



ESSEX BOYS & GIRLS CLUBS **MAES Y LADE CENTRE**

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Mobile: 07813 688318 Office: 01497 847236

website: maesylade.org

INTRODUCTION

The Maes y Lade Centre is an Adventure & Activity Centre that caters for:

- Schools & Youth Groups
- Corporate Team Building Events
- Duke of Edinburgh Groups

The Centre is a converted Welsh Hill farm situated in 4 acres of isolated rural countryside at the foot of the Black Mountains within the Brecon Beacons National Park. An area of outstanding natural beauty, it is within easy reach of the River Wye and limestone systems to the south containing some of the most extensive cave systems in Britain, as well as both natural and quarried climbing sites.

At the Maes y Lade Centre we recognise that young people are all different and therefore learn in different ways. Taking this into consideration we will work with you in the lead up to your trip ensuring that your experience at Maes y Lade meets the needs of the young people that attend, expectations of the teachers/leaders and the overall aims of your school/college/group.





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HOW TO BOOK

Call or email to check availability of your preferred dates.

E: maesylade@essexboysandgirlsclubs.org

T: 01497 847236 M: 07813 688 318

If the centre has space we will then send you a booking form along with our full booking terms and conditions. We will then hold your booking for 14 days so that you can return a booking form and 15% deposit. Full payment is needed a minimum of 4 weeks before your stay. We will then work with you on the activity programme to create the best possible residential experience. If you would like to arrange a pre visit prior to booking you are of course very welcome to do so.

PRE-TRIP CHECKLIST

	Contact Maes y Lade to enquire about available dates.
	Complete booking form and return with deposit within 14 days.
	Book transport to and from Maes y Lade Centre.
	Confirm visiting staff. (minimum 1 staff member per 10 young people).
	Collect parental consent forms from young people.
	Collate attendee information on Group Overview Sheet. <i>*This information must be returned at least two weeks before the start date.</i>
	Confirm programme with Maes y Lade Centre
	Inform attending staff of their responsibilities.
	Put young people into activity and duty groups. (Groups of 11 max.)
	Bring copies of consent forms with you.



TRANSPORT + HOW TO FIND US

BY ROAD

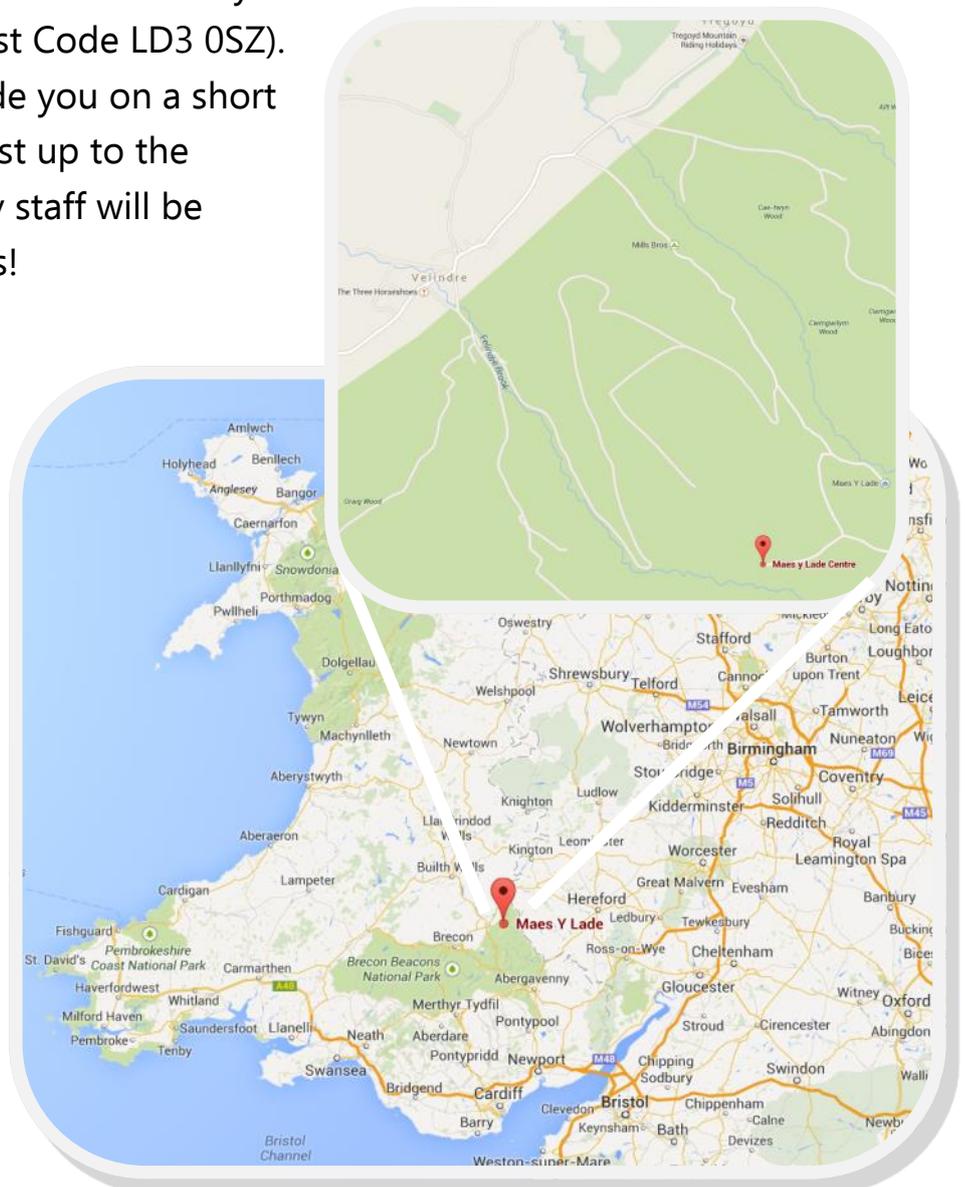
From Essex, take the M25, then M4 to J24, then A449 North to Raglan, then A40 West, then A479 North, then A4078 North, then take the right signed for Felindre & Tregoyd. Drive through Felindre then take the right signposted to Newcourt, then follow the signs to Maes y Lade.

BY COACH

If you are arriving by coach we will meet you at Felindre Village Hall (Post Code LD3 0SZ). A member of staff will guide you on a short walk through the Hay Forest up to the centre. Luggage and weary staff will be transported up by mini bus!

If the weather is bad or it is not realistic for the young people to walk up then we will shuttle you up via mini bus. If needs be, you will be able to shelter in the village hall whilst you wait.

If you would like details of coach companies please just ask.





FACILITIES

The centre can sleep up to 63 people across two residential buildings:

The Barn (sleeps 41) and The Cottage (sleeps 22) as well as additional space for camping within the grounds.



Bedrooms are dormitory accommodation with room sizes from singles to nine beds per room. Unless we are providing your bedding for you each person needs to bring their own single sheet, sleeping bag and pillow. We keep a supply of spares.

The breakdown of bedrooms for both residential buildings is displayed over the next two pages, allowing you to allocate beds before you get here.



The main kitchen and dining room can cater for up to 63 people at one sitting. Both residential buildings have their own kitchen facilities. We can arrange catering for your group during your stay or, if you prefer, you can self-cater. If you chose to be catered for, we will programme an appropriate menu with you before your stay.



There are also **communal lounge areas** in both buildings, a **drying room** in The Barn, as well as Outbuildings and a Kit Store.

Mobile reception at the centre is limited. For visiting staff/leaders there is Wi-Fi access in the lounges of both buildings.





THE BARN ROOM PLANNER



- 5-bed dorm:** Pen y Fan
- 6-bed dorm:** Morlais
Porth Yr Ogof
Begwyns
Dinas (Downstairs En Suite)
- 8-bed dorm:** Usk
- 1-bed dorm:** Hay Bluff (Leaders Room)
- 3-bed dorm:** Wye (Leaders Room)

THE BARN							
Group						Date	
Pen y Fan		Morlais		Porth Yr Ogof		Wye (Leaders)	
Usk		Dinas		Begwyns		Hay Bluff (Leader)	
1	1	1	1	1	1	1	
2	2	2	2	2	2	2	
3	3	3	3	3	3	3	
4	4	4	4		Hay Bluff (Leader)	4	
5	5	5	5		1	5	
		6	6			6	
						7	
Begwyns				Dinas		8	
1	4	1	4				
2	5	2	5				
3	6	3	6				



THE COTTAGE ROOM PLANNER & CAMPING PLANNER



10-bed dorm: Twmpa

9-bed dorm: Blaen Y Glyn

3-bed dorm: Ifron (Leaders Room)

20 spaces for camping within the grounds.

THE COTTAGE AND CAMPING				
Group		Date		
TWMPA				
1	2	3	4	5
6	7	8	9	10
IFRON (Leaders)				
1	2	3		
BLAEN YGLYN				
1	2	3	4	5
6	7	8	9	
CAMPING				
1	5	9	13	17
2	6	10	14	18
3	7	11	15	19
4	8	12	16	20



GROUP INFORMATION / CONSENT FORMS

Medical and Emergency Contact Details of all participants on the trip must be sent to the centre on the Group Overview Form provided two weeks before your stay. If you have a similar form that already captures all the information on this form then we are happy to accept that instead. We do of course recognise that there maybe last minute changes to this information but it will help us make sure that are able to deal with catering requirements etc. **Parental Consent Forms** must be collected by the school/group where participants are under 18. (A template consent form for you to collect all the relevant information will be provided if required).

IN LOCO PARENTIS - GROUP LEADERS' ROLE

For the duration of your stay the group leaders/teachers are responsible for the overall care, wellbeing, behaviour and discipline of the young people. We know that at times it can be difficult looking after young people so Maes y Lade staff will support you wherever possible with this. We would recommend **a ratio of 1 adult to 10 young people** as a sensible number for looking after your group. Depending on the needs of your group it may be necessary to alter this ratio.

The part played by Leaders/Teachers/ Accompanying Staff makes a really important contribution to the enjoyment of the young people. Please make sure that:

- Everyone follows the site rules and daily routine.
- Young people are woken at 7:30 am.
- The Breakfast Kitchen Duty Group report to the kitchen at 07:45 hrs.
- The Dinner Kitchen Duty Group reports to the kitchen at 17:45 hrs.
- You supervise the setting of tables, presentation of meals and clearing up of the dining room and kitchen afterwards. Young people must not be in the kitchen unsupervised.
- You perform a final check of external door and windows and fire doors before bed.

A member of Maes y Lade Staff instructional team will usually be on site from 08:45 hrs until 21:00hrs. If you need a member of staff outside of these times you will need to call the duty manager.



MANAGING CHALLENGING BEHAVIOUR

It is rare, but if the behaviour of a young person is unacceptable or unsafe in relation to other participants, the instructors/staff, the premises, or their behaviour is such that we cannot guarantee safety, then a young person may be asked to leave the residential early. Any cost associated with their return would have to be covered by the young person or the group/school. Where possible we always work with the young person and the group leaders before it gets to this stage implementing a verbal warning and time out system to try and resolve the situation.

YOUNG PEOPLE REMAINING AT THE CENTRE

If a young person needs to remain at the centre when they would otherwise be on activities at a separate venue then the following action must be taken by the visiting group leader:

- Inform the Centre Manager, or in his absence the most senior member of staff available.
- With assistance of Centre Staff arrange medical treatment as appropriate.
- Make any necessary reports to School/Parent/Guardians
- Agree with Centre Manager which responsible Adult will remain with the young person at the Centre.

Any request from visiting staff to remain in the centre when they would normally be involved with activities must be made with as much notice as possible to the Centre Manager or most Senior Member of staff available.

VISITING STAFF REMAINING AT THE CENTRE

For some activities it is a requirement that a member of Maes y Lade staff plus a responsible adult must supervise groups. If this requirement cannot be met then the programme may be altered or changed completely.



ACTIVITIES

We are adding activities all the time and the most up-to-date list offered at the Centre can be found on our website maesylade.org

We will work with you at time of booking to create a programme that meets the aims and objectives of your visit. Instructors at the centre have strict procedures that they follow to ensure that each activity is run safely. The instructors are trained in group management so that they can involve all members of the group. Sessions are designed to be educational, fun and engaging.

We encourage visiting teachers/leaders to have a go at the various activities if they wish to, as long as they have been present for the safety talk. Often it is a chance for teachers/leaders to enjoy the challenge of trying something new and journey alongside the young people. The young people also love to see them involved!





MANAGING RISK

For some sessions, such as climbing and abseiling, the visiting leader maybe asked to oversee some of the group, freeing up the instructors to focus on the one to one instruction required with students actually on the climb or abseil.

Maes y Lade works with Essex Boys and Girls Club's Safeguarding Officer to ensure that it stays up-to-date with safeguarding and child protection issues and applies best practice. All instructors/ staff working at Maes y Lade Centre have an Enhanced DBS check. Full Risk Assessments for all activities are available on request.

The Maes y Lade Centre produces operating procedures and risk assessments for all its outdoor activities. These documents are checked by Technical Advisers and are reviewed annually. While leading activities, Maes y Lade Centre staff dynamically assess and manage the risks of the outdoor activity. Risks can be reduced, but cannot be removed completely. All risk assessments are available on request.

Maes y Lade Centre is a registered Adventurous Activities Provider with AALA, License No. R2187 .



FIRST AID

All instructional staff carry first aid kits when out on activities. Within these kits is a step by step guide of what to do if the instructor becomes incapacitated during the activity. On site, first aid kits can be found in the Kitchens and also in staff bedrooms in each building.



INSURANCE

The Maes y Lade Centre holds £10 million of public liability insurance cover. A copy of our insurance is available on request.



KIT LIST FOR A 5 DAY COURSE

✓	
	Single sheet, sleeping bag and pillow (if not provided as part of package)
	2/3 pairs of trousers/tracksuit bottoms (warm & durable - avoid jeans)
	4/5 Thermal tops or football shirt material ideal.
	Changes of underwear
	Torch (plus spare batteries)
	Warm hat & Gloves
	Large polythene bag for dirty laundry
	Slippers/Sliders for use in the centre
	Nightclothes
	2 Towels
	Wash kit (toothpaste/brush, shampoo/conditioner, shower gel/soap, other toiletries as needed)
	3 warm jumpers
	5 pairs of thick socks (to wear with hiking boots/Wellies)
	Shorts
	Personal First Aid kit (including plasters)
	A warm jacket
	Old trainers
	Change of clothes for evenings when in centre
	Insect Repellant and Suncream and Sun Hat (Summer Months)

Please note that some of the activities involve getting wet and dirty and you need to bear this in mind when choosing clothing to bring. All personal belongings should be clearly marked with the owner's name. We cannot be held responsible for lost items of clothing.

The Centre can provide all specialist equipment and clothing, including waterproof jackets and trousers, walking boots, day sacks and wet suits.



DAILY ROUTINE

The following routine will be adapted according to the needs of the group.

07:30 hrs	WAKE UP!
07:45 hrs	BREAKFAST DUTY GROUP REPORT TO KITCHEN
08:00hrs	BREAKFAST
Straight after Breakfast: Collect Morning Job Card and follow instructions. Make lunch (if offsite for the day)	
09:00 hrs	ALL STAFF MEETING
09:15 hrs	MORNING JOB CHECKS
09:30 hrs	ACTIVITY BRIEFING / BEGIN
16:30 / 17:00 hrs	GROUPS RETURN TO CENTRE
17:45 hrs	DINNER DUTY GROUP REPORT TO KITCHEN
18:00 hrs	DINNER
19:30 – 20:30 hrs	EVENING PROGRAMME
21:00 hrs	DRINKS / COMPLETE JOURNAL – IF APPLICABLE
22:15 hrs	BACK TO ROOMS
22:45 hrs	LIGHTS OUT (EXACT BED TIMES WILL BE DECIDED BY GROUP LEADERS - TAKING INTO ACCOUNT THE AGE OF THE PARTICIPANTS ON THE RESIDENTIAL).



ACTIVITY / DUTY GROUPS PLANNER

	Group 1	Group 2	Group 3	Group 4
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
STAFF				



MEAL PLANNER

If you have chosen for us to cater for you please:

- **Tell us about specific dietary requirements** a minimum of two weeks before your trip and we will provide an alternative or adapt the menu below.

- **Choose your Dinner Menu**

Please select from the following Main Meal and Desert options.



Please tick one main and one dessert per night of your stay

Main Meal options

<input type="checkbox"/>	Sausage and Mash with Peas
<input type="checkbox"/>	Lasagne, Salad and Garlic Bread
<input type="checkbox"/>	Chicken Pie, Roast Potatoes and Vegetables
<input type="checkbox"/>	Spaghetti Bolognese
<input type="checkbox"/>	Sweet and Sour Chicken with Rice
<input type="checkbox"/>	Jacket Potato with a choice of filling
<input type="checkbox"/>	Pizza , Chips and Salad
<input type="checkbox"/>	Pasta Bake and Salad
<input type="checkbox"/>	Shepherds or Cottage Pie, Potatoes and Vegetables
<input type="checkbox"/>	Chicken Casserole, Potatoes and Vegetables

Dessert options

<input type="checkbox"/>	Apple Crumble and Custard
<input type="checkbox"/>	Meringue Nest with Fruit and Ice Cream
<input type="checkbox"/>	Pineapple Upside Down Cake and Custard or Ice Cream
<input type="checkbox"/>	Swiss Roll and Custard
<input type="checkbox"/>	Choc Ices
<input type="checkbox"/>	Carrot Cake
<input type="checkbox"/>	Strudel and Ice Cream
<input type="checkbox"/>	Chocolate Fudge Cake and Cream

A cooked breakfast and cereals are provided in the morning.

Packed lunches are provided that can be taken out on activities during the day.