



Christian Youth Enterprises Sailing Centre

Jubilee Building, Chidham Lane, Chichester, West Sussex, PO18 8TE.

Tel: 01243 573375 Fax: 01243 574992

e-mail: info@cye.org.uk www.cye.org.uk

GROUP / SCHOOLS INFORMATION PACK

Welcome

This information pack has been developed to make your trip to Christian Youth Enterprises Sailing Centre (CYESC) run as smoothly as possible. If you have been before, you will be familiar with a lot of this information, but things are always changing so we recommend that you read this thoroughly. If you have any questions, please don't hesitate to contact the centre.

General Information

The benefits of going away for a residential experience are enormous, as individuals develop friendships, learn about teamwork, and develop physically, emotionally and spiritually as they face new and exciting challenges.

The centre offers a fully inclusive programme where activities can be organised for you and tailored to suit your group's needs. No experience is required and we provide the qualified and highly experienced staff to lead every activity. Our new accommodation ship offers an excellent and novel facility with sleeping accommodation in cabins for up to 50 people (including leaders / teachers).

Current guidelines allow us to provide activities for those from the age of eight upwards (unless accompanied by parents).

Accommodation

A plan of the ship is included in this pack, showing names and numbers for each cabin. Our new accommodation vessel (completed and delivered in October 2010) is made up of 11 cabins of dual bunk beds, 2 cabins with single bunk beds and 1 limited mobility cabin with 2 single beds – sleeping a total of 50 people in comfort. All cabins have en suite facilities including showers, toilets and basins.

We require **all residential guests** to bring a **single duvet cover and pillow case**, but for an additional cost, all bedding can be provided. **A set of slippers** is also advisable as there are no outdoor shoes allowed on board the ship.

Your Programme

We will put together a draft programme for your stay (based on previous year's programmes if your group has been before). This will be discussed and finalised with **Rosie Knott** – CYESC's Schools Worker (rosie@cye.org.uk / 01243 578925). If you would like to make changes or adapt the programme, Rosie will be pleased to discuss this with you at any stage - right up to the eleventh hour of your visit.

Activities available for your programme (in season)

- Sailing – there are a number of different sailing experiences we can offer, from a sociable sail in large boats, to having a go and getting wet in smaller ones, and much in between!
- Kayaking and Canoeing (including Canadian canoes, cockpit kayaks and sit on top kayaks)
- Raft Building and racing

- Powerboat trips (day or half day)
- Archery
- Assault Course
- Climbing Wall
- Many outdoor and indoor team challenges

Please inform Rosie if there are specific activities you would like to include (or if you have a particular aim for your visit) and we will do our best to accommodate your needs and tailor the programme to suit your requirements.

On the rare occasions that inclement weather means we need to adjust the agreed activities, we will put on suitable alternatives in consultation with leaders. Senior staff are trained in making decisions regarding the safety of the group, and will also know what is likely to be fun when faced with less than ideal conditions! These Senior Instructors will make the final call on programme changes but it is usually possible to go on the water in some capacity, no matter how bad the weather!

Timings

For weekday bookings the centre is available from 11 am on the first day until 12 noon on the last day.

For weekend bookings the centre is available from 7pm on Friday until 4pm on Sunday.

Please contact the centre at an early stage if you require anything outside of these times.

Please note - groups and schools arriving on a weekday morning will need to bring a packed lunch and groups and schools arriving on a Friday evening will need to have had or bring a packed dinner.

Staff

There will be an Event Leader (a senior member of CYESC staff) in charge of all aspects of your stay. They will liaise with you on arrival and during your stay, ensuring your programme meets your needs. They will also greet you and be there to look after you as you settle in. Your Event Leader will remain your first port of call throughout your stay, although they will hand over the management of activities to other senior staff members from time to time. There will also be a Duty Staff Member at all times who will be available at night in case of emergency.

CYESC provides a fully qualified and experienced team to lead activities. Many of these are full time staff, with some qualified and approved volunteers (most of whom are ex-staff who love to come back to help out). We value training and safety extremely highly and so all our staff have up to date qualifications from the relevant bodies (for example, RYA for sailing, BCU for kayak and canoeing, GNAS for Archery). We adhere to the necessary leader to participant ratio's (as defined by the relevant bodies) and try to exceed these where possible.

Christian Content

The timetable for schools and groups using the centre will include a Christian assembly / input most days. These are designed to inform those attending about the Christian message in a relevant, exciting and meaningful way, without preaching or being pushy. The detail of these assemblies / talks can be discussed with group leaders / teachers prior to the visit in order to best cater for the individuals in

their group. The programme and activities (like assemblies) that we run follow the OFSTED guidelines for helping children and adults engage with their spiritual and moral development. At CYESC, we want every person who comes through our gates to know that they are an individual person with unique abilities, thoughts, fears and passions.

Emergency Procedures

If you discover an emergency situation, please ensure that the duty staff member is informed as soon as possible (phone extension 202 from the ship). This includes all injury or illness. Even if you are first aid qualified, we would ask that you contact us about treatment or action. All of our full time staff are First Aid trained and all injuries must be recorded in our accident book. A number of First Aid kits are situated around the site including the ship and briefing room.

Risk Assessments, Operating Procedures and Governing Bodies

For every activity that we undertake, we can provide full Risk Assessments and Operating Procedures for your perusal. CYESC is licensed for activities under the Adventure Activity Licensing Authority and is inspected biannually by them. It is also a Royal Yachting Association recognised Teaching Establishment and a British Canoe Union approved centre, and as such, inspected by both Governing Bodies annually. In addition CYESC receives regular inspections and spot checks by the Health and Safety Executive and Environmental Health Office.

Insurance

We strongly recommend that you obtain insurance for cancellation, personal accident and organiser's liability, if you have not already done so. Please note our **terms and conditions** (see page 14) regarding cancellation charges. Please contact us if you do not have an insurance policy and require additional information. The centre has a comprehensive insurance cover for third party liability risks.

Responsibilities

It is important there is no ambiguity regarding responsibility for members of a group during their visit. Specific details regarding the operation and safety of activities are available in the relevant policy documents. Please note - the term *CYESC Staff* includes approved volunteers working as staff.

All organised activities will be led by suitably qualified and experienced staff following CYESC policies. These policies are in accordance with Adventure Activity Licensing Authority and other Governing Body recommendations. Activities begin when members of the group are changed and congregate at the agreed meeting area. They end when the activity leader sends the group from the activity to change under the care of the group leader.

CYESC staff will provide group leaders with full support during their stay. A duty staff member is on duty at all times and can be contacted through the night if first aid care is required or if there are any problems with the facilities. The event leader will provide any assistance required to deal with any problem or emergency. Outside of activity sessions the group leader (i.e. a non-CYESC staff or volunteer) assumes sole charge of the group, namely:

1. During meal times
2. Through the night

3. During free time between activities
4. When the group is changing
5. During games and activities led by the group leader

It is important to note however, that Department for Education and Skills guidelines state that:

“the group leader and teachers retain ultimate responsibility for pupils at all times during adventure activities, even when the group is under instruction by a member of the provider’s staff. The provider is responsible for the safe running of an activity.”

Health and Safety of Pupils on Educational Visits – a good practice guide (p30)

CYESC is committed to providing groups with care, attention and a high quality of activity supervision. Groups can be assured of our full attention during their event.

Eight weeks prior to your trip...

You will be sent a second email around 8 weeks prior to your trip which will ask for final details including medical information, children or group members with Additional Needs, final numbers and dietary requirements. Please find more specific details on some of these topics below.

Medication

We need to know of any health / medical conditions or medication any member of your party takes – prior to your arrival. It is the leader’s / teacher’s responsibility to administer any medication to those who can’t to this themselves. Please note that CYESC cannot provide any medication or painkillers to children or young people.

Additional Educational Needs (AEN)

Whilst we cannot provide one to one assistance for specific children, we would ask that you share relevant information about any children or group members with Additional Educational Needs so that we can encourage and look out for them appropriately.

Catering

CYESC is usually hired on a fully catered basis. We will prepare a menu for you, taking into account any dietary requirements. Please note that dietary requirements are needed a minimum of 4 weeks prior to the event and you will need to send this information to Denise, our catering manager (denise@cye.org.uk). The food is cooked on site by our catering team and is nearly always rated as ‘excellent’ on feedback forms from our guests. Ingredients are sourced locally and wherever possible bought from local specialists (meat providers, markets etc). We also have the maximum ‘5’ rating from the Food Standards Agency.

If you are looking for a self-catering option, please call us to discuss your requirements. Please note that a £50 deposit will need to be handed over at the beginning of your stay. This will be returned to you (or destroyed if a cheque!), after the catering team have checked everything is clean, stowed away and in the state in which it was left.

Directions to CYE Sailing Centre

By Road

From Chichester (East of the centre) - follow the A259 (signposted to Bosham and Fishbourne). After passing through Fishbourne, you will come to a roundabout (Bosham). Go straight over and proceed for a further mile. Upon entering the 40mph speed limit, take the first left into Chidham Lane.

From Havant (West of the centre) - leave the A27 and take the A259, signposted to Emsworth. From the Emsworth roundabout go straight on following the A259 for nearly 3 miles east to Chidham. After passing the turning for 'Nutbourne Station' on your left, take the next right onto Chidham Lane.

From Chidham Lane

Drive through the village carefully then passing through open farmland. You will shortly pass a pond on your right, followed by an 's' curve in the road. Proceed along this hedge-lined road with caution (watch out for horses and oncoming traffic) until you reach a sign reading 'Private – No Entry'. Ignore the instructions and take this left turn. Pass over 4 speed bumps watching the 25 mph speed limit.

After the fourth speed bump, take the first left turn signposted to CYE Sailing Centre and park at the far end of the car park.

By Train Nutbourne is the nearest station, (about 3 miles from the Centre) and can be reached by changing at either Havant or Chichester.



Please note: Coaches are **not allowed** beyond the 4th speed bump. Please **stop** at Canute Cottages where there is a circle of grass on your right to allow ease of turning for the coach. There will be a **sign** asking coaches to **stop**. CYE Staff will be waiting to meet and greet you at your arranged arrival time, and will guide you on the short walk up to the centre. We will transport all bags etc.

If at all possible, and especially if you are earlier than expected, we appreciate a phone call when you are 10-15 minutes away – usually when you turn onto Chidham Lane. 01243 573375!

Typical Daily Schedule

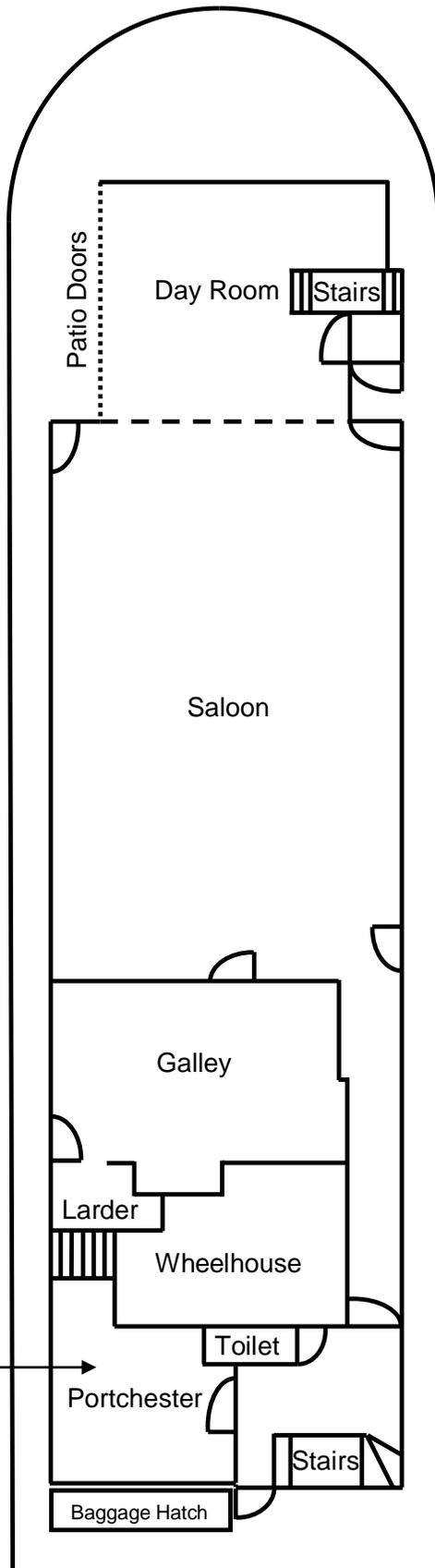
Time	Activity
7.00 - 7.30am	Wake up and dress*
7.45am	Duty Team set up breakfast
8.00am	Breakfast*
8.30am	Clear breakfast
9.00am	CYE Staff meeting / free time*
9.45am	Briefing for activities and change
10.00am	Morning activity
12.30pm	End activity – free time*
12.45pm	Duty Team set up lunch
1.00pm	Lunch*
1.45pm	Clear lunch
2.00pm	Briefing for activities and change
2.15pm	Afternoon activity
4.45pm	End activity – free time*
5.30pm	Assembly/Group time
5.45pm	Duty Team set up dinner
6.00pm	Dinner*
6.45pm	Clear dinner
7.30pm	Evening Activity
8.45pm	End activity – free time with drinks on ship*
9.00pm	Handover to teachers (bed / video)*

* Group Leader / Teacher Supervision

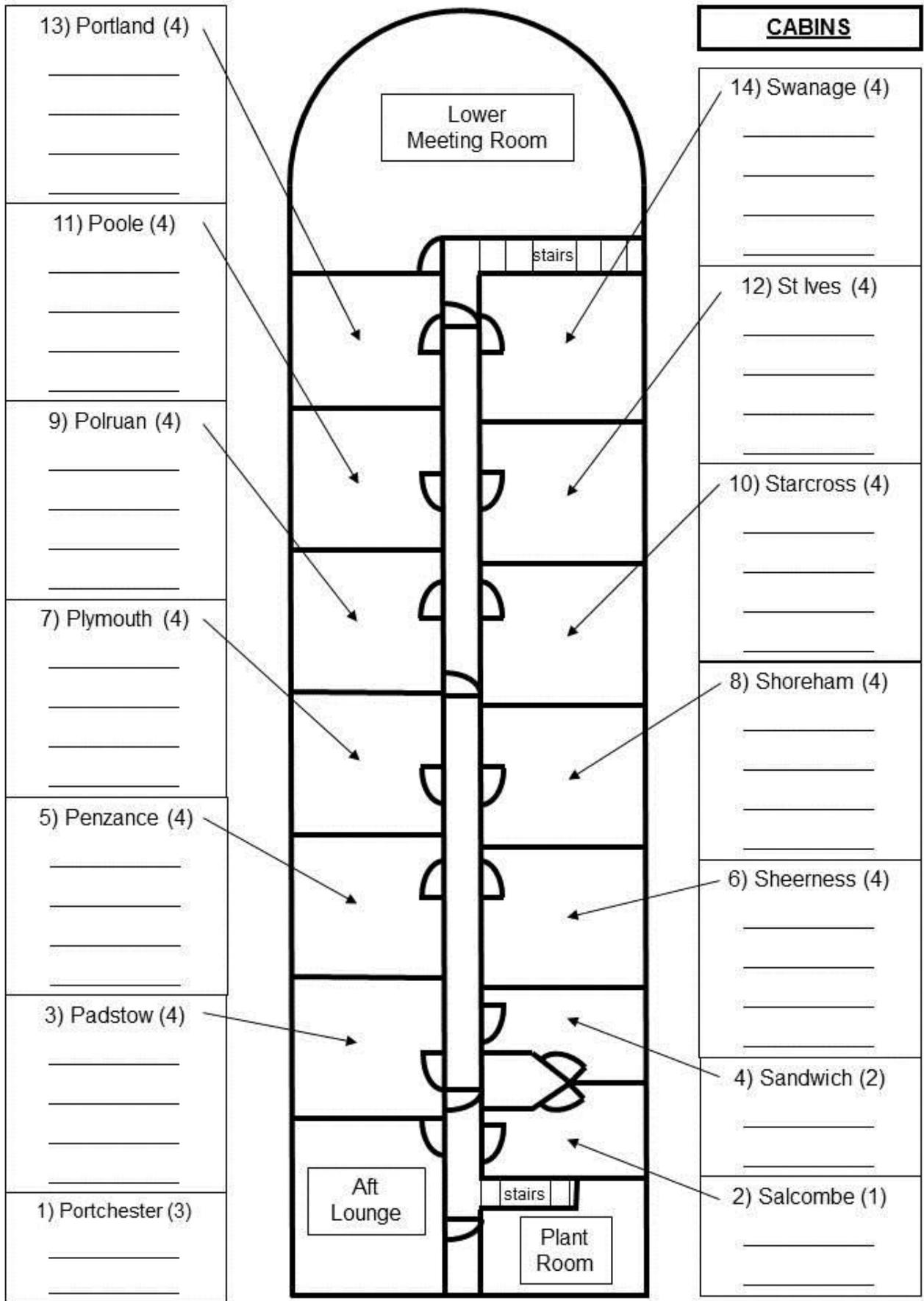
Staff will be present and organising proceedings throughout meals (If you are a self catered group staff will not be present)

Ship Plan

Upper Deck:



Limited Mobility Cabin
n.b. please notify us if you would like to use this cabin as we try to keep it free for any volunteers who may be helping on your event.
Thank you



Kit List

- Complete change of clothing
- Warm pullover/sweatshirt/fleece
- Two pairs of footwear, one to stay dry (Trainers) and one to get wet e.g. old trainers/wetsuit shoes (**Not** Crocs, wellies or flip flops)
- Towel, shampoo and swimming things
- Woollen hat or cap (depending on the time of year!)
- Waterproof cagoule or similar (not padded)
- Packed lunch and drink
- Sun Lotion
- Names or initials in ALL clothing (including underwear!)
- **Plastic Bag for wet clothing**

In addition for a residential visit

- **Duvet cover and pillow case**
- At least two additional changes of clothing
- Bath towel and toiletries
- Spending money (in case of tuck shop – no more than £5 maximum)
- Torch
- Insect repellent
- Indoor shoes / slippers for on board the ship (**NO SHOES ON BOARD**)

Please do not bring video games, mp3s etc

Under 18's please leave mobile phones at home!

Lost Property

This will be held for a **maximum** of **two** weeks then given to charity if not claimed before then. Please label your clothing!

Checklist for Teachers – 8 weeks before the event

All of the below should be addressed by the second email you will get but please ensure you have provided all the necessary information.

Activity Programme

Agree a programme of activities with Rosie.

Split your class into groups for

- Activities (no more than 12 in a group)
- Cabins (see accompanying ship plan)
- Duty Groups of 4/5 for setting up and clearing meals (these could be cabin groups)

Pupil Numbers

Confirm your final numbers with Rosie and pay any outstanding balance (Duncan 01243 573375) *at least eight weeks prior to start date.*

Cheques payable to CYE Sailing Centre. FAO Duncan Webb

Arrival & Departure Times

Check **arrival time** and ensure your school/group is providing **packed lunches** on your arrival day.

Also check **departure time** on booking confirmation and ensure that your transport is booked for this time.

Names and Medical issues

Confirm the names of the accompanying teachers or leaders, and provide a list of your school group with details of any health issues or disabilities including any medication to be taken during the trip.

Catering

If CYESC is catering for your group / school, please inform our Catering Manager, Denise (denise@cye.org.uk) of any special dietary requirements (i.e. Vegetarians, or food allergies). If we do not hear from you, we will be unable to make any special provisions.

Insurance

Check you have adequate insurance cover. CYESC is insured for third party liabilities and negligence. However, cancellation, personal accident or organisers liability are not automatically covered. Please read our terms and conditions (attached). We can give you details of a suitable scheme.

- For queries related to **dates, timings and programmes** please contact Rosie Knott
Telephone: 01243 578925 e-mail: rosie@cye.org.uk
- For queries related to **invoices** please contact Duncan Webb
Telephone: 01243 573375 e-mail: admin@cye.org.uk
- For queries related to **dietaries** please contact Denise Humphrey on denise@cye.org.uk

Terms and Conditions

Your responsibilities

- As detailed by the Department for Children, Schools and Families, visiting group leaders retain responsibility for their groups whilst at the centre and undertake sole charge of the group outside of activity sessions, namely: during meals – through the night – during free time between activities – when the group is changing – during games and activities led by the group leader.
- To provide CYESC individual booking forms and medical forms for each individual or appropriate school equivalent. **These must be completed and signed by a parent/guardian** (if under 18).
- If a member of the group is unable to swim 50m, details of their swimming ability must be given to the centre staff. Buoyancy aids are supplied to each group member and must be worn on water based activities, regardless of individual swimming ability.
- Personal accident and property loss for visitors is not covered, so we strongly recommend that you take out personal accident insurance and cancellation insurance.

Our responsibilities

- CYESC staff are responsible for providing the groups with safe activities during their stay.
- CYESC staff will support group leaders outside of activity sessions leaving overall responsibility for the group with the visiting group leader.
- CYESC will ensure a designated staff will be on duty in the case of emergency. In addition, a senior staff member will be appointed as Event Leader to liaise with the visiting group prior to and during the stay. However, this person will not be onsite at all times during the visit.
- CYESC is covered by Public Liability Insurance (£5 Million), which indemnifies the company in the event of accident or loss resulting from negligence on its part.

Booking and cancellation terms and conditions

Booking:

A booking is *only* secured when a booking form and deposit of 20% of the event fee, is received, and confirmed by us. *Please note that deposits are non-refundable.*

Balance of fees are payable eight weeks prior to the start of the event unless otherwise stated.

Cancellation:

4 – 8 weeks prior to the event – Full fees due

8 – 12 weeks prior to event – half of the total event fee is payable

12 weeks or more – non refundable deposit is retained by us

Minimum group numbers are 25 which ensures exclusive use of the centre for the duration of your stay.

Additional Information:

Arrival and departure times are 11 am – 1 pm (weekdays) or 7pm Friday – 4pm Sunday unless otherwise agreed with the CYESC Event Leader prior to the event.

Breakages will be charged to the group.

If a booking has to be cancelled by CYESC and no acceptable alternative dates are available, all fees paid to the centre will be refunded.