



Information and Consent Form for Activ-ability 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 19th 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! Meadow Lodge is a purpose built bungalow in the grounds of Lea Green Centre and provides accessible accommodation for residential stays.

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). Many of these activities will involve participants wearing a variety of helmets, climbing harnesses and chest harnesses. In general, climbing harnesses have a waist strap at roughly trouser belt height and a strap around each leg at mid-thigh. Staff are experienced at fitting these sensitively and working with young people with additional needs, but if you have any specific concerns regarding these issues, please contact Lea Green Centre staff and we will be happy to provide you with further information.

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 visit.

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 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 participants, stressing the need for responsible behaviour. Participants 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 participants who behave inappropriately or who are a risk to themselves or to others whilst at Lea Green Centre. Participants bringing alcohol or drugs to Lea Green Centre and/or Meadow Lodge 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 (for Activ-ability residentials)

Living together at Lea Green Centre is part of the challenge for an Activ-ability residential where overnight accommodation is included. Participants share their time together, working as part of a team and gaining a better understanding and an appreciation of others. For many, 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 participants 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. 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. Whilst not directly supervised they are given guidance on expected behaviour and the location of staff. A duty member of staff is available in cases of emergency.

All rooms in Meadow Lodge are twin bedded with access to a shared en-suite bathroom. Sometimes a third bed is added to a bedroom at the request of a visiting group. One bed in each room is an electric profiling bed, and bedrooms and bathrooms have tracked ceiling hoists. 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 or on call. Visitors are not allowed in dormitory areas or Meadow Lodge accommodation.

Medical Information and Medication

Please ensure that the attached consent form is completed and returned to Lea Green Centre staff as appropriate.

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



Lea Green
Learning and Development centre



Please ensure that you inform Lea Green Centre staff about any allergies or dietary requirements that the participant may have. Please contact us if you are unsure or need to discuss a dietary or medical condition.

Participants 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 participant 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

Further information about Lea Green including directions are available at:
www.leagreencentre.com

Please detach and keep this information sheet and return the following consent form via email or post to Lea Green Centre staff



Activ-ability Course Consent Form

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 (if applicable) _____

Name of participant _____

Date(s) of booking _____

Date of birth of participant _____ Age of participant _____

Is the participant male / female _____

Address _____

Email address of participant/parent/carer _____

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

Attending parent/carer name _____

Are they attending with a friend? YES / NO

Name of attending friend _____

How did you find out about Activ-ability? (Please tick one option from the below)

At Lea Green Centre	<input type="checkbox"/>	Lea Green Centre website	<input type="checkbox"/>	Lea Green Centre Facebook	<input type="checkbox"/>
Lea Green Centre Twitter	<input type="checkbox"/>	Lea Green Centre email	<input type="checkbox"/>	Employee email/news	<input type="checkbox"/>
School/group	<input type="checkbox"/>	Flyer from a school trip	<input type="checkbox"/>	Events listing website	<input type="checkbox"/>
Derbyshire County Council website	<input type="checkbox"/>	Derbyshire County Council Facebook	<input type="checkbox"/>	Derbyshire County Council Twitter	<input type="checkbox"/>
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 3rd parties)

YES / NO



Payment

Cheques should be made payable to Derbyshire County Council and sent to Lea Green Centre at the address listed above. You can pay by cash or cheque in person by calling in at the Centre on weekdays between 9am and 5pm

There is also the option to pay by debit card. This can be done by calling the Centre on 01629 534561 quoting the name of the course, venue, dates and the names of all participants you are paying for.

Payment method:

Cheque YES / NO Cash YES / NO Credit Card (telephone payment) 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 your 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 need help on a one-to-one or two-to-one basis? YES / NO
Please note, Lea Green Centre staff cannot provide personal care. Carers are required to stay for the duration of the visit.

2. Does the participant have any special dietary requirements or particular allergies?
YES / NO
Is the participant tube / PEG fed? YES / NO
If YES, please give details

3. Does the participant use a wheelchair? YES / NO (if NO please continue to question 4)
Can the participant weight bear? YES / NO
Can the participant transfer independently from their wheelchair? YES / NO
Does the participant need a hoist to transfer from their wheelchair? YES / NO
Please note, whilst we have a variety of different hoists on site, we do require participants to bring their own slings.
Can the participant walk short distances with assistance? YES / NO
Can the participant manage to go up or down steps with assistance? YES / NO

4. Can the participant pedal either a two wheeled, three wheeled or four wheeled bike?
YES / NO

5. Is the participant happy around water? YES / NO

6. Is the participant happy to get dirty/muddy? YES / NO

7. Does the participant have any other special requirements or needs, or is there anything else that you think we should know? (This could include the name of their disability or condition or anything they particularly like or dislike)



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 either the organising group/school or Lea Green Centre staff know as soon as possible should any of the above information change.

Declaration

I agree to the named participant to attend an Activ-ability course at Lea Green Centre. I have read the supplied 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 (plus evenings and overnight if staying residentially.)

YES / NO

I understand that the activities planned may have to change during the course of the day for safety reasons such as weather conditions or the needs of the group.

YES / NO

Please turn over to continue the declaration



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 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.

**Please return this consent form via email or post
to Lea Green Centre staff**