

## Teacher's & Group Leader's Responsibilities

Please complete and sign this form which states some of your responsibilities, particularly during times on-site between activities and for occasions when you may take your group off the Min-y-Don site and not directly supervised by Min-y-Don staff.

You will need to bring this form with you on the visit or send it through in advance.

NAME OF GROUP/SCHOOL:

ADDRESS OF GROUP/SCHOOL:

Postcode

DATES OF VISIT: from DD MM YY to DD MM YY

NAME OF GROUP LEADER:

NAMES OF ASSISTANT LEADERS:

Whilst here at Min-y-Don we would expect the teachers / group leaders to be responsible for:

- Booking and arranging the visit to Min-y-Don according to centre procedures.
- Liaising between your group/school and the centre staff both before and during the visit. This should include communicating the group's needs in order to permit effective programme planning.
- Thoroughly preparing group members/students for the visit. This includes ensuring group members/students are equipped appropriately (in accordance with the Kit List).
- Ensuring each group member/student under the age of 18 years has a Parental Consent Form and a copy of each of these is provided for the centre staff. Any relevant medical, dietary or behavioural information should also be given to the centre staff.

continued overleaf



- Arranging personal accident insurance for participants if required.
- Maintaining high expectations and standards of behaviour at all times. Particularly with regard to following the rules and guidelines outlined by Min-y-Don Staff.
- Remaining on-site with your group/school and supervising the members of your group at times in the programme not directly organised by Min-y-Don Staff. This includes during the night, and supervising non-participants.
- Familiarising yourself with how to contact centre staff in an emergency, particularly during the night.
- The overall supervision of your group during any off-site or on-site activity not directly organised by Min-y-Don Staff. This might include excursions to Barmouth or nearby towns, walks not scheduled in the programme, beach visits, night games not included in the programme, camp fires, train or bus trips to local towns or tourist attractions not scheduled prior to your stay.

I, the undersigned, have read and fully understand the above-mentioned responsibilities and I accept that I have a duty of care for those in my group under the age of 18 years. I accept responsibility for the overall welfare of my group at times on-site when they are not directly supervised by Min-y-Don Staff (i.e. between activities, after the evening programme) and for when they are off-site for whatever reason without the direct supervision of the Min-y-Don Team. I will not hold Min-y-Don responsible for any accident or incident that may occur during that time.

SIGNED: Group Leader

PLEASE PRINT NAME:

DATE:

DD

MM

YYYY

**PLEASE NOTE:** This form needs to be either returned to us before your visit or presented at Min-y-Don on the day of arrival.

*adventure & excitement – rest & relaxation*

**Min-y-Don**  
CHRISTIAN ADVENTURE CENTRE

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