

Guidance Notes for Rotarians **attending RYLA**

The Role of Visiting Rotarians and other adults assisting with the care of RYLA Students should be one of a proactive nature.

White Hall Centre appreciates the hard work that goes into organising a RYLA and the responsibilities we have. The role played by our representatives during the RYLA course is extremely important and immediate and post event feedback to the White Hall team is greatly valued. All resident adults attending any course must be DBS (Disclosure and Barring Service) checked.

Visiting Rotarians and White Hall staff are a team working together to achieve a successful experience for the students. Our willingness to play an active part in the course is an important feature of its success. Some responsibilities are individual and some responsibilities are shared.

The information in this document is designed to give guidance in the most appropriate way we can support and help the students to become accustomed to the routines and their responsibilities during the stay. Whilst being aware that many Rotarians have organised courses or have visited White Hall before, for some it is a new experience, this document builds on previous experience to help them.

A member of White Hall staff will take on the responsibility of directing the course during the RYLA weekend, often the same member of staff who liaised earlier with the District 1220 Rotary RYLA Officer.

The District 1220 RYLA Officer will appoint one of the attending Rotarians as **'the lead person for Rotary'** during the RYLA weekend. This person will act as the focal point for formal liaison with the White Hall staff and to ensure other attending Rotarians and other supervising adults apply to themselves and ensure adherence by the students of the laid down White Hall rules, listed below. The contact telephone number of the Lead Rotarian will be given to all parents/guardians prior to the commencement of the course.

This informal hierarchy will ensure we deliver an enjoyable, challenging and educational experience for the RYLA students, whilst we also have a fun weekend.

General responsibilities at the centre.

The White Hall instructional staff have current and relevant industry qualifications, including First Aid qualification. Also staff at the Centre have an up to date Disclosure and Barring Service Certificate.

White Hall staff will have the overall responsibility for the safety of the group while on activities, and visiting Rotarians and other supervising adults are encouraged to support them with this, in particular with student behaviour and general social well being. Pastoral Care of the Students is one we as Rotary alone are responsible having agreed to take this responsibility when accepting the individual's application.

White Hall wish to encourage visiting Rotarians and other adult supervisors to participate in the activities alongside the RYLA students where possible, to help achieve the most successful course possible. However if there are any reasons you would rather not take part in an activity please make this fact known at the start.

During the planning stage a draft programme with the activities planned for the RYLA weekend is prepared, it may be necessary to make changes to the programme for safety reasons, because of weather conditions or the needs of a group. This does mean that each RYLA course is different, and previous experience cannot be totally relied on.

Visiting Rotarians and adult supervisors are responsible for the general conduct of the RYLA students during their stay at the centre. It is essential to encourage and to instil a responsible and caring attitude within the cohort of RYLA students during their stay; this to include leaving dormitories tidy, to switch off lights and to take care of belongings including equipment on loan from the centre.

House rules for young people are:

- Students are asked, for preference, not to bring mobile phones to a RYLA weekend. If students have ignored this request, all student. [Mobile phones will be collected and stored for safe keeping prior to going out on activities, they will be made available on request during the evening for personal use.](#)
- Dormitories are just for the people who sleep in them
- No one should visit each other's dormitories
- Abide by an agreed time for lights out and thereafter adopt quiet
- Keep the centre tidy
- Ensure that allocated duties are done
- Show respect for other people
- White Hall does not tolerate bullying of any kind
- No smoking or alcohol

Evening and overnight responsibilities.

One member of White Hall staff is on duty from 5:00pm to 9:00am.

During this time:

- They will organise meal times and run an evening activity with the support of the Rotarians and other adults. During evening activities they will be responsible for the organisation of the activity but will need Rotarians assistance to ensure it is as successful as possible. They will explain to us all necessary information about the activity.
- The duty staff will organise supper after the evening activity on the first night, and show visiting staff how to run it for the rest of the course.

From 10:00pm the White Hall duty staff will be on call to give you essential back up should you need it.

- They sleep on site and should be contacted immediately (using telephone in staff room ext. 227 or to the duty mobile 07900 617222) to help in any emergency or for advice/support.

We ask visiting Rotarians and other adults to decide on an appropriate bedtime and to be responsible for settling young people overnight. The overnight supervision responsibility is in “loco parentis” and visiting Rotarians and other adults should be able to help deal with pupil emergencies. It is essential at all times Rotarians and other adults carry out these duties accompanied by another adult!

Advice and responsibilities for visiting Rotarians and other adults.

Security:

- All entrances are covered by CCTV.
- The duty member of staff will ensure doors are locked and downstairs windows are closed
- Please can you turn out lights except for the corridor leading to the student entrance.

Medical and first aid:

White Hall have the medical information from the booking forms and will have a meeting/briefing with Rotarians and other adults to discuss any medical issues before we go out on activities.

- White Hall staff will assume that we will take charge of administering any medication prescribed to our students or sent by their parents.
- If a child uses an inhaler, please ask them to bring a spare inhaler, this to be collected by the Lead Rotarian.
- All White Hall staff are first aid trained.
- The first aid cupboard can be accessed using key 13 (from the staffroom).
- Please complete the treatment folder for minor injuries, medication or illness.
- The Lead Rotarian will contact a member of White Hall staff in an emergency, who will deal with the incident and complete the relevant accident forms.

Fire emergency:

White Hall will hold a practice fire drill shortly after arrival at the centre, having first shown the students the fire exits and assembly point.

- If the alarm activates during the night please help ensure that the dormitories are evacuated and the duty member of staff will check that everyone is out of the building and call the fire service.

Telephones:

- Dial 9 for an outside line from the staffroom telephone.

Sick children:

There is a cupboard next to the dormitories which has contents to manage sick/soiling, and clean bedding.

- Please put any dirty clothes/bedding in a bin bag and leave by the cupboards near the Kitchen door.
- If the bedding has not been changed please inform the course co-ordinator the next morning, who will arrange for that to be done.

RYLA students who have broken the rules:

A Student who has broken house rules will be segregated from the rest of the cohort and contact made with the sponsoring Rotary Club representative and identified next of kin to make arrangements for their immediate collection from White Hall. Segregated students will be under the direct supervision of a Rotarian or other adult at all times.