



INFORMATION BOOKLET

CONTENTS

1. Directions
2. Site Map
3. Pool Users Guide
4. Indoor Pool Information
5. Pool Rules
6. Self-Led Activities
7. Low Ropes Guidance
8. What To Pack
9. Kit List For Activities
10. Safety Provision
11. Centre Insurance
12. Food & Catering

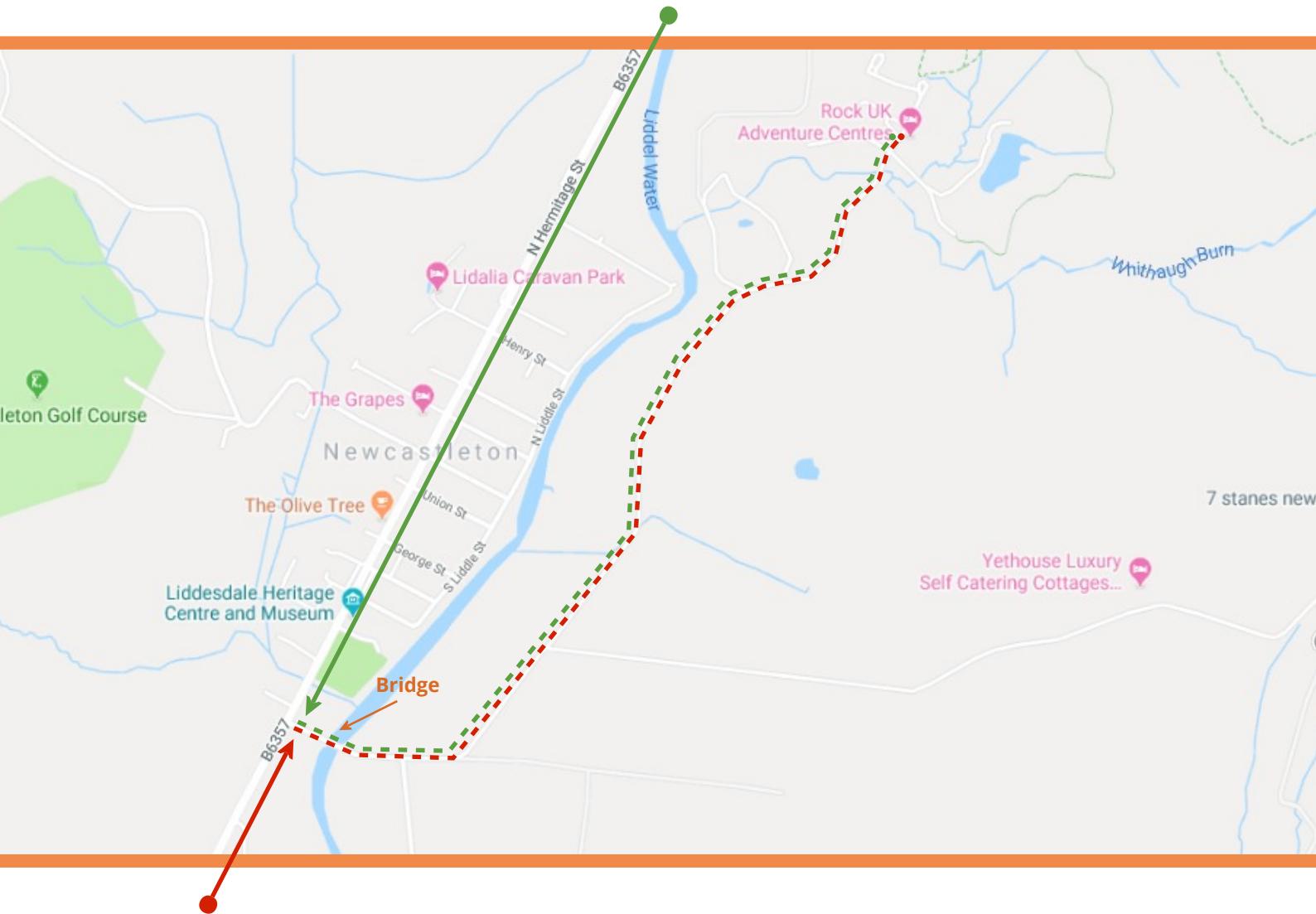


DIRECTIONS TO WHITHAUGH PARK

Green Route: From Edinburgh & Borders

Via Hawick (A7, then onto B6399) or Jedburgh (A68, then onto B6357)

At Newcastle, continue to the far (South) end of the village, and take the left turning signed "Whithaugh". Cross the river bridge and bear left at the first junction onto Whithaugh Drive.



Red Route: From Glasgow, SW Scotland, Carlisle & Northern England

All routes via CANONBIE (on the A7), then onto B6357 for Newcastle.

From Scotland: to GRETNA - then A6071 towards Longtown - A7 to Canonbie

(Cars - not coaches - may leave M74 at KIRKPATRICK FLEMING, for B6357 to Canonbie)

AVOID the Lockerbie-Langholm-Newcastle route: this is unsuitable.

From Northern England via M6: to JUNCTION 44 - then A7 'Tourist Route'. Continue through Longtown to Canonbie; then turn right for Newcastle.

From N-East via A69: to BRAMPTON - A6071 to Longtown - A7 to Canonbie

On approaching Newcastle from the South, take the first turning on the right signed "Whithaugh". Cross the river bridge and bear left at the first junction onto Whithaugh Drive.

SITE MAP

WHITHAUGH PARK





POOL USER GUIDE

POOL AVAILABILITY

The pool is available between 9.00am - 9.00pm*, by prior booking with the centre. Please note there is often a public village swim booked on Thursday at 6.30pm - 8.30pm, Saturday at 9.00am - 10am and a ladies swim on Tuesday at 9.30am - 10.30 am.

Sessions are timetabled for one group at a time.

Standard sessions are 1 hour. 2 hour sessions may be permitted in some circumstances.

Use of the pool for sub-aqua or canoe training etc will need to be discussed with centre management

*'out-of-hours' swimming may be possible in exceptional circumstances, if agreed with centre management. Increased lifeguard fees will apply.

LIFEGUARDS AND GROUP SUPERVISION

Qualified lifeguards are provided for all sessions. Exemptions from the need for centre lifeguards apply ONLY to specialist swimming clubs with suitably qualified lifeguards.

Group leader/s (at least one) must attend all their group sessions, to assist with general supervision of swimmers, changing areas, and arrival/departure times.
Groups require a First Aider and Pool Supervisor.

NUMBER OF SWIMMERS

The maximum number of people allowed in the pool is 35 swimmers.
Solo swimming is not permitted.

GROUP RESPONSIBILITIES

- Accurate summary of swimming abilities, for all group participants recorded on the group medical form. This should be completed and returned as soon as possible.
- Notification of any special needs / relevant medical history pertaining to swimmers.
- First Aider to be at poolside throughout all group's sessions.
- Provision of First-Aid supplies for general (non-emergency) group use.
- Acknowledgement of Pool Rules covering behaviour and pool activities.
- Supervision and monitoring of changing facilities.

CENTRE RESPONSIBILITIES

- Technical maintenance of pool, emergency equipment and poolside facilities.
- Monitoring of safety procedures and general hygiene.
- Timetabling of pool use.
- Provision of lifeguard cover.
- Provision of written guidance for group leaders.

INDOOR SWIMMING POOL

DIMENSIONS

Main Pool:

- Area: 20m x 7m (140m²)
- Depth: 0.9m to 1.8m

Learner Pool:

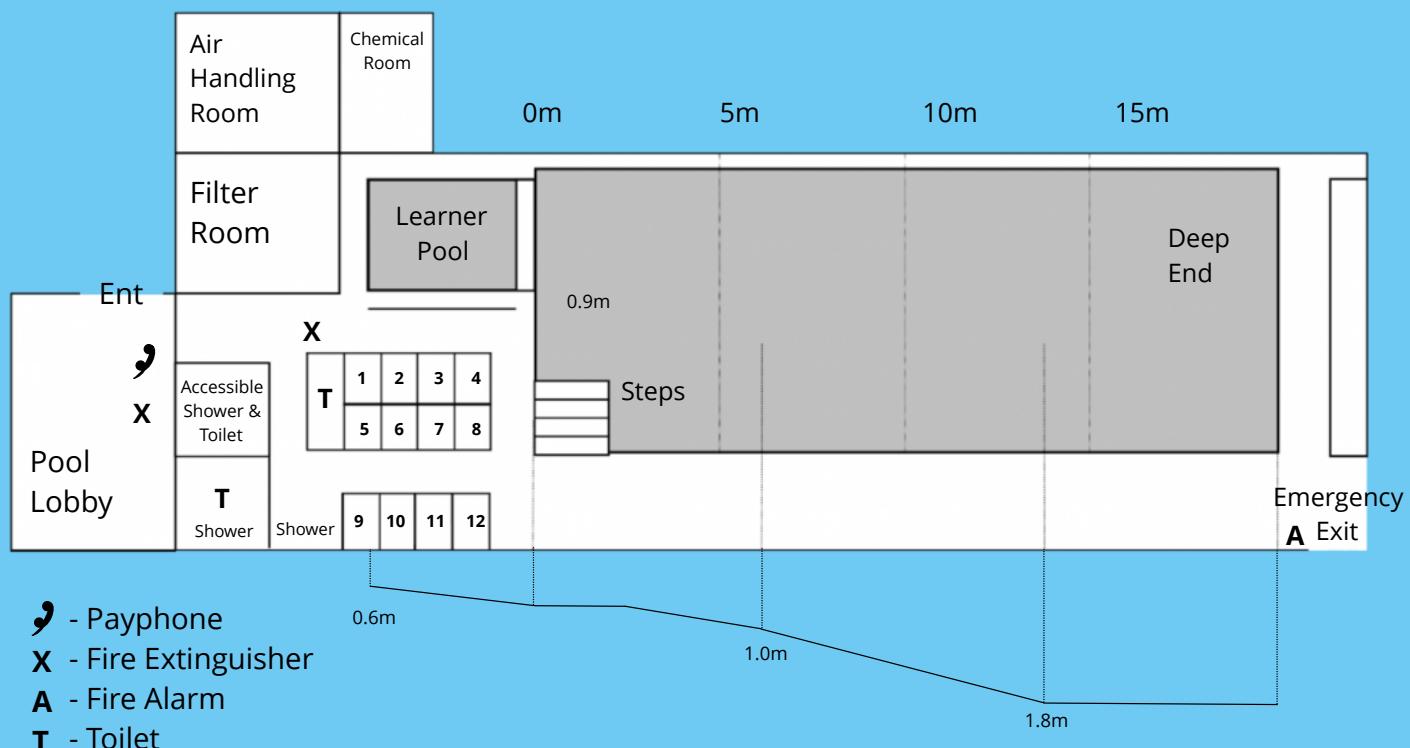
- Area: 4m x 3m (12m²)
- Depth: 0.6m to 0.9m

POOLSIDE FACILITIES

- Changing Cubicles (x12) are provided near the shallow end of the pool.
- Showers (x5) and toilets (x3) including one for disabled persons, are provided near the entrance.
- Shoe racks for outdoor footwear are provided in the entrance area.
- Seating is provided on 3 benches alongside the main pool.
- Payphone calls can be made from the pool lobby.

(Free calls are available to the reception, the doctors and to 999 services.

Mobile phone networks do not adequately cover the centre.



POOL RULES

TO BE READ TO GROUPS BEFORE USING POOL

BEFORE SWIMMING

- Meals should not have been eaten in the hour before swimming.
- Shoes are to go on the rack by the entrance with the exit left clear.
- Non-swimmers must make themselves known to the lifeguard; also those with conditions such as asthma, diabetes or epilepsy.
- Jewellery should be removed and long hair tied back.
- Swimmers should shower prior to entering the water.
- No running anywhere in the pool building.

ENTERING THE WATER

- Remember the pool depth deep end is 1.8m.
- Enter the shallow end using the steps.
- Avoid the 'stepping stones' between the learners pool and main pool. Do not slide in between them.
- No diving is allowed.
- Canon-balling (dive bombing) is at the discretion of lifeguards and leaders, and can be considered for small groups only.

IN THE WATER

- Pushing and ducking are not allowed.
- Pay attention when the whistle blows.

PLEASE NOTE

- Food and drink should not be brought to the poolside.

THANK YOU AND ENJOY YOUR SWIM!



SELF-LED ACTIVITIES



SWIMMING

Indoor heated 20m pool, for timetabled sessions.

ALL WEATHER PITCH

Outdoor all-weather pitch, ideal for football etc. FREE to use.

SPORTS HALL

FREE for resident groups, for timetabled sessions.

SPORTS

Footballs, basketballs, Unihoc and other equipment can be borrowed for FREE. A £10 refundable deposit is required.

ORIENTEERING

3 orienteering courses ranging in difficulty and length. FREE to resident groups. Maps provided.

LOW ROPES COURSE

Low ropes adventure area. Supervision is required. FREE to resident groups, for timetabled sessions.

TEAM BUILDING GAMES

DIY problem solving. Equipment and notes provided. FREE to resident groups.

PARACHUTE

Large 7m parachute. FREE to resident groups.

FOOTBALL

6-a-side pitch. No booking required.

SELF GUIDED WALKS

Priest Hill (approx 650') adjacent to the centre. Free maps.

DISCO

We have lights and a sound system for hire, please enquire for further details.

SENSORY TRAIL

A short trail that explores the natural environment using all of the senses.

LOW ROPES GUIDANCE



IMPORTANT

“Buddying & “spotting” are key elements of teamwork and safety, with participants being observed and guided by partners alongside. Rock UK Adventure Centres would like to inform groups that the wearing of helmets whilst navigating the elements is compulsory and that helmets are provided along with pictorial instructions on the correct fitting of them.

Elements are designed for a single participant at a time (except where specified). Group leaders should ensure that only one person is on any element at a time and that they are spotted while on it.



GUIDANCE FOR GROUPS

Whithaugh Park has a low Ropes course ‘adventure area’ situated among the trees behind the all-weather pitch. It is a designated activity area, fenced and signed, and operates on a timetabled basis by prior booking. Adult leadership and supervision is required throughout all sessions. The group first aider must attend all low ropes sessions.

All elements comply with the 1996 guidelines for low ropes courses* with heights not exceeding 1.5 meters above ground level.

*Ref: Advisory Association for Ropes Courses & Initiatives. (AARCI)

PLEASE NOTE

Any group found not using the provided helmets may be asked to leave the low ropes area. Pictorial guidance relating to buddying and spotting is also available from the centre. Please note that we recommend no more than 24 people to be allowed to participate at any one time.

If you have any questions about use of the low ropes or have any safety concerns, please contact the centre office.



WHAT TO PACK?

CLOTHES

- (Old) trainers for watersports
- Indoor Shoes
- Suitable Nightwear
- Sun hat, sun cream (summer groups)
- Swimming costume (where appropriate)
- Trainers for dry activities
- Trousers/shorts (below the knee) for activities (not jeans)
- T-shirts
- Underwear
- Warm coat, hat, scarf, gloves (winter groups)
- Warm Jumpers
- Waterproof jacket (and trousers if you have them)
- Wellies (if muddy)



OTHER ITEMS

- Bag for muddy kit
- Plastic drink bottle
- Pocket money for Rock Shop
- Torch
- Towels (for showering and for activities)
- Wash bag (soap, shampoo, toothpaste and brush etc)



Please ensure **ALL** items are clearly labelled with your child's name and that any medication they will require is given to their leaders with clear instructions. Please **DON'T** bring mobile phones, electronic games, jewellery/valuables etc or clothes that you mind getting muddy/wet on activities.

ACTIVITY KIT LIST

Below is an outline of recommended clothing for each of our instructed activities. Please note: If your activity is not listed here, then there is no particular required clothing for that activity.

| | | |
|---|---|--|
| ABSEILING |  | The top of the abseiling tower can be quite cold, so make sure you dress appropriately. Please wear non-slip closed toe shoes, no jewellery and tie back long hair. |
| ARCHERY |  | Please wear closed toe shoes and tie back long hair. |
| BMX |  | Old clothes to be worn, especially if it's wet. Wear closed toe shoes. |
| BUSHCRAFT AND CAMPFIRE |  | Please wear weather appropriate clothes and trainers/wellies (not sandals). |
| CAVING |  | Old clothes and wellies are recommended. We will provide overalls to go over the top of your clothes. |
| CLIMBING AND INDOOR CLIMBING |  | Closed toe, non-slip shoes are best for this activity, ideally trainers. Trousers or shorts just above the knee are also best when wearing a harness. Jewellery should be removed and long hair tied back. |
| FENCING |  | Long trousers are best, as well as closed toe shoes. Wear a lightweight top layer as fencing jackets can be quite warm. |
| GEOCACHING AND ORIENTEERING |  | Suitable outdoor clothing and shoes should be worn. Waterproofs may also be needed. |
| GORGE WALK |  | Old clothes and shoes should be worn. Be ready to get wet. |
| HIGH ROPES |  | Trainers are best for high ropes, as well as long shorts (just above the knee) or trousers, and ideally a long sleeved top. Please wear closed toe, non-slip shoes. Tie back long hair and remove jewellery. |
| KAYAKING, OPEN CANOE AND RAFT BUILDING |  | Wear old clothes (including shoes) and be ready to get wet. Please DO NOT wear jeans or wellies. Be prepared with a towel and a full change of clothes for after the session. |
| LOW ROPES, GREAT ESCAPE |  | Old clothes, complete change of clothes including shoes, there will be crawling so you may want trousers but this is not essential. |
| MOUNTAIN BIKING |  | Old clothes and trainers are recommended. |
| NIGHT HIKES |  | Comfortable shoes (that could get muddy) should be worn. Warm clothes (and waterproofs) will be needed, especially in winter, as well as a torch. |
| PEDAL KARTING |  | Can be very wet, dirty or dusty, so please be prepared. |
| WALK THE PLANK |  | Old clothes and wellies are best for this activity. |
| WATER WALKERZ |  | Wear your swimming costume with shorts and a T-shirt over the top. Please bring a towel; you shouldn't get wet, but it's good to be prepared! |

SAFETY PROVISION

1. A WRITTEN SAFETY POLICY underpins the centre's operation, and acknowledges the terms of all relevant safety legislation (including the Health & Safety at Work Act 1974).
2. A CHILD PROTECTION POLICY is in place at all Rock UK centres. DBS disclosure checks are included in the appointment process for all staff having access to children.
3. WRITTEN RISK ASSESSMENTS form the basis of safety provision for centre facilities and (separately) for all instructed activities.
4. FIRE SCOTLAND ACT 2005. The centre complies with the current Fire Scotland Act (for small premises providing sleeping accommodation).
5. ACCIDENT & EMERGENCY PROCEDURES are in place, with all groups having free-call facilities to medical services and 24hr contact with the duty staff via radio / telephone. A serious incident procedure is established for centre staff.
6. HEALTH & SAFETY CHECKS of centre facilities are conducted on a programmed basis (daily, weekly, monthly, etc) and logged for reference.
7. SWIMMING POOL USE is covered by a Pool Safety Operating Procedure (including an Emergency Action Plan), setting Lifeguard and other requirements in compliance with HSE guidelines. Written 'Pool Rules' are provided for all groups, and details requested of swimming abilities and parental consents. Technical aspects of the pool are overseen by a senior manager, qualified through the ISRM in Pool Plant Operation.
8. FIRST AID provision is a responsibility of visiting groups (as indicated on pre-arrival details). Duty Staff at the centre are qualified in first aid. **If you do not have a First-Aider available you will not be able to use the swimming pool and low ropes course.** However, a First-Aider could be made available at the Swimming Pool for an extra charge.
9. GROUP RESPONSIBILITIES include, in addition to the above: (a) provision of a fully supervised programme throughout the visit (Free Time is Risk Time); (b) the safety of the group on all self-supervised elements of the programme and within the group's own accommodation, including overnight; (c) general welfare of group members, and regard for any others at the centre; (d) cleanliness and hygiene of the groups facilities during the stay; (e) compliance with other centre policies (e.g. smoking, alcohol, camp fires, fireworks, etc); (f) arranging transport to/from hospital, should this be necessary.
10. CENTRE RESPONSIBILITIES include: (a) the presentation of group accommodation and other centre facilities, on arrival, in a clean and safe condition; (b) attendance to repairs and other requirements during the stay; (c) delivering of instructed activities (where included); (d) delivering of catered meals (where included).

SAFETY PROVISION

FURTHER SAFETY PROVISION

INSTRUCTED ACTIVITIES are operated at Whithaugh Park under our AALA License No: L13705/R1447 Verification from www.aala.org.uk.

CODES OF PRACTICE cover staff training & assessment procedures, guidelines for the running of activity sessions, and the setting of instructor/group ratios. All aspects comply with DfEE's Safety in Outdoor Education'.

EQUIPMENT & VEHICLES are covered by programmed maintenance checks.

INSURANCE PROVISION for activity sessions gives public liability cover of £10million.

MEDICAL ATTENTION

Local doctors are only a few minutes away at the Newcastleton Medical Centre.

Doctors:

(013873) 75100 - Drs Bowley & Kennedy. A free-call facility is available from all centre payphones. Out of hours please call NHS-24: 111.

Hospital:

Nearest casualty dept (25 miles) is Cumberland Infirmary, Carlisle CA2 7HY. **Please inform the duty manager before travelling.**

Ambulance:

Phone 112 / 999.

Dentist:

For emergencies please call NHS-24: 111.

CENTRE INSURANCE

PROPERTY AND LEGAL LIABILITY

"Rock UK Adventure Centres has effected insurance to cover their own property at their centres and their legal liability to visitors and third parties for death, injury or property damage arising out of the operation of the centres.

Visiting groups are not directly protected by this insurance and it is recommended they make their own arrangements. Most insurance companies will provide a Travel Insurance package to cover baggage, money, personal accident and cancellation risks.

In addition visiting groups should have public liability cover to protect themselves if they cause death, injury or property damage, including the property of Rock UK Adventure Centres. The most cost-effective way of doing this is to extend their existing group, church or company policy.

Please note that liability insurance only protects groups against their legal liability to others, so negligence on their part must be proven. If groups wish to insure their own party against injury, regardless of negligence, personal accident cover is necessary.

PERSONAL ACCIDENT COVER

ROCK UK ADVENTURE CENTRES encourage all visitors to take out their own personal accident cover.

FOOD and CATERING



SELF CATERING

The centre offers full self-catering facilities to every visiting group, for their exclusive use. Equipment is plentiful, including all pots & pans, crockery, cutlery and utensils.

The main kitchens (Alder, Beech, Oak & Birch Holms) provide:

- 6 burner gas or electric range
- water boiler for drinks
- large capacity fridge
- 6 slice toaster
- freezer

Pine Holm, Spruce & Hazel have domestic electric cookers, with other facilities on a suitably smaller scale. *Detailed lists of kitchen equipment are available.*

OPTIONAL MEALS SERVICE

Visiting groups of 10 or more may opt for a catering service, if preferred. We offer a flexible and economical approach, **helped by a small measure of input from group members** (table-laying, washing-up of cutlery and crockery, and the possible heating of buffet items for Friday evening arrivals). Meals are as follows:

BREAKFAST Self-Service meal, at a time to suit the group.

Fruit juice, cereal selection, toast & marmalade, yoghurt or fresh fruit.

LUNCH (a) Monday - Saturday: self-service meal at a time to suit the group.

Cup-a-soups, bread rolls with choice of fillings inc cheese and cold meat, crisps, chocolate biscuit, fresh fruit, drinks.

(b) Sunday lunch: 2 course meal, with vegetarian option, served by caterers.

DINNER (a) Monday - Saturday evenings:

2 course meal, with vegetarian option, served by caterers at 5.30 / 6.00pm.

(b) Friday evening arrivals: Multiple options available, please see your booking.

SUPPER Self-service refreshments, at a time to suit the group.

Hot chocolate and other drinks, with snacks.

Supper and additional daytime refreshments, are included with the "All Meals" service.

FOOD AND ORDERING

Groups are welcome to pre-order groceries for their stay at the centre.

A delivery service is available from **Tesco or Asda**.

Our postcode, for delivery reference, is **TD9 0TY**

Please give at least 4 days notice.

LOCAL SUPPLIERS

Costcutter: 013873 75253

SPAR: 013873 75361

Elliots & Sons - Butcher: 013873 75256