

The Start Bay Centre

A Devon Outdoor Learning Centre



Visitor Information

The Start Bay Centre, The Old School,
Lower Green Cross, Slapton, Devon TQ7 2RA
Tel/Fax: 01548 580321 Email: startbaycentre@devon.gov.uk
Web: <http://www.devon.gov.uk/devondiscovery/startbaycentre>

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1. How to book

- Check availability of the Centre by calling 01548 580321 or sending an email to startbaycentre@devon.gov.uk.
- A Booking Form can be downloaded from our website, or we can email or post a copy if preferred. You will need to complete and return the Booking Form to the Centre as soon as possible.
- Once we have received your completed Booking Form you will be sent written confirmation and a deposit request, which once received by the Centre, will secure your booking. Private and out of county will be charged.
- Along with the Booking Form you will also receive the Terms and Conditions (this can also be downloaded from the website), a Bedroom Plan and Kit List. Please keep this information in a safe place.
- We are required to monitor all visitor programmes for under 18s and therefore we will send you a Programme Planner approximately one month before your visit. Please complete and return this to the Centre at least two weeks prior to your visit.

If you are booking a stay at the Centre during the week you will need to vacate the dormitories by 9am and vacate the Centre by 11am on your departure day.

Weekend bookings are from Friday evening to any time before 6pm on Sunday.

2. Accommodation



The Start Bay Centre is situated half a mile inland, from the village of Slapton. Housed in a converted Victorian School it offers self catering or catered and fully centrally-heated accommodation for up to 37 people all year round. The Centre stands in its own grounds, with a large enclosed garden, vegetable patch, campfire area and safe play area suitable for activities as well as playing games.

We offer 'sole use' accommodation only, which means that groups can be assured of privacy and have exclusive use of all areas and facilities at all times during their stay.

The Centre is open and accessible to all, and is particularly suitable for schools, and youth and community groups.

3. Activities



At the Centre we are able to offer a variety of exciting programmes and activities. All of our activities and programmes are run by qualified tutors, whose main aim is to provide a safe and inclusive environment, in which children can discover and learn.

Throughout the year there is a choice of programmes and activities, from a full residential activity programme, to accommodation only bookings outside of the busy periods. We also offer day visits, individual activities and adult training courses.

Most groups staying at the Centre may want to take advantage of the activity programmes available here at the Start Bay Centre. These represent great value for money and give the group a unique experience of the coastal and woodland environment that surrounds the locality.

It is also possible for groups to arrange day visits to the Centre. Please see the relevant activity programme for details.

4. What you can expect to find at the Centre

- Accommodation for 30 students in four dormitories with pine bunks to sleep 12, 6, 6 and 6.
- Flexibility to accommodate a few more students if staff rooms are used in addition.
- Staff accommodation for 7 in two rooms sleeping 3 and 4.
- 7 additional mattresses.
- Camping area.
- Beds equipped with duvets and pillows.
- Separate staff toilet facilities with shower.
- Student washrooms with showers.
- Old school room, light airy main lounge and activity area.
- Adjoining dining room and activity area with pine tables.
- Kitchen for self catering, range-style 6 hob gas cooker with double oven, larder, two refrigerators, chest freezer, large toasters, utensils, crockery and cutlery.





- Tumble dryer, indoor and outside washing line.
- Cleaning equipment, vacuum, mops, brushes etc.
- Double glazing.
- First Aid kits throughout the building.
- Full central heating.
- Library.
- Centre Grounds - car park for minibus and cars, own grounds, BBQ, vegetable patch and campfire area (please bring your own wood).
- Sole use of the Centre.

5. Day to Day running of the Centre

The Centre is staffed by a Head of Centre, a part-time Deputy Head of Centre and two part-time Caretakers, whose roles are to make your stay as enjoyable as possible and to oversee your programme.

The Centre can either be let on a self catering or catered basis. Please note that the nearest shop is in the village, half a mile from the Centre.

We operate a self clean policy and ask that you leave the Centre clean and tidy, as you found it so that it is ready for the next group.

6. When you arrive

Depending on your arrival time, your group will be given an introduction to the Centre and advised on what action to take in the event of the fire bell sounding, or a Welcome Pack will be left for you containing all the information you will need for your stay. A Centre Handbook including day to day procedures can be found on the windowsill in the common room.

If you have booked an activity programme with us, we will review your programme with you and confirm the arrangements for the week such as timings and responsibilities.

If you have organised your own activities, we will review your programme with you. Devon Outdoor Learning staff have been operating residential and outdoor education programmes for many years and will freely give any advice or recommendations that we feel will help with your stay.

On arrival groups will be asked to complete a Group Safety Form that provides us with details of your group, including emergency contact and medical details.

7. Things you need to bring with you

As a group you will need to bring with you:

- **All food and drink** (unless booked on a catered-for basis)
- **Tea towels**
- **Washing-up gloves for hot water**
- **Dishcloths / scouring pads / washing up brushes**
- **Washing up liquid**
- **Matches**
- **Poly bags**
- **Emergency First Aid kit** (for off site activities)
- **Simple games equipment** (balls, bats etc)
- **Mobile phone**

Each individual (group participants and leaders) will need to bring with them:

- **Personal bed linen, duvet cover, single under sheet and pillow case, or sleeping bag and pillow case**
- **Torch**
- **Small rucksack** (for use during activities)
- **Lunch box**
- **Waterproof clothing**
- **Wellington boots or walking boots**
- **Sturdy trainers**
- **Indoor shoes / slippers**
- **Long-sleeve tops**
- **Long trousers**
- **Sun hat and sun cream**
- **Toiletries**

NOTE: If you are bringing electrical appliances (e.g. hairdryers, CD players etc) with you to use at the Centre, with the exception of mobile phone chargers, please ensure that they are in safe working order and that they have been PAT Tested.

8. When you leave

Please remember that another group might be arriving shortly after you leave. Therefore, especially at weekends when no caretaking staff are available, it is most important that you leave the Centre clean and tidy.

We would appreciate if your group could ensure the following before you leave:

- Please put all rubbish in the small black wheelie bin in the car park. When the small wheelie bin is full, please use the large green wheelie bin for any additional waste.

- Empty all recycling bins and place the bags in the 'coal locker' in the car park (to the right of the boot room door).
- Empty compost into 'Tombola' composter situated at the back of the building.
- Fold duvets neatly on the beds, with pillows.
- Vacuum and sweep dormitory areas, lounge and dining areas.
- Clean wash hand basins and toilets.
- Leave cooker and kitchen surfaces clean and tidy.
- Leave crockery and cutlery clean and dry.
- Wash mud off any borrowed waterproofs.
- Return any borrowed equipment – use of linen which requires laundering will be charged at cost.
- Identify any breakages or damage, which will be charged at cost.
- Return Centre keys, or leave these in the main room, closing the boot room door when you are ready to leave.

The group leader will be asked to complete a Visiting Group Departure Record and Evaluation Form to include any comments and suggestions. We welcome feedback to help us continue to improve the Centre where possible.

Please ensure that any accidents or illness to any member of the group has been recorded in the Centre's accident book and the relevant forms are completed where necessary. A copy must be retained at the Centre.

Groups may wish to leave bags at the Centre to enjoy their last day activity before picking up their bags later on their way home. This facility must be agreed beforehand with the Centre staff.

9. Transport

If you have booked an activity programme with us the use of one 17-seater minibus will be included in the cost of the programme. Depending on the size of your group, a shuttle run might be needed to and from any off site activities. If you would like to hire an extra minibus, we can hire this in for you at cost or you can choose to provide your own. Please be aware that additional minibus hire needs to be booked well in advance and you should ensure that drivers meet the County Council requirements.

It is essential for a vehicle, belonging to or hired directly by the group, to be at the Centre during your stay in case of emergencies requiring medical attention.

10. Health and Safety

A comprehensive set of risk assessments and operating procedures is adhered to for all activities. All activities led by Devon Outdoor Learning staff meet Devon County Council policies and procedures. **As part of Devon County Council's off site visits safety monitoring programme any Devon school groups running**

their own activities should submit their programme to the Head of Centre at least two weeks before their visit.

Group leaders should ensure that they have completed their own risk assessment for the Centre and grounds. It is the visiting group's responsibility to ensure that there is at least one adult within the group who is a qualified first aider.

Devon County Council groups using the Start Bay Centre are asked to acquaint themselves with the Devon County Council document ***Outdoor Education visits and off site activities – Health and safety policy for Devon County Council establishments May 1999 (revised Jan 2003)***. This guide incorporates a useful planning check list for group leaders involved in off site activities and residential programmes. Further copies are available from Devon Curriculum Services on 01392 384862.

11. Insurance

For Devon school and youth groups see ***Outdoor Education visits and off-site activities – Health and Safety policy for Devon County Council establishments May 1999 (revised Jan 2003)***. We recommend that groups take out their own travel/holiday insurance in the event of cancellation.

12. Code of Conduct

To make everybody's stay enjoyable and safe we have developed a Code of Conduct:

- The Centre is your home for your stay, please treat it as such.
- Look after the building, furniture, grounds and the people who work here.
- Make sure you undertake a fire drill exercise and enter it into the Fire Log Book. One person should be responsible for the evacuation and roll calls.
- Respect our neighbours.
- Pets are strictly not allowed at the Centre.
- Empty bins when full. Please Compost and Recycle, and help us achieve our landfill reduction aims.
- Please turn off all lights when not in use and do not leave taps running.
- Clean and tidy dining room and kitchen after each meal.
- Please do not eat food in the bedrooms.
- Be ready for activities at the agreed time.

- We operate a no smoking policy at the Centre (building and grounds).
- No running inside the building.
- Please ensure that children and young people are not left unsupervised in the pond area.
- Please leave all dirty and wet footwear and clothing in the boot room areas.
- Please vacate the Centre by the pre-arranged departure time.

We hope you enjoy your stay at the Centre. If you have any questions prior to your stay please do not hesitate to contact us at the Centre on 01548 580321 or at startbaycentre@devon.gov.uk