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*ACT Ynys Hywel Activity Centre, Cwmfelinfach, Ynysddu, Risca, Newport, NP11 7JD*

*T:01495201778*

**Leaders Welcome Pack**

This pack aims to provide you with all the basic information you need for your trip to Ynys Hywel.

We encourage all leaders and participants with specific requirements to visit our centre in advance of their stay to familiarise themselves with the layout and discuss their specific requirements. There will be regular opportunities for party leaders to liaise with centre staff to discuss and review their requirements of the visit.

If you have any further questions, or would like specific information concerning any aspect of your stay

please contact us directly to discuss your requirements or arrange a site visit. For more information or to arrange your site visit please contact us on 01495 201778.

**Roles and Responsibilities**

During your stay we provide support and assistance wherever possible; including the provision of an emergency on-call system which operates 24hrs a day.

However group leaders are responsible for ensuring a high standard of conduct within their groups and all young people.

Groups must be accompanied by suitable experienced adult leaders with a ratio of 1:10 for accommodation and 1:8 for activities. We also recommend that groups have a minimum of two staff overnight to minimize safeguarding issues. Ideally 1 male and 1 Female.

In loco parentis the group leader is responsible for ensuring all parents are notified in advance of the activities any under 18s will participate in, including the associated risks. Completion of our signed medical consent form is taken as confirmation of this. Group leaders will also be responsible for informing parents of any accident, injury or unsuitable behaviour which may occur during their stay.

Ynys Hywel instructors will ensure that every led activity takes place in a safe learning environment and they will take on the responsibility for participant’s safety whilst on session, but the group leaders will still be required to maintain responsibility for their conduct.

Each participant will be asked to take responsibility for their own learning outcomes and their own personal safety by adhering to the safety rules provided for each activity and not behaving in an anti-social manner such as using offensive or insulting language or bullying.

**Wet Weather Options**

Most activities take place come rain or shine so please come prepared. In the event that we need to cancel your session due to bad weather we will always endeavour to reschedule this session at some point during your stay that is convenient to both parties, where this is not possible an indoor session may be offered or guests will be entitled to a full refund for that specific session cost.

Where a package price has been provided we will always offer our best alternative session, but no refund will be available.

To support you during your stay we offer the following on site facilities:

Main House Guests

* Meeting spaces/classrooms
* Tea and coffee making facilities
* Meals as requested on booking form
* Homebaked cakes and snacks
* All bed linen
* Indoor lounge area with log fire, games and books
* Campfire site

For more information about any of these facilities, please contact us on 01495 201778.

Most of these are provided free of charge, for certain facilities there is a small additional charge.

**Suggested Kit List**

Ynys Hywel will provide any specialist equipment required for activities, but in order to make sure you are able to enjoy every activity as much as possible please ensure you pack clothes and footwear suitable to the time of year and the activities you are taking part in.

For a standard residential trip we would suggest the following:

* Suitable outdoor coat i.e. waterproof and warm
* Outdoor Footwear
* Separate Indoor shoes to be used in the kitchen (not to be used outdoors ideally spill and slip resistant)
* Old trainers – these are essential for any water sports activities.
* Warm Jumpers - Thermal fleece clothing is good as it is warm and dries quickly
* A selection of short and long sleeve tops (thermals would be good for winter)
* Several pairs of comfortable trousers (ideally not jeans)
* Casual clothes for the evening
* Sleep wear including a pair of slippers for extra comfort
* Underwear
* Socks-Just go nuts you can never have to many socks, good walking socks are highly recommended.
* Woolly hat, gloves and scarf
* Toiletries (including towels, soap, toothbrush and toothpaste, hairbrush, shampoo etc, plus any
* prescribed medications)
* Sun cream

To get the most out of your Ynys Hywel experience you will require suitable clothing, so bring plenty of old, warm clothes that you do not mind getting dirty.

**Valuables**

ACT Outdoors does not take responsibility for any valuables brought on site. We recommend that you leave all valuable items at home.

**Preparation Check List**

Once you have booked your trip to Ynys Hywel you may need to complete some or all of the following check list items. If you are unsure which items may be applicable to you, or you have any questions about your trip please contact us.

A minimum of 6 weeks before your visit

|  |  |
| --- | --- |
| What | Completed |
| Have you confirmed booking dates, times and payment. |  |
| Have you decided on and booked all the activities for your group during your visit. |  |
| Have you decided on and booked all the meals required for your group during your visit. |  |
| Have the group completed and returned all parent consent and medical forms. |  |
| Have you provided your group with a list of what to bring. |  |
| Do your group have any special requirements and if so have you contacted the Ynys Hywel staff to discuss these. |  |
| Have you arranged transport to and from Ynys Hywel. |  |