

## **Teacher FAQs**

### **Can we come to look around before we visit?**

Yes – we highly recommend site visits before you are due to come. Please contact the Main Office on 0118 983 2099 to speak with a member of staff or email us at [enquiries@uftoncourt.co.uk](mailto:enquiries@uftoncourt.co.uk)

### **What do we need to do before we arrive?**

Check your programme thoroughly and make sure you are happy with it.

Read through the Terms and Conditions on your booking form.

Read, sign and return the Fire evacuation procedure.

Complete and return the Catering Form, Dietary requirements sheet and the relevant bedroom list at least two weeks prior to your stay. (See separate guidance on booking form).

Have a look through the Pre-visit information pack you have been sent.

Contact our office if you have any queries.

### **How safe is Ufton?**

Staying at Ufton is great fun, children have considerable freedom and are encouraged to be adventurous. All activities are underpinned by robust and rigorous Health and Safety policies and procedures, have been risk assessed and our team work together to be vigilant and enforce our Health and Safety Policy.

We have been award several kite marks, including Learning Outside the Classroom Quality Badge, Adventuremark and AHOEC Gold which all endorse our approach to Health, Safety and Welfare.

Ufton is staffed 24 hours a day and is on private land so public access is not permitted. All doors have regularly changing codes and entry at our gate is via an intercom to ensure the security of all of those staying with us. All adults on site are identifiable either through their clothing or the lanyard they must wear.

### **What about Safeguarding at Ufton?**

We have 3 Designated Safeguarding Leads at Ufton to ensure that qualified personnel are on site with children every day. All Ufton staff without exception are subject to DBS checks and trained in Universal Safeguarding.

If you have a concern about a member of staff working with children at Ufton please contact the Local Area Designated Officer (LADO) on:

Landline: **0118 937 2684**

E-mail: **LADO@reading.gov.uk**

### **What clothes should we bring?**

You will spend a lot of time outdoors so make sure you have appropriate clothing for the season and the weather, including sturdy shoes.

For a detailed list of items to include when packing, please see our kit list in the Teacher Hub.

### **What footwear do we need?**

Please bring a pair of indoor shoes (avoid slippers – light trainers are much more suitable) and a pair of outdoor shoes (these can be wellies, boots or trainers). In addition, if you are having a banquet or feast, you will need suitable footwear for that too.

**Do we require any special clothing or equipment?**

No – if required, we will supply and safely fit any personal protective equipment. If taking part in water-based activities, you must provide your own tightly fitting footwear, not crocs.

**Can we bring food or snacks to Ufton for when the children are in bed?**

We know you will deserve and want a little treat once the children are all in bed. If you do bring some snacks, please avoid bringing any foods that may contain nuts. We would also prefer you not to bring alcohol.

**What sorts of things are on the menu?**

Healthy eating and social meal times are an important aspect of time at Ufton. We ensure there is adequate time to eat and chat about the activities and learning the children have experienced in the great outdoors.

Three healthy, balanced meals and two healthy snack breaks are available daily and are freshly prepared on site by our catering team.

Sample menus are available on the website in the Teacher Hub.

**Is there a shop on site?**

There is no need to bring money as we do not have a shop.

**Are there disabled facilities at Ufton?**

There are many disabled facilities here at Ufton, including a fully equipped cabin with a hoist and adjustable beds.

In the Manor House, we have a deafguard system in place for children that are hard of hearing or deaf, which will alert them in an emergency.

Please contact the Main Office for information on what facilities we can offer your SEND children.

**Will you cater for food allergies?**

Your school will provide Ufton with a detailed list of children's food allergies and preferences. We order our groceries based on these forms. Where possible, Ufton is a nut free site.

**Do we need to bring bedding?**

All bedding will be provided by Ufton. As part of developing the children's independence, they are now making up their own beds. It is a good idea to ask parents to run through this as homework at home (putting a duvet cover and pillow case on). The children really seem to enjoy this extra room-time.

If any members of your group have allergies that you feel may be affected by our bedding, please notify us that they will be bringing their own bedding.

**Is there somewhere to store medication?**

Yes, there is a fridge available to you for storing any medication.

**What do we need to do on arrival?**

Please use the gate intercom to notify reception upon arrival. If the gate is open when you arrive, please report to reception, which is located by the entrance porch of the Manor House.

A member of our Education team will meet you on arrival, guide you through the first part of your visit and talk you through your programme and confirm some details with you.

You will have a base for your bags and belongings, a teaching space and access to toilet facilities.

We will start your programme straight away after your arrival, so please ensure that everyone is dressed appropriately for the weather when you arrive.

Please note that a teacher or responsible adult must still accompany each group, even if Ufton staff are leading the activity.

#### **What is the fire procedure at Ufton?**

On arrival, each group is given a thorough fire and safety briefing where all emergency exits, meeting points and procedures for evacuating the buildings are explained.

All residential groups will complete a fire drill on their first day. Ufton has a redcare agreement with the Fire Service.

#### **What first aid cover does Ufton have?**

All members of the Education team are fully qualified first aiders. In order to maintain the flow of activities, we ask visiting staff to administer first response first aid. Ufton staff are available to support or help if required.

#### **What are our duty of care responsibilities?**

We ask all visiting staff to follow and help the children to follow all safety briefings and assist with the supervision of the activity as required. School staff are to supervise the children during breaks. If you have selected a self-led activity, you may be required to lead a session following instructions from Ufton Staff. You will administer first response first aid to any of your children who injure themselves.

Ufton staff will ensure the safety of the group whilst engaged on an activity. They will follow our risk assessments, proactively risk assessing and will have checked equipment prior to use. During activities, we will supervise the group with assistance from accompanying staff. Children will be given a clear briefing at the start of each activity. We will assist with first aid if accompanying staff request help.