



NOTES FOR VISITING LEADERS

Head of Centre: Mr Jim Gleave
Deputy Head of Centre: Mr Andy Strudwick
Housekeeper: Mrs Ruth Atkinson

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

The following notes are intended to provide information you need for planning your stay at Marrick Priory. We strongly recommend a pre-course visit to the Priory, to meet us, familiarise yourself with the setting and discuss your programme ideas. This is particularly important for first time visitors.

Your attention is also drawn to the information contained on our website.

ACCOMMODATION

If your group does not fit in the rooms below, please get in touch and we can look at making a common room available to accommodate you.

Dormitories

Juliana	16	
Margaretha	14	
Alina	5	
Agnes	4	(wheelchair accessible with ensuite shower and toilet)
Christabella	4	
Cecilia	3	
Isabella	2	(Leaders room)
Alice	2	(Leaders room ensuite toilet)
50	Guests in total	

A dormitory list can be downloaded from the bookings page of our website and should be completed and handed to the Duty Instructor on arrival.

Showers and toilets: 2 large toilet/shower rooms
4 smaller toilet/shower rooms

Marrick Priory Outdoor Education and Residential Centre

Richmond, North Yorkshire, DL11 7LD

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Jim Gleave - Head of Centre

Andy Strudwick - Deputy Head of Centre

Supported by the Diocese of Leeds - Registered Charity No. 1139240

Other Facilities

- 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: meetings, worship, drama, music, craft-work, teaching, games etc.
- Priory facilities include: tuck and souvenir shop, indoor climbing wall & abseil tower (instructed activity), environmental resources, art and craft materials, table-tennis table, pool table (20p), table football, indoor/outdoor games and activities.
- Teaching and training resources include: DVD player, whiteboard, CD player, piano, photocopier, projector and screen.
- 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.
- Groups with special needs: we welcome groups with special needs and encourage visiting leaders to review our facilities and discuss their requirements when making a booking. All rooms downstairs are wheelchair accessible as is the 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 - please request assistance from Marrick staff when you arrive in a coach or minibus. Cars and minibuses may be parked in the Priory car park. The Churchyard however, is for unloading and loading only.

The nearest mainline railway stations are situated at Darlington (25 miles) and Northallerton (23 miles).

Please note that satellite navigation systems (particularly older versions) might direct you to tracks that vehicles cannot get down. Please access the Priory by vehicle along the road from Fremington.

ARRIVAL AND DEPARTURE

Because of the tight schedule of groups using the Priory, we ask our visitors to adhere to the arrival and departure below.

Arrival:

Mondays/Wed - From 12.30 pm onwards (bring own packed lunch).

Friday - From 5 pm onwards (*see note concerning evening meal).

Departure:

Friday - Before 10.30am.

Sunday - Before 3pm.

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

1:00pm (approx.) - Packed lunch

6:00pm - Evening meal

Weekend routine

6.30pm - Evening meal (Friday)

6:00pm - Evening meal (Saturday)

8.30am - Breakfast

1:00pm (approx.) - Packed lunch (Saturday), set lunch (Sunday)

Meals Rota

Table-setting, floor sweeping and bin emptying are done by your group members (in teams of six) on a rota basis. Visiting staff are requested to ensure that the rota team is ready after the meal and leaders help supervise the table setters and floor sweepers. A mealtime duty rota can be downloaded from the bookings page of our website.

Packed Lunch

Packed lunches for the day are made before breakfast from 8am. Hot or cold drinks can be supplied with packed lunches if required. Group members should bring their own bottles or flasks.

Cleaning

The residential group is responsible for the day-to-day tidiness of the Priory interior. Course members will also take an active part in collecting all their belongings and basic tidying before departure.

Notes

- For younger groups and during the winter months an evening meal can be served at 5.30pm - please ask.
- Morning coffee and/or afternoon tea & biscuits can be provided for a supplementary charge (see Table of Fees on our website). Hot and cold drinks are available on request throughout the day.
- A kitchen area is provided for visiting adults to make drinks.

CLOTHING AND EQUIPMENT LIST

General

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

General Outdoor Clothing

Outdoor footwear, wellies, sweaters (a number of synthetic fleeces would be ideal), thick socks, track-suit trousers/leggings, Waterproof jacket, hat, gloves and torch. At least one complete change of clothing per day is a good guideline. 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.

A suggested kit list can be downloaded from the bookings page of our website.

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 alcohol consumption off site is not permitted.

- Over-18 off site drinking - Any pub visits should be as a group, accompanied by a leader, and show responsible behaviour in the pub and to local residents.
- Smoking is restricted to designated areas outside the Priory buildings.

HEALTH & HYGIENE

The health and safety of groups staying at the Priory is of fundamental interest to all concerned. All leaders are asked to complete a form giving details of the health, medical needs and emergency contact details of all visitors in the group. We send this out when your booking is confirmed and it must be sent or handed in to the duty officer when you arrive.

The health and medical form is available to download from the bookings page of our website.

Marrick Priory is adjacent to a farm environment. To reduce the risk of transmission of diseases and bacteria (e.g.: E-Coli) found in the outdoors, we ask all visitors to wash their hands regularly and particularly after using the toilet, activity sessions and before eating.

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 leader's responsibility to decide on the level of cover they wish to have for themselves and their group members, please contact us if you have any further questions.

BURSARY FUND

At Marrick Priory we believe that everyone should have the opportunity for a residential experience. We have a Bursary Fund that is available to assist individuals in cases of hardship. For details, please contact the Priory or complete and send a Bursary application form, available to download from the bookings page of our website.

NON-RESIDENT GROUPS

Subject to staff availability 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 a residential stay at the Priory, that occasionally non-residential groups may be on the site and using other facilities.

RESPONSIBILITY AND CARE AT MARRICK PRIORY

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

It is our aim to provide a high-quality service, both residentially and in the outdoors. Our staff receive training which places the highest emphasis on the welfare of those visiting us. We ask visiting leaders to play an important part in achieving this goal.

During organised sessions - the instructors will take responsibility for the safe running of the activity but may require the support of the visiting leaders, especially in matters regarding behaviour management.

Outside of organised sessions – for example after a session has ended, during general free-time, at meals, at night-time and during arrivals and departures, the visiting leaders are responsible for the supervision and welfare of the group.

We provide a framework for the smooth running of the centre. We cover “rules and responsibilities” and fire safety procedures at the beginning of the visit in a welcome talk and first meal together. We expect visiting leaders to assist us by reminding and encouraging their group members to keep to these standards, and step in where necessary to avoid problems developing. Marrick Priory staff are often around in the building during working time to provide additional advice and support but the supervision rested with the visiting leaders. There is a Duty Instructor allocated each day, who can be contacted at any time of day (or night in an emergency), who will assist.

SAFETY IN OUTDOOR ACTIVITIES

In choosing to participate in outdoor activities, we place ourselves in a natural environment that can sometimes be challenging and we may encounter hazards which can cause harm.

Outdoor education provides the basis for 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 challenges 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.

Marrick Priory is not responsible for the health and safety of any participants during sessions run by visiting leaders.

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 and Parachute Games.

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 R0295.
- Each activity offered by Marrick Priory, will be run according to the procedures laid down in the ‘Activity Guidelines’ (available to download from our website). These guidelines are 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. There may be unforeseen circumstances (e.g. weather, staff availability, access to activity sites etc), which mean we may have to change the programme. Where possible we aim to discuss these changes with you to arrive at the best decision.

- Weather conditions can play a crucial part in the safety of participants in outdoor activities. Marrick Priory undertakes to provide activities only when weather conditions are suitable to the group (considering 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 is also 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 update staff in safety and emergency procedures. 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 a visiting adult who assists with the supervision, care and safety of the participants working alongside 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. We have a policy of "Challenge by Choice", but we will encourage all participants to 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 and medication they need on the 'Health and Medical Form'. 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. Without this vital commitment, the safety of a whole group could be jeopardized.
- All technical equipment for activities is supplied by Marrick Priory. Personal clothing and belongings are the responsibility of the individual. Participants should be informed of clothing needs in advance (See kit list & outdoor activity details). Some items such as waterproofs and wellies 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. Particular care must be taken to 'minimize impact and leave things as you find them'.
- All visitors are required to remember that they are visiting a working community. Noise and impact should be moderated to respect the needs of resident staff and neighbours in the local area.
- All groups are required to consider their own insurance needs and make necessary arrangements for insurance cover. (see page 4)
- Group Leaders must ensure that the parents of children and young people have a real understanding of the nature of the residential trip and their written consent must be gained.