

WHO IS RESPONSIBLE FOR WHAT?

WHAT KMC UNDERTAKES TO DO:

BEFORE THE VISIT

1. We will provide a confirmation of booking setting out the facts of your visit
2. We will send you a KMC Leader's Information Pack
3. We will be available to answer your queries
4. We will be available to discuss special dietary requirements and other special needs directly with a parent or guardian if necessary
5. We will maintain the KMC site and facilities in a healthy and safe condition
6. We will make appropriate staffing arrangements for KMC for the period of your visit
7. KMC arranges coach transport to and from the centre for most groups, and has checked out the safety and quality of the coach company

DURING THE VISIT

8. We will provide a duty instructor to meet your party on arrival, help you to settle in and conduct essential first-night briefings (e.g. fire drill) with students and visiting staff
9. We will provide clear information to help visiting staff to deal with any problems that might occur out of hours
10. We will provide a list of telephone numbers for KMC staff members that MAY allow visiting staff to call on the local knowledge of KMC staff out of hours (But NB No member of KMC staff lives on site and there is no on-call rota)
11. We will provide places where visiting staff can lock away valuables and medicines during the visit
12. The duty instructor and other instructors will meet with visiting staff each morning and evening to ensure effective communication and address any issues or problems
13. KMC instructors will take responsibility for students and visiting staff during planned activity sessions
14. Where possible KMC instructors will provide resources and advice for visiting staff who are arranging their own evening and self-staffed activities

AFTER THE VISIT

15. We will ask for feedback both verbal and written from visiting staff in order to be able to address problems and collect ideas to improve future provision

WHAT KMC EXPECTS THE VISITING LEADER AND OTHER VISITING STAFF TO DO:

BEFORE THE VISIT

1. We expect you to send us a completed booking form
2. We expect you to let us know if anything is not correct in the confirmation of booking
3. We expect you to provide your students' parents/guardians with adequate and appropriate information about the visit

4. We expect you to advise and assist your students to make appropriate mental and physical preparations for the visit, including understanding the expected code of conduct
5. We expect you to let us know if details or requirements change in the run-up to the visit (eg party numbers)
6. We expect you to send us names of all party members in advance, together with details of any special dietary needs or any other special needs, a bedroom plan, a proposed activity programme (with details of your learning objectives if possible) and a leader's mobile number for use by the coach company
7. We expect you to collect and bring with you signed parent/guardian health and consent forms
8. We expect you to bring with you drivers documents for any of your leaders who wish to be able to drive KMC vehicles during your stay
9. We expect you to give careful thought to how best to divide up your party into activity groups of a suitable size
10. We expect you to give careful thought as to how best to divide up your party into duty groups of a suitable size
11. We expect you to plan the use of your evenings and any other self-staffed time during the visit, including making supervision plans and risk assessments for your party living on-site and for any activities your staff will lead
12. We expect you to liaise with your school or other organisation and the parents/guardians of your students with regard to emergency plans and communications (eg when and how you will inform a parent if their son or daughter is ill or has been injured)
13. We expect you to make a plan for students' medication whilst at KMC (who will look after it and/or administer it)

DURING THE VISIT

14. We expect you to take part in the morning and teatime meetings with KMC instructors in order to ensure the smooth-running of the visit and monitor progress towards your learning objectives
15. We expect you to work together with KMC instructors to maintain an appropriate standard of behaviour from your students, and be prepared to take the lead, where necessary, in matters of discipline
16. We expect you to make provision for appropriate care and supervision of any student who is unable to take part in an activity session due to illness or injury or for some other reason
17. We expect you to take responsibility for the site and your students in the evenings, overnight and in the early mornings (e.g. locking doors and downstairs windows last thing)
18. We ask you to note that, if you are accompanying an instructor and group during an activity session, in the unlikely event of the instructor becoming incapacitated you may need to take charge of the students and the situation until outside help arrives

AFTER THE VISIT

19. We hope you will provide KMC with constructive feedback to help improve the centre's provision
20. We hope you will find ways of following up work done by your students during their visit to KMC