

Important On-Site Information – 2010 Please Read

Arrival and signing in

- Please park your vehicle to right of the driveway. For those with limited mobility, disabled parking is available to the left of the driveway, next to the main gate.
- Ring the large bell to the right of the big green gates and a member of staff will let you in.
- The member of staff will ask you to sign-in at reception and show you around the site.

Medication

- All medication must be surrendered to the office & details provided on a Medication Disclosure Form.
- The medication will be placed in a lockable medicine cabinet (or fridge) and will be available when needed.
- If medication is needed instantly, please keep it attached to a carer's body at all times so that other children cannot access it. Please still advise the office upon arrival.

Eating areas

- The canteen and kitchen have been temporarily relocated to the manor hall due to a flood. The smaller space available may affect eating times and on busy days we may use the art room between 12pm-1pm for a larger eating area.
- Please be aware that the **Manor Hall kitchen** is also a family eating area and, unlike the canteen kitchen, is **open to adults and children at all times**. Due to the accessibility of high risk electrical items (e.g. kettles, microwave and cooker), **supervision is essential**.

Food

- Packed lunches are recommended at Thomley as only a small range of basic snacks and drinks are available to buy. All packed lunches and non-valuable possessions must be placed on the shelving in the Manor Hall eating area. Food & drink may be consumed in the kitchen, eating area or outdoor picnic area only.
- Cutlery, crockery and cups are available, as is a microwave for heating food.

Health and safety

- Parents and carers are fully responsible for the health, safety and behavior of their children at all times. Although we encourage children to freely explore Thomley, the site is very large and children can become easily spread out. For this reason, you may need to consider higher adult: child ratios than you would need at home or school, to ensure that children are supervised and supported at all times. Thomley cannot be held liable for incidences caused by lack of supervision.

- It is Thomley's policy not to intervene in volatile situations due to a non-restraint policy in place. However, if any parent or carer would like radio contact with staff for safety reasons, please ask the office for a radio handset.
- Copies of Thomley Activity Centre's Health and Safety Statement, Fire Procedure, plan of the buildings and site, (which detail the emergency exits and routes) are available on request and can be found around the site.
- Should you or the children in your care need first aid whilst on site, Thomley staff are first aid trained and may administer basic first aid, with your consent.
- In the event of a fire, all rooms must be evacuated as quickly as possible. The designated meeting point is outside the music room (portacabin) which is situated by the front gate.
- Please be aware that in the event of a fire the fire doors in the sensory room and computer room automatically unlock, giving access to the neighboring fields, outside Thomley's perimeter fence. Please walk around to the back gate where a member of staff will be waiting to enable you to return onto the Thomley site for registration.
- In case of emergency, please store all bags, coats and buggies in a place that does not block access routes.
- Thomley operates a restricted Smoking Policy. If you wish to smoke please do so only behind the bike shed.
- In the event of body fluid spills please contact a member of staff immediately in order that the appropriate cleaning regime can be implemented for everyone's safety
- To avoid injury, we request that visitors do not jump into the ball pool as it is shallow and other people may be buried under the balls. Please also remove all items from your pockets before you enter the ball pool.
- Please note that the wooden decking is slippery in wet and icy conditions. We minimise this risk by gritting the decking however, to avoid injury, do not run on the decking. Please wear flat and grippy shoes. N.B. some wellies have little grip.
- Please be aware that Thomley is situated within the country and there may be stinging nettles or poisonous plants within the wild hedgerows. The staff at Thomley will endeavor to check and remove any harmful plants.
- Thomley Hall Centre Ltd has Public Liability Insurance to the value of £10,000,000. Thomley makes every effort to ensure a safe and secure environment; however, children and parents/carers act at their own risk.

Hortic area

- Thomley hopes to make progress with the Hortic area this year so please be aware of work within this area.
- The gate of the hortic area has temporarily been removed and replaced by orange fencing. Please keep out of this area.

Helmets

- Thomley wishes to remind parents and carers to encourage children to wear helmets when riding bikes.
- We also recommend that helmets should be used when skateboarding.