



PLAS DOL-Y-MOCH
OUTDOOR EDUCATION CENTRE

Personal Equipment, Clothing & Information for course members



Plas Dol-y-Moch Personal Equipment, Clothing, and Information

We're looking forward to welcoming you/your son/daughter to Plas Dol-y-Moch for a residential Outdoor & Adventure Education course. The following information has been put together to help describe a typical course at Plas Dol-y-Moch. Your school/group will provide you further supporting information to help prepare for your course.

Plas Dol-y-Moch is an 80+ bed residential Outdoor & Adventure Education Centre based in the heart of Snowdonia, North Wales, owned and operated by Coventry City Council. We have been delivering high quality Outdoor Education and Adventure courses since 1966.

Each course is tailored to the group considering the groups aims, ability and the weather. Activities may differ slightly with the broad aims to teach students about themselves, each other, and the environment. The course will focus on developing **Resilience** through genuine outdoor adventure activities in the great outdoors every day. **Responsibility**; through taking care of the Centre (such as keeping beds and dormitories tidy!), any equipment issued to course members, listening and following instructions, and **Respect**; by looking after each other, and spending plenty of time outside in the wonderful Snowdonia National Park.

Groups will be accommodated in dormitories and may be sharing some communal areas of the Centre (such as the dining room, common room, and grounds) with students from another school or group. Groups will be expected to look after their rooms, clear up after themselves, and issued and expected to look after a range of kit such as waterproofs & fleeces.

Activities may include canoeing, kayaking (or sit on tops), rock climbing/beach scrambling, mountain walking, mine exploration, gorge walking, orienteering and bush craft. Evening activities may include the nightline, labyrinth, photo trail, local walks or a campfire, all delivered by highly qualified and experienced Outdoor Educators. An outline of these activities, together with a list of what to bring are detailed below.

If you need any further information about an up-and-coming course, please contact your school/group, or have a look at our website to get a flavour of what's to come!

What will Plas Dol-y-Moch provide?

We will provide all technical and safety kit/equipment for all activities undertaken (e.g. helmets, harness, wetsuit etc). Participants will also be **provided a set of waterproofs** (tops & bottoms), a **warm fleece, windproof, rucksack, water-bottle** and **wellies/boots** as needed during their course. If they have their own, they're welcome to bring them, however activities are pretty hard wearing on kit, so we'd encourage participants to wear our kit in most cases!

What do I need to bring?

(please make sure all clothing is marked with your child's name)

For the activities:

Activities are likely to be wet and wild! Please bring older clothing you don't mind getting wet and dirty, and a plastic bag to take them home again at the end of the course!

Minimum kit

- A small suit case
- 3 x tracksuit type trousers (*stretchy thicker trousers are best, please avoid jeans*)
- 3 x t-shirts (*non-cotton, i.e. sports t-shirts are ideal*)
- 3 x long sleeved tops (*fleece or wool is great*)
- Shorts (*to be worn under a wetsuit*)
- 3 x pairs of thick socks (*not trainer socks*)
- 5 x sets of underwear
- 1 x old pair of sturdy lace/Velcro up trainers
- A sun hat & sun cream (mainly in the Summer)
- Warm hat & gloves (mainly in the Winter)
- Torch & batteries
- Robust plastic bag to take any wet kit home at the end of the course

For travelling, evenings and general use

- A warm coat
- Set of casual clothes (trousers, t-shirt & jumper)
- Good pair of shoes (you will need to walk approximately 500m to the Centre from the coach)
- Large towel
- Wash kit (including shower gel, tooth paste & brush etc)
- Nightwear
- Extra socks & underwear

DO NOT bring wet wipes as these can cause problems with blocked drains.

Field Studies

As above plus

- Pens, pencils, notepaper

Optional items

- A small amount of pocket money (£5-£10), for an ice cream or souvenirs (or tuck)
- Book
- Swimming costume
- Notebook, pens & pencils
- Travel/Board Games/Pack of cards

Items to be left at home

Please do not bring any

- Electrical equipment including hairdryers, CD players, kettles, plug in razors, irons, heaters, mobile phone chargers etc. The Centre can provide hairdryers. There are no facilities to plug electrical items in any of the student dormitories
- Chewing gum or other food supplies (sweets). Those with special dietary requirements should let the school know as the Centre can cater for all. There is a small tuck shop at the Centre

- Non-prescription medicine (including painkillers like paracetamol). School staff should be made aware of any medicine's students may need and may need to manage the administration of medicines

Mobiles & Telephones

Each school group may have their own policies on students bringing/using mobile phones. Students are asked not to bring mobile phones on adventure activities for safety reasons. All Plas Dol-y-Moch staff carry mobile phones for emergency use only.

There is a pay phone for student use at the Centre, however as courses are very busy there's limited opportunities for students to phone home

If parents/carers need to contact a student in an emergency, please follow the schools/groups process for this normally by contacting your school/group directly. Alternatively, parents/carers may call the Centre on 01765 510200 to speak to the visiting school staff. School/group staff will contact parents/carers should they need to or if there are any concerns with your child.

Facilities at the Centre

Students will be accommodated in dormitories, predominantly with bunk beds. Dormitories are allocated to each school/group who in turn allocate students to each dorm. There are sufficient showers and toilets throughout the house for students, together with drying rooms to help dry the inevitable wet kit! All bedding is provided; however group members do need to bring their own towels.

Supervised by school/vising staff, there are plenty of grounds around the Centre for students to play in the evening. We've fields to run around or play football in, a basketball court and common room (with some indoor games) to keep students occupied in the very limited amount of free time available during a course.

There is very limited Wi-Fi available.

Photos

The Centre has a limited number of water-resistant cameras that may go out with some groups, however as cameras can be easily damaged, and during activities our time needs to be focused on delivering high quality adventure activities, we cannot guarantee photos can be taken of all students/groups. Plas Dol-y-Moch asks your permission to take and use photos/videos to help with displays around the Centre, on our social media accounts, website and occasionally service level promotional materials. Our photo consent form is attached. The Centre can only take and use photos if we've had consent. Please complete this form and return it to your trip leader to bring to the Centre. Typically, we will not post photos/videos of students in residence at the Centre, rather wait until the group have returned home.

Visiting schools may bring their own cameras and follow their own photo/vide policies.

Activities and Safety at Plas Dol-y-Moch

Our core activities include:

Activities and programmes are decided upon in conjunction with the school / visiting staff considering the children/young people's needs and abilities and also the weather / local conditions.

Kayaking / Canoeing

The Centre has several fleets of boats including kayaks, sit on top kayaks, and canoes. Some are single seat kayaks and some can carry more than one person. Boats are general used on the centre lake or journeys on a slow flowing river, although occasionally other venues including larger lakes and the sea. Kayaking / Canoeing

is a great activity to teach personal skills, teamwork, communication and resilience as well as the water cycle, river valleys and river life. Participants always wear buoyancy aids, and if appropriate helmets.

Climbing / Abseiling

There is a variety of rock-climbing venues suitable to challenge all within a short distance of the Centre. Climbing is a great activity to teach responsibility, trust, teamwork, communication, determination, and resilience, as well as geology, erosion, friction, forces, and balance. Participants always wear a harness and helmet, and are safeguarded by ropes for these activities.

Beach Scrambling

A popular alternative to Rock Climbing, Beach Scrambling involves students climbing along sea cliffs, above shallow water or sand. This is a more dynamic activity better suited to colder days (and those who want to see the beach!) Beach scrambling helps develop teamwork, commitment, and communication skills as well as opportunities to learn about the coastal environment, tides, and sea life.

Gorge Walking

This activity involves a group making their way up or down a steep sided riverbed. The activity likely includes scrambling over rocks, climbing up or sliding down short waterfalls, and jumping into deep pools. Gorge walking is a popular activity, particularly in the warmer months, and great to teach teamwork, resilience, and communication as well as rivers and the water cycle.

Mountain Walk

There are innumerable hills and mountains within a short distance of the Centre, many within the Snowdonia National Park with outstanding views. Mountain walks may involve scrambling, navigating, and possibly reaching a summit. Typically, this is a full day out where groups will have the opportunity to learn to use a map and compass, navigate, work together, explore resilience, personal responsibility and commitment as well as a wealth of other cross curricular opportunities such as geography, geology, the water cycle, and mountain flora and fauna.

Mine Exploration

There are several disused mines inspected under a nationally recognised scheme approved by the Health and Safety Executive suitable to challenge groups. Mine exploration is a truly unique activity where groups may need to scramble, climb, zip line, abseil or even travel in a boat to navigate their way through absolute darkness. Groups are equipped with helmets, lamps, and safeguarded by ropes, harnesses, or belts. Mine explorations provide participants the opportunities to explore teamwork, resilience and respect as well as geology, the rock cycle, and history.

Mountain Biking

The Centre has a fleet of mountain bikes suitable for all abilities. Within the grounds we have an introductory skills area and pump track to develop skills with opportunities to explore further afield on local MTB trails. Mountain Biking is a great activity to teach bike riding skills and resilience.

Orienteering

Orienteering involves students working in small groups having been taught how to interpret a map and navigate to find a series of "controls" around the grounds. Orienteering normally take place within the Centres grounds, although there are several local venues suitable for more challenging courses.

Orienteering on an Independent Walk

The independent walk is a natural progression from orienteering, where groups are given the opportunity to navigate around a longer route, through local woodlands or in a circular walk or back to the Centre. The independent walk is supervised from a distance providing students the opportunity to explore independence, teamwork, responsibility, respect, and resilience as well as learning navigation and map work skills. Whilst this activity is supervised, it is important to note that this activity involves stretches of the walk where participants are unaccompanied from adults. Therefore, consideration of suitability of this activity is given from the visiting staff/adults and PDyM regarding the group's ability to undertake this activity.

Beach Trip

No trip to Plas Dol-y-Moch would be complete without an opportunity to visit the beach! Beach trips are often delivered following an orienteering & independent walk activity and may include opportunities to explore the rock pools for sea creatures, learn about coastal erosion or take part in some creative activities on the beach. Most beach visits end with an ice cream.

The Labyrinth

The Labyrinth is a team challenge activity located within the grounds. The activity requires small groups to work together, solve problems and make their way through a series of tunnels to escape the labyrinth. The Labyrinth is typically delivered as an evening activity providing students opportunities to develop their problem-solving skills, communication and teamwork.

Nightline

This activity works best in the Winter months when the evenings are darker. Groups work together and follow a rope trail through the woodlands trying to find and remember a series of objects along the way. This is a great activity to develop teamwork and communication skills.

Who is responsible for my child's safety and welfare when at Plas Dol-y-Moch ?

Plas Dol-y-Moch staff are responsible for ensuring the activities being delivered are safe and in line with relevant risk assessments and procedures. School / Visiting staff are responsible for the welfare and supervision of all participants at all times. School staff/adults are responsible for ensuring appropriate measures to ensure the correct levels of supervision and care are in place for their pupils/participants in line with their policies, procedures, risk assessments and group needs throughout the course.

What are the activities my child will be taking part in?

Plas Dol-y-Moch is an Outdoor & Adventure Education Centre, and all its courses are linked to the school curriculum both academically and from a personal development perspective i.e., we use adventure activities and field studies experiences to enhance the learning that goes on in school

Every course is different, and nobody does all the activities we offer at Dol-y-Moch. Some courses are field study orientated; others adventure based. Each course is tailored to meet the aims and objectives of the visiting school/group. A programme of activities will be drawn up prior to your/ your child's visit, however due to the environment in which we work, changeable weather conditions and need to assess each group's abilities programmes need to be flexible.

How are Plas Dol-y-Moch staff qualified to lead the activities?

All adventure activities are delivered by highly competent and current teachers/instructors. Staff delivering activities are assessed under nationally recognised award schemes or by technical experts in their field. All staff have extensive local knowledge of the areas around Dol-y-Moch used for activities and are qualified first aiders.

Who checks the Plas Dol-y-Moch staff competency and activities?

Plas Dol-y-Moch is registered with the Adventure Activities Licensing Authority (AALA). Details of activities we are licensed to provide can be confirmed by doing a search for Plas Dol-y-Moch on the "find a provider" area of the HSE AALA <http://www.hse.gov.uk/aala/>

AALA periodically inspect the Centre to check staff qualifications, along with operating procedures, safety policies and risk assessments of the Centre's activities.

Plas Dol-y-Moch is owned by Coventry City Council and managed as part of Coventry Outdoors. The Centre is non-profit making and is subsidised by the Local Authority and schools.

Does this mean I/ my child is safe on activities?

Safety is paramount in everything we do at Plas Dol-y-Moch, however we cannot remove all risk. To enable participants to have adventurous experiences in a real environment, we reduce the likelihood of accidents by carrying out and regularly reviewing risk assessments for each activity. No one can guarantee accidents will never happen, but we minimise the possibility by following best practice in providing the activities.

4. What constitutes good practice in adventurous activities?

- Quality staff (see above)
- Ethos of high-quality educational experiences
- Safe management of activities (see above)
- Decision making – the experience and ability to change venues / activities to maximise learning experiences, depending on environmental conditions and the nature and ability of the group
- Training – regular training to ensure staff are up to date with good practice
- Monitoring – we incorporate regular management and peer staff monitoring of activities. In addition, an ethos of sharing information and programmed regular full staff meetings allow us to review and share learning from any incidents, accidents, and near misses.

5. What if I/ my child is scared or doesn't want to do an activity?

Our aim is to challenge each participant to provide them an opportunity to develop key skills and learn about themselves, however we do not force participants to do things they don't want to. Our teaching/instructional team are expert at tailoring activities to the groups abilities to maximise opportunities for challenge and success. We encourage everyone to have a go as we know they feel so proud when they do, especially if they have overcome a fear.

6. Do you cancel activities if the weather is bad?

All our activities can take place in a range of weather conditions. All students are provided appropriate clothing for each activity such as waterproofs, wellies, warm fleeces, or wetsuits. That said an assessment of the day's activities is undertaken each morning before setting out, taking into consideration the groups needs/abilities, aims and prevailing weather conditions to ensure appropriate activities take place each day. With our staff's local knowledge of venues & the schools/organisations knowledge of the participants we can select activities and venues to maximise opportunities for success and enjoyment of the outdoors regardless of the weather!

7. What if I/ my child is ill or just unhappy at Dol-y-Moch?

Plas Dol-y-Moch staff work closely with your school/group staff to ensure courses are positive for all those attending. Courses and students' progress is reviewed daily to make sure our course is both positive and delivered to your schools/groups aims. If you or your child is ill or unhappy during their course school/group staff will get in touch with parents/carers.

8. My child is not a confident swimmer, will he/she be safe?

Students do not need to be able to swim to take a full part in all the activities at the Centre. For all water-based activities, such as canoeing or gorge walking all students will be wearing an apparently fitted buoyancy aid or life jacket. Kayaks are fitted with large cockpits so students fall out of them should they capsize. However, if your son/daughter is not confident in water please let your school/group staff know so that we can identify them and provide them a little more support if needed.



PLAS DOL-Y-MOCH
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Photo/Filming Consent

During your son/daughter's course Plas Dol-y-Moch would like to take photographs and video recordings. If appropriate, we would like to make use of these photos/videos for displays around the Centre, on our (including Coventry Outdoors & Coventry City's) website, presentations, our social media presence, or other print and digital marketing materials.

Any photos/videos used will be carefully selected in line with both Plas Dol-y-Moch's policies.

By signing this form, you are giving Plas Dol-y-Moch and Coventry Outdoors your consent for us to use any photos/videos taken as outlined above. No royalty, fee or other compensation shall become payable for such use.

You may withdraw your consent at any time by contacting Plas Dol-y-Moch in writing (or via email), however understand withdrawing consent may not be applied to images/videos already in use.

Any photos/videos not used will be stored securely, and only accessible to those authorised. They will be kept as long as they are relevant, after which time they may be destroyed or archived.

Please ensure this form is completed and returned to your school/group trip leader before your course. This form will be securely retained in-line with Plas Dol-y-Moch's GDPR policy.

School/Group
Name

Student Name

Date of visit

I confirm I have read and understand this form and give consent for photographs/videos to be taken of my son/daughter during his/her course for use as outlined above. I am the lasting power of attorney for Health and welfare / parent or legal guardian of the person identified above and in the photographs, filming and/or recording. I understand the above request and give informed consent.

Parent/Carers
name

Parent/carers
signature

Date

Please tick this box if you **DO NOT** want photos/videos used of your son/daughter during his/her course at Plas Dol-y-Moch (note this only applied to Dol y Moch staff/cameras. Schools/groups may have their own photography policies in place).

Coventry City Council (CCC) Privacy Notice for Plas Dol-y-Moch

Coventry City Council Complies with the Data Protection Act and the GDPR and is registered with the Information Commissioners Office (ICO) as a Data Controller. This Privacy Notice explains how personal information is going to be used, what for, who it will be shared with and why.

Why we collect and use Personal Data about you

We collect and hold personal information relating to Outdoor Learning

We use this information to:

- Provide you with necessary and appropriate services
- Help us to develop and improve our services
- Ensure the safety and well-being of course participants
- Complete statistical returns for Coventry City Council

Our lawful basis for processing is consent.

What information do we collect about you?

- Name
- Date of Birth
- Parent/Carer Contact Details
- Ethnicity
- Medical Information
- Dietary Information

Who we share your Personal Data with

- Medical professionals - in the event of emergency medical treatment
- Coventry City Council Health and Safety Department
- Any authorised authority such as the police

How long will we keep your information?

We will only keep your information for as long as we need to so we can give you the service you need, unless we must keep it for legal reasons.

Your Rights

You have the right to:

1. Ask to see the personal information we hold about you
2. Withdraw consent (see below)
3. Ask us to change information we hold about you if it is wrong
4. Ask us to delete the information we hold about you
5. Ask us to limit the way we use your personal information
6. Ask for human intervention regarding decisions made about you by a computer
7. Data portability (have your data transferred to another Authority)
8. Complain to the Information Commissioner's Office

To exercise any of these rights please contact the Outdoor Education Service and/or email admin@plasdolymoch.co.uk

Withdrawal of Consent

Where personal data is processed on the basis of consent, you will have the right to withdraw that consent. However, Coventry City Council process personal data that it is necessary to do so in order to comply with our legal obligations and to enable us to perform tasks carried out in the public interest.

Complaints

You have the right to submit a complaint if you are unhappy with the way your request is handled or disagree with a decision made by the council regarding your data. In these circumstances you can contact the Data Protection Team (DPO) and request a review of the decision.

dpoteam@coventry.gov.uk

If you are not satisfied with any outcome from the DPO you may wish to apply to the Information Commissioners Office at:

The Information Commissioners Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF.

Date of last review: August 202