Lea Green
Learning and Development centre

DERBYSHIRE County Council

Lea Green's SEND Operating Procedures

The purpose of this document is to ensure that all activities are delivered safely to the highest standard and meet all group and individual needs.

Staff Competence

All staff leading our activities will hold the relevant National Governing Body qualifications or have been assessed as competent by an appropriately experienced and qualified person as required by the Adventure Activities Licensing Service.

Acknowledgement of Risk

We will take all steps to ensure the health and safety of the group/individuals whilst at Lea Green. However, visitors should be aware that certain inherent risk remains, which are integral to the activity, and which cannot be eliminated completely. The risk of serious injury is extremely remote, but some activities may result in minor injuries such as grazes, sprains, and bruises. This is not a 'disclaimer' but serves to inform group leaders about what participants may encounter All visitors at the centre are asked to acknowledge the residual risk inherent in adventurous activities prior to their visit.

Transfer of responsibilities

The visiting group leader has overall responsibility for the group at all times. The centre managers at Lea Green have responsibility for the programme, staffing, equipment, and facilities and for operating the centre to legal requirements. Lea Green staff will be responsible for the safety and management of participants on all activities provided by the centres.

It is essential that visiting staff provide information regarding individuals (see attached sheet) and offer appropriate support to enable Lea Green staff to perform their duties. Visiting staff always retain a duty of care for the participants under 18 (or have overall parent/guardian responsibility). If a participant is withdrawn from the "led" activity for any reason, then the responsibility for those withdrawn will revert to the visiting staff. If at any time visiting staff are unhappy about any activity, it is essential that they make their concerns know to the centre staff at the earliest opportunity. Visiting staff may insist that any activity does not continue on the grounds of physical or psychological harm, or the activity is not commensurate with their planned outcome.

Supervision when not on activities

Visiting staff are responsible for the supervision of their groups when not on a structured session led by the centre's staff. Lea Green will have a member of staff on site with a first aid qualification for the duration of their stay. Rules and safety procedures will be discussed with you on arrival at the centres.

Child Protection and Safeguarding

All Lea Green staff are DBS Disclosure & Barring service checked. All external doors are locked at night to prevent entry by an intruder or to keep visitors within the security of the building and all external visitors are required to report to the main office and sign in prior to their appointment/visit on site.

Transport

Lea Green has 4 minibuses which operate under a section 19 minibus permit, none are wheelchair accessible.

Lea Green
Learning and Development centre

DERBYSHIRE County Council

Lea Green's SEND Operating Procedures

Food Safety

Lea Green centre has a 5-star rating (Very Good) under the Food Hygiene rating scheme. Any dietary/allergen requirements will be discussed with you prior to your visit.

Fire Protection

Lea Green complies with current fire safety legislation, and we are inspected on a yearly basis by Derbyshire fire and rescue to ensure the buildings meet the council fire safety standards. Also, at the start of your stay there will be a briefing/fire drill to ensure anyone staying is aware of nearest evacuation and assembly points in case of a fire.

Inclusion

- Lea Green will make reasonable adjustments to ensure inclusivity for all wherever possible during all our programmes.
- Meeting Dietary requirements where required.
- Accessible bedrooms (Flat and Meadow Lodge at Lea Green).
- Flexibility of programme, where possible, to meet individual needs.
- Using specialist equipment and appropriate venues to meet the needs of the group.

What we require prior to your booking

- Lea Green understands everyone has different needs. To address this and meet their needs the following information is required for planning and delivering the programme.
- We need all appropriate information on groups and individuals prior to the visit. This will give the centre and staff the information required to tailor the visit to meet their needs.
- The team are dynamic at Lea Green and when and where possible will change the programme to meet the customers' needs.
- Let us know about any personal equipment required for individual/group that cannot be transported to or stored at the centre (hoist, chairs etc).
- Any individual requirements/potential barriers (helmet or harness wearing, drains, implants) to ensure we can best meet the needs of the individual.

What Lea Green Offers

- We can offer a pre-course visit to reassure groups/individuals/parents guardians.
- We can loan equipment to the group/individual prior to visit to enable familiarisation (helmet, harness).
- Dedicated SEN lead who will answer questions/queries about the visit.
- Ongoing training for staff at the centre to ensure best practise in activities at the highest current safety standards.
- Staffing ratios to reflect/meet group needs.
- Ongoing communication from your initial booking to completing your stay to ensure all needs are met.

For any other queries regarding our risk management processes please get in touch with Lea Green **01629 534561** or go to our website **leagreen.admin@derbyshire.gov.uk**