



BT2: Residential Information

This document contains all the information you will need for your residential to Bendrigg.

[Group leader checklist](#)

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Group Leader Checklist

We look forward to welcoming you and your group to Bendrigg. We hope the following checklist will help with your preparations.

All forms and information sheets can be found on the 'Downloads' page of our website.

It is vital that the following forms are completed and returned to us at least 4 weeks before the start of your course.

BT5 Medical & Consent form: We need a completed form for **all** participants (inc. staff/carers) to enable us to make appropriate arrangements for any specific **needs and diets** within the group in preparation for your visit.

Failure to return all forms in a timely manner may have an impact on the service we can provide.

BT6 Group Summary Sheet : A summary of all the information from the Medical & Consent forms including a complete list of all participants and group leaders.

We would also like a room plan 1 week before your arrival.

Additional Information

BT3 Guidelines for group leaders: Please read the 'Guidelines for group leaders' sheet carefully and ensure all visiting staff understand their role during your stay at Bendrigg.

BT4 Guest information: Please ensure all members of the group are given a copy of the Guest Information leaflet. It includes a 'what to bring' list and telephone numbers.

We strongly recommend that visiting groups arrange appropriate travel insurance to include cancellation, personal accident and loss or damage to personal belongings. Everyone coming to Bendrigg is covered by Public Liability Insurance for the duration of their stay however this does not include travelling to and from Bendrigg on arrival/departure days, cancellation and loss of deposit, personal accident not through our negligence and loss of baggage and personal effects.

If you have any queries about your course, please contact our Bookings Administrators. We look forward to seeing you soon and thank you for your help.

Bookings Administrator

Email: bookings@bendrigg.org.uk



Guidelines for Group Leaders

The role of visiting staff whilst at Bendrigg

We look forward to welcoming you and your group to Bendrigg. Whilst we will be providing a fully staffed programme of activities throughout your stay, the success of the course depends on the co-ordination between yourself and our staff, and an understanding of the different roles we each undertake during a residential. To facilitate this, we have prepared the following guidelines to explain your role more clearly, giving you added confidence and enabling your group to achieve as much as possible. We hope you will find this helpful.

Each group visiting Bendrigg has different objectives and needs; consequently, some of the information below may not be applicable to you. However, if you have any concerns, do not hesitate to contact us.

Preparation

- Use the Group Leader Checklist (BT2) to make sure you have completed everything required within the time frame.
- Use the Guest Information leaflet (BT4) to make sure your group knows what is expected and what they need to bring.
- Ensure all medical and consent forms (BT5 or Online Jot Form) have been returned to us along with the group summary sheet (BT6) **4 weeks before your visit.**
- Make sure the programme meets your objectives.
- Inform us of your expected times of arrival and departure, numbers and room allocation, specific diets and any other relevant details.

- Try to motivate the group to expect a challenging and rewarding time.

On arrival

- Please be aware we will need to brief you and your group at the beginning of the course.
- Our tutors will ask you to complete a fire sheet for your accommodation.
- Take time to familiarise yourself with the Centre.
- Introduce yourself to other groups who may be sharing the Centre.
- Ensure you have the overnight duty mobile phone number (07974 797551) in case of emergency

During the course

- Inform the course tutor about any worries you may have as they arise.
- Help and encourage group members with activities and domestic tasks.
- You have a 'duty of care' and will be responsible for the pastoral and medical care of your group members at all times.
- Maintain reasonable discipline and behaviour among group members.

On Departure

- Complete an evaluation form (BT7) to inform us of ways we could improve future courses.
- Contribute to a course debrief with the group and our staff.
- Leave all rooms clean and tidy, with all linen removed, ready for the next group.
- Ensure all our outdoor equipment has been returned to our stores and is clean.
- Ensure no one has left any items of personal kit or clothing.
- Contact the office if you wish to enquire about booking a future break.

Follow up

- Encourage group members to review their experiences.
- Review your own experience of the residential and its success.
- You can keep up to date with our latest news on our social media pages @bendriggtrust.

We hope that this information will be helpful to you and will lead to a smooth running and successful course with appropriate and relevant outcomes for your group. If you have any problems or queries about any aspect of your course, do not hesitate to contact us. We look forward to meeting you and your group.



Guest Information

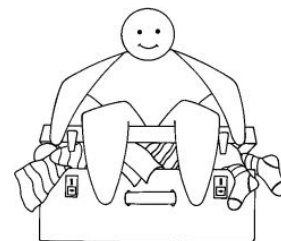
We have put together the following information to help you prepare for your stay.

Facilities on site

There is Wifi available throughout the centre and mobile phone signal is good with 4G being picked up around most of the site. There are no shops nearby, so guests should bring everything with them that they are likely to need during their stay. However, we do have a small tuck shop on-site selling a small selection of souvenirs and a limited selection of toiletries. Laundry facilities are available for emergency use only. We also have a limited number of accessible aids available on a first come first serve basis, this includes slings, commode's, door alarms and padded bed sides. please contact us if you wish to see the list and reserve any items for your stay.

What you need to bring

Whatever time of year you visit, much of the time will be spent outdoors, so we advise you to bring OLD, WARM, LOOSE FITTING clothes. All specialised clothing and safety equipment will be provided by the centre. However, we ask that guests bring with them as many of the following items as possible.



Kit List

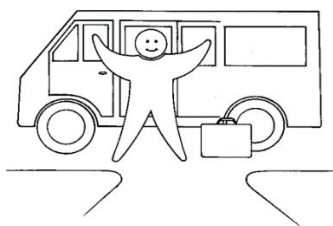
Important

- 3 complete changes of clothes (loose trousers are best, not jeans)
- 2 towels
- Toiletries
- 2 fleeces*
- Pair of gloves and a hat*
- 3 pairs of socks plus 1 thick pair for walking boots/wellies
- 1 pair of slippers or indoor shoes
- Waterproof coat and trousers*

Useful

- 2 pairs of trainers (one old pair for water activities)
- Torch*
- Strong outdoor shoes or boots*
- Wellingtons*

- Shorts
- Sun hat
- Sun cream



* We can provide these items if you do not have them

