



## Parental Information and Consent Form for Residential Courses

### Our Vision

Every child and young person in Derbyshire should be given the opportunity to experience outdoor education and activities as an integral part of their learning and development.

### The Centre

Lea Green Centre is Derbyshire's leading outdoor and personal development centre. The Centre consists of a large 19<sup>th</sup> century manor house set in its own 26 acres of parkland. The site has a large range of sports and development facilities including a sports hall, astro-turf training area, high & low ropes courses, a large soft play area, arts and craft workshops, 'Glamping' and camping area, games rooms and lots more!

We provide residential and day courses for young people and adults from all over Derbyshire involving a wide range of development activities and opportunities through outdoor adventure, sport, the environment and the arts. All activities share the common theme – personal development and the chance to have fun!

### Courses at Lea Green Centre

Each programme is tailored specifically to the group to deliver a combination of adventure, learning, challenge, fun, exercise and enjoyment.

The programme may involve a range of adventurous activities including, but not limited to; stream walking, climbing, rock scrambling, kayaking and canoeing, high and low ropes courses, orienteering, sports activities, problem solving, night walks and games programmes (please see your individual programme). Lea Green Centre staff will be responsible for the supervision and safety of the group whilst on activity. Accompanying staff support Lea Green Centre staff whilst on activity and are responsible for discipline and pastoral supervision of students throughout the stay.

Living together at Lea Green Centre is part of the challenge – young people share their time together, working as part of a team and gaining a better understanding and an appreciation of others. For many young people, staying at Lea Green Centre is their first residential opportunity and is a chance to promote the development of self-confidence, positive relationships with others and independence.

It is normal practice for young people to have some free and social time whilst undertaking a residential stay; this promotes the building of relationships and provides opportunity for them to develop responsibility and life skills which are a major reason why schools undertake learning outside of the classroom. During free time group members have access to rooms with pool tables and table tennis, and to the grounds of Lea Green Centre where there are areas to socialise and take part in sporting activities. The accompanying staff have a responsibility for the supervision of young people during free time, many schools do not directly supervise their children allowing them a little independence, an invaluable part of the residential. Whilst not directly supervised they are given guidance on expected behaviour and the location of staff. Your school/group will



decide an appropriate level of supervision for these times. A duty member of staff is available in cases of emergency.

### **Safety at Lea Green Centre**

We are licensed by the Adventure Activities Licensing Authority to undertake adventurous activities. Whilst our primary concern is the safety of young people and participants at Lea Green Centre there is obviously a certain amount of risk involved in such activities. If you have any concerns please contact Lea Green Centre staff and we will be happy to provide you with further information.

To help us in regard to safety, there are a few rules for young people, stressing the need for responsible behaviour. Young people should be sensible, listen to group briefings and follow instructions from Centre and accompanying staff.

Visitors to Lea Green Centre must register at reception and are issued visitor or meeting badges.

*The County Council does reserve the right to exclude young people who behave inappropriately or who are a risk to themselves or to others whilst at Lea Green Centre. Young people bringing alcohol or drugs to Lea Green Centre will be removed from the course.*

### **Insurance**

Please note that course participants are not covered by any personal accident / personal belongings insurance policy. Parents or young people who may wish to arrange this type of cover are asked to consult with their own insurance company.

### **Personal Belongings**

Participants are provided with a recommended kit list. Please make sure that all personal belongings are clearly marked with the participant's name. It is not advisable to bring valuable items. Any items brought to the Centre will be held at the individual's own risk and the Centre will not be held responsible should they be lost or damaged.

### **Accommodation**

Young people are accommodated in dormitory style rooms of 2 to 12 people. Bedrooms and changing rooms are regarded as private areas to be accessed only by those who have been allocated those rooms. Cameras or mobile phones should not be used in these areas.

Lea Green Centre is a secure site with no access to the house after the duty member of staff has completed lock-up. There is always a Lea Green Centre member of staff on duty. Visitors are not allowed in dormitory areas.

### **Medical Information and Medication**

Please ensure that the attached consent form is completed and returned to the organising school/group or to Lea Green Centre staff as appropriate.

All medication will need to have specific consent from you. Medication should be clearly labelled with the young person's name and the required dosage. For the majority of programmes or courses, school or accompanying staff will control the handling and issuing of medication for young people. The school/organisation will liaise with Lea Green Centre staff as appropriate.



**Lea Green**  
Learning and Development centre



Please ensure that the school or visiting organisation is informed about any allergies or dietary requirements that the young person may have. Please contact us if you are unsure or need to discuss a dietary or medical condition.

Young people at Lea Green Centre undertake activities in or near lakes and streams. Leptospirosis (Weils disease) is a rare but endemic waterborne disease in Great Britain and there is therefore a small risk of infection from contact with water. Should a young person who has attended a course at Lea Green Centre develop flu or fever like symptoms, we advise consulting your doctor and informing them that the participant has had contact with inland lake and stream water.

Ticks are found throughout the UK and are known to carry Lyme's disease. If the participant has a red skin rash that looks like the bullseye on a dartboard or you discover a tick please consult your doctor.

### Contacting Lea Green Centre

**Address:** Lea Green Development Centre, Main Road, Lea, nr Matlock,  
Derbyshire DE4 5GJ

**Telephone:** 01629 534561 or 534562.

**e-mail:** [leagreen.admin@derbyshire.gov.uk](mailto:leagreen.admin@derbyshire.gov.uk)

Further information about Lea Green including directions are available at:  
[www.leagreencentre.com](http://www.leagreencentre.com)

**Please detach and keep this information sheet and  
return the following consent form to the school  
or group organiser**



## Residential Course Consent Form

**Please return your completed form to the school  
or group organiser**

The following information is required to help the participant gain as much benefit as possible from their visit and all information you supply will be regarded as confidential. We would appreciate your support in completing this form as fully as you can.

Please circle 'Yes' or 'No' for 'YES / NO' questions.

### General Information

Name of Organisation / School \_\_\_\_\_

Name of participant \_\_\_\_\_

Dates staying at the centre from \_\_\_\_\_ to \_\_\_\_\_

Date of birth of participant \_\_\_\_\_ Age of participant/ Year group \_\_\_\_\_

Is the participant male / female \_\_\_\_\_

Address \_\_\_\_\_

Email address of parent/carer \_\_\_\_\_

Are they attending with a parent/carer? YES / NO

Attending parent/carer name \_\_\_\_\_

How did you find out about Lea Green Centre? (Please tick one option from the below)

At Lea Green Centre	Lea Green Centre website	Lea Green Centre Facebook	
Lea Green Centre Twitter	Lea Green Centre email	Employee email/news	
School/group	Flyer from a school trip	Events listing website	
Derbyshire County Council website	Derbyshire County Council Facebook	Derbyshire County Council Twitter	
Other, please state:			

Would you like to find out about future events through Derbyshire Outdoor Education Service and be added to our mailing list for email updates? (We do not share details with any 3<sup>rd</sup> parties)

YES / NO



## Medical Information

1. Does the participant have any conditions requiring medical treatment, or take any medication regularly? YES / NO  
**If YES**, please specify \_\_\_\_\_  
\_\_\_\_\_
  2. Please specify the name, route, dosage frequency of any medication the participant needs to be given \_\_\_\_\_  
\_\_\_\_\_
  3. Please specify the type of pain relief and flu medication the participant may be given if necessary  
\_\_\_\_\_
  4. Please give details of any medical or behavioural issues, or other additional needs the participant has \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  5. Does the participant have any medical allergies YES / NO  
**If YES**, please specify \_\_\_\_\_  
\_\_\_\_\_
  6. When did the participant last have a tetanus injection? \_\_\_\_\_
  7. To the best of your knowledge has the participant been in contact with any contagious or infectious diseases, or have they suffered from anything in the last four weeks that may be contagious or infectious? YES / NO  
**If YES**, please give details \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  8. Name and address of your family Doctor \_\_\_\_\_  
\_\_\_\_\_
- Telephone Number \_\_\_\_\_



### Personal Information

1. Does the participant have any special dietary requirements or particular allergies?

YES / NO

If **YES**, please give details

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2. Does the participant have any other special requirements or needs, or is there anything else that you think we should know?

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### Contact Information

Contact Name \_\_\_\_\_

Tel. Home \_\_\_\_\_ Work \_\_\_\_\_ Mob. \_\_\_\_\_

#### **Alternative emergency contact:**

Name \_\_\_\_\_

Tel. No. \_\_\_\_\_

Address \_\_\_\_\_

**Please ensure that there is someone available on the contact numbers at all times.**

**It is very important that you let the organisation, school or Lea Green Centre staff know as soon as possible should any of the above information change.**

**Please continue to complete the below declaration**



## Declaration

I agree to the participant to attend a residential course at Lea Green Centre. I have read the supplied 'Parental Information' form in regard to activities and safety and have been made aware of the inherent risk that exists in outdoor adventurous activities; although I understand that these activities will be safely managed. I also agree that the above named person may be fitted for and wear climbing harnesses, chest harnesses and helmets if the Lea Green Centre instructor deems appropriate. I have also been made aware of the need for sensible behaviour by participants.

YES / NO

I understand that there will be periods of time for relaxation and socialising where the above named person may be indirectly supervised.

YES / NO

I understand that it may not be possible with mixed groups of children for members of staff of each sex to be present at all times during the activities, evenings and overnight.

YES / NO

I understand that the activities planned may have to change from the original programme for safety reasons such as weather conditions or the needs of the group.

YES / NO

I agree to the above named person receiving medication as detailed by me, and any emergency dental, medical or surgical treatment, including anaesthesia and / or blood transfusion, as considered necessary by the medical authorities if I am not present.

YES / NO

I give consent for any filming or photographs taken of the above named person during their visit to Lea Green Centre to be used for publicity purposes by Derbyshire Outdoor Education Centre and Derbyshire County Council.

YES / NO

I understand that in the event of accident, loss or damage, Derbyshire County Council will only accept liability where the accident, loss or damage is caused by the negligence of the County Council, its employees, agents or subcontractors.

YES / NO

Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

For more information on how Lea Green Centre uses data we hold about you, how long we keep it and your rights relating to it, please visit our website <http://leagreen.derbyshire-outdoors.org/privacy-policy/> For further information visit [www.derbyshire.gov.uk/gdpr](http://www.derbyshire.gov.uk/gdpr) If you have any concerns regarding how Derbyshire County Council use your data, you may contact the Data Protection Officer Simon Hobbs on 01629 538306. You have the right to contact the Information Commissioner's Office if you have any complaints about how Derbyshire County Council handle your data.