructors will work as a team with your teachers to deliver fun and engaging activities that gets the best out of your pupils. While the instructors will take overall responsibility for the planning and delivery of activities, we do expect teachers to get involved as much as possible, and at all times there should be a minimum of one teacher with each activity group.

We also ask that teachers take responsibility for:

- Getting children up and ready in the morning to be at the meeting point on time wearing the appropriate clothing / footwear, with anything they may need with them (water bottle etc.)

- Helping pupils get seated with their food and managing any behaviour issues at mealtimes.

- Supervising pupils during meal times, and all ‘free time’, the We have a range of sports equipment available for use on our ‘Wembley’ Sports pitch.

Teachers are responsible for pupils through the night. Tea/ coffee and refreshments are also available in between activities.

BEHAVIOUR

While we want the children to enjoy their adventure, for their own safety and enjoyment, and to protect the natural environment, there are a few rules we would expect children to follow with regards to behaviour and camp ‘etiquette’, which we will run through on arrival.

There are high expectations of children with regards to listening to important instructions and following camp rules. We appreciate teachers helping ensuring rules are followed and addressing any issues with behaviour as they arise, to ensure students reflect a positive representation of your school/ group.

ON THE TRIP

Food

Menus are chosen to ensure children are receiving the balanced nutrition they need to give them plenty of energy for their active time on camp. Dietary requirements are catered for, but as we are catering for large numbers of children at a time, fussy eating can’t be accommodated, and children will be encouraged to enjoy the plentiful and substantial meals available. The menu will be shared in advance with you within the running notes for your stay. Please note teachers/ leaders are responsible for ensuring students with allergens/ special diets receive the correct meal from the kitchen. Be prepared as some children may need a little encouragement during their first meal away from home.

Snacks

Other than their packed lunch that they would usually bring for the first day, we ask that children don’t bring food, as all meals and snacks for the duration of their trip will be provided. This helps to avoid unwanted wildlife. We have a ‘no food in lodges’ policy.

Marshmallows and sticks for the camp fire.

These are not provided so please bring your own. We can of course add them onto the booking for a small charge.

Never leave young children unsupervised around the fire. With more mature groups this is at your discretion. If children are moving around, ensure they walk around the campfire circle. If you are toasting marshmallows ensure you limit the number of children doing this at any time. Don’t use too short a stick and don’t wave them around too much! Extra word of warning – Marshmallows can be very hot once toasted, watch out for burning tongues and lips or skin.

Evenings

If you have booked day time activities an activity leader will stay over, and they will look after and light the camp fire and indoor wood burner.

Teachers/ leaders are responsible for evening entertainment unless booked otherwise. We would suggest more relaxing activities such as a quiz, game of rounders (of which we have a kit, football match or bring some cards, board games)

Evening camp fires are what many students describe as the highlight of their trip. Sitting around the campfire with hot chocolate provides the perfect opportunity to unwind and reflect on their day.

Many musical teachers and pupils use this time to sing songs, often songs or performances students know. If your teachers / leader would like to plan a show or musical performance in advance, and/or have instruments they / their pupils would like to bring, this is greatly encouraged. Singing around the campfire tends to work best when planned in advance.

Dealing with sickness

If someone does become sick at e.g. with vomiting and/or diarrhea, we would recommend that this person is sent home so that any infection is not spread. They should not return for at least 48 hours

Remember to wash your hands, ensure everyone in your group washes theirs regularly and to keep healthy people away from infection.

FINALLY

We feel sure that with your support we can achieve our aim of students leaving with a sense of achievement, having fully immersed themselves in the great outdoors, and with a sense of pride in what they have achieved.

LOCAL ACTIVITIES – things to do

National Trust Fyne Court

Within walking distance. Free entry. Discover a wild garden and explore an estate of woodland and meadows nestled within the Quantock Hills.
<https://www.nationaltrust.org.uk/visit/somerset/fyne-court>

Blackrock Outdoors

Within walking distance. High ropes, raft building plus more. A good option for longer stay residential as you can plan a whole day of activity and fun here. Book direct with Black Rock.
<https://www.blackrockoutdoors.co.uk/>

Somerset Boat Centre

20/25 minute drive. Paddleboarding. Canoes etc. Organised sessions.
<https://somersetboatcentre.co.uk/>

Walks

Various walks right on our doorstep.
<https://footpathmap.co.uk/map/?zoom=15.5&lng=-3.10335&lat=51.08907>

LEARNING RESOURCES

Journal Record

On our schools page make use of the free journal record sheet for students to use to reflect on the day of adventure.

Countryside Classroom

Countryside Classroom is a single destination where teachers can find and access the resources, places to visit and people to ask that will support their teaching about food, farming and the natural environment. They offer range of resources to enhance outdoor learning.

<https://www.countrysideclassroom.org.uk/>

Twinkl

Offer a free KS residential trip pack that can be downloaded.
<https://www.twinkl.my/search?q=residential+trip>

Woodland Trust

Offers free resources and Tree Tools for Schools.
<https://www.woodlandtrust.org.uk/support-us/act/your-school/resources/>

Forestry England

Offer free downloadable educational resources curriculum-linked, cover core subjects and are easily adaptable.
<https://www.forestryengland.uk/article/learning-resources-forest-visits>



UK Health
Security
Agency

Enjoy the outdoors but 'be tick aware'

Ticks can transmit microbes that cause infections such as Lyme disease or tick borne encephalitis.

Being tick aware by using the following information can help to reduce the chance of tick bites and of being infected:

- you could be exposed to ticks whenever you spend time outdoors, including when in your garden or the local park
- ticks mainly attach to animals, but sometimes they may bite you, your family or your pets
- you can reduce the chance of tick bites by walking on clearly defined paths, using insect repellent and performing **regular tick checks**
- ticks can bite anywhere on the body, including in your hair. More than one tick can be attached to you at a time
- some tick bites can result in infection, so it is important to remove ticks safely and as quickly as possible
- the safest way to remove a tick is by using a pair of **fine-tipped** tweezers or a tick removal tool
- if you begin to feel unwell with flu-like symptoms, persistent headache, confusion or develop a spreading circular red rash (which usually appears within 1 to 4 weeks after being bitten), **contact your GP or NHS 111 promptly**. Mention if you were bitten by a tick or have recently spent time outdoors

Tick sizes compared to a one penny coin



Tick in the environment



Tick attached to skin



Lyme disease bullseye rash



Tick found under hair



For more information, search for the phrases 'ticks' and 'Lyme disease' on these websites:

www.nhs.uk www.gov.uk www.nice.org.uk/guidance

GOV-11370

