



## Kench Hill Centre

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# SCHOOL PARTY AGREEMENT WITH KENCH HILL CHARITY

## SCHOOL responsibilities

### PRE-VISIT

#### School staff SHOULD:

- Advise Kench Hill Charity of a designated group leader as soon as possible after booking has been confirmed in writing
- Arrange a preliminary visit – essential for any group leader and/or accompanying staff that have not been for 3+years. If familiar with the site, but not as a group leader, a planning meeting can be arranged at school with a member of Kench Hill staff. The Teacher's Pack contains guidance, information and advice.
- Plan and agree a programme with the Head of Centre up to 6 weeks in advance.
- Read and follow guidance in the Health and Safety Manual, including the risk assessments for all selected activities on and off-site. Download from <http://www.kenchhill.co.uk/schools>
- Notify the Centre **at least 2 weeks in advance** of the visit of number of children, staff, sleeping arrangements and dietary, faith or other needs, including LDD details. In particular notify of pupils with EBD and strategies to support such pupils, in discussion with the Head of Centre. NB If we do not receive this information we cannot guarantee to deliver these requirements.
- Ensure that accompanying staff are fit and able to take part in all activities, or notify and take advice from Head of Centre
- Familiarise themselves with Kench Hill Centre's rules and safety guidelines prior to the visit. School staff are responsible for enforcing these rules and behaviour of children on and off-site. A copy of rules for pupils can be found in the H&S Manual\*.

### DURING THE VISIT

#### Schools/groups MUST:

- Ensure adequate supervision of all children/group members at all times. This is particularly important during free play sessions. 1 member of staff should be a first aider.

Supervision ratios (Key Stage 2): 1 staff: 10 pupils

Eg 18 pupils - 2 staff (at least 1 qualified teacher)

25 pupils - 3 staff

31 pupils - 4 staff

**EBD/SEN** 1:1 supervision if required, in addition to minimal ratios.

There should be at least 1 female member of staff if a mixed group, with ideally 1+ male staff, but this is not essential. It is at the discretion of the Headteacher to send support staff to accompany the group, subject to minimum requirements.

#### Staff MUST:

- Organise a supervision rota for 'free times'.
- Notify of any accidents/injuries and complete an accident report form
- Organise activities for evenings and other unstructured times

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hackney  
learning trust

- Take part in teaching sessions in conjunction with KH staff
- Report any faults, damages and breakages
- Ensure proper use of house, grounds and all equipment issued, and undertake to meet any additional charges levied as a result of improper use
- Lock house at night, turning off lights and equipment
- Ensure bedrooms are kept clean and tidy, undertake regular room inspections (NB – Visitors, accompanied at all times, may be shown around during the visit)
- Follow the environmental policy of the Centre eg recycling, reducing energy and water use

**Staff should NOT:**

- Leave the site or group without prior notification and consent from Head of Centre
- Smoke or drink alcohol in front of pupils, nor consume excess alcohol

## **KENCH HILL Responsibilities**

### **Kench Hill Charity undertakes:**

- To meet the full schedule of service in accordance with the agreed programme
- To ensure that the premises, all equipment and materials meet required safety standards
- To ensure that all Centre staff, whether permanent or seasonal, hold qualifications appropriate to activities they are required to lead, and have DBS checks.
- To make available a range of information and resources relevant for school journeys to Kench Hill Centre
- To provide a service of booking transport to and from the Centre and for day trips
- To monitor and evaluate school trips to Kench Hill through regular consideration of comments from visiting schools and formal evaluation
- To provide a nutritious, balanced menu that meets Healthy Schools guidelines and caters for different dietary requirements
- To deliver an introductory talk and tour highlighting emergency procedures and rules
- To provide on-call support and first aid cover at all times
- To provide comprehensive cover for Public Liability and Employer's Liability insurance
- To undertake regular risk assessment reviews and to risk assess all new activities and sites

**\*Pupil should:**

**NOT** leave the premises unaccompanied

**NOT** litter the premises

**NOT** have access to bedrooms during the day

**NOT** take food, sweets or drink to bedrooms, or eat while travelling

**NOT** be allowed chewing gum or fizzy/sugar drinks

**NOT** bring mobile phones or any valuable items

**NOT** wash dirty clothes in wash basins

**KEEP** outdoor/dirty clothes in the cloakroom area, not in bedrooms

**WEAR** seatbelts at all times in vehicles

**KEEP** cloakroom clear of obstructions (coats and boots)

**KEEP** bathrooms and all communal areas clean and tidy.

**(See also Teacher's Pack; Health and Safety Manual)**