

## Guide for Leaders

Thank you for choosing to visit Wiston Lodge. This booklet is intended to make your visit all the more enjoyable, by preparing you and your group for your stay.

### Accommodation

We have two main residential buildings within the estate:

- The main house with 44 beds, three of which are double beds to accommodate family groups
- The timber cabins accommodate 18 guests and are situated near the campsite.

For residential guests we supply all bedding, leaving you to bring just toiletries and towels. Please see the kit list for a full suggestion of items to bring.

*Wheelchair access.* The main house has wheelchair access to the ground floor and there are easy-access toilet and washing facilities in the ground floor bedroom (Room One).

### Meals

We pride ourselves on the quality of food prepared for our guests, however we understand that different groups have different requirements. We therefore ask that you pass on any information concerning special dietary requirements and strong dislikes to certain foods.

Guests that find themselves hungry between meals are encouraged to eat the fresh fruit and biscuits provided, and there is always tea and coffee available.

### Activities

Our three main areas of activities are Outdoor Adventure, Environmental Education and Music & Arts.

#### *Outdoor Adventure*

Team building and adventure activities can be very cold and/or very warm, so preparation is very important in order to make the most of your time here. The kit list (below) provides a good indication of what to bring, depending on the season, although we can get all four seasons in one day in Scotland.

All activities are risk assessed and are carried out using Standard Operating Procedures. Copies of both risk assessments and SOPs are available to any group wishing to book, along with our AALA certificate and insurance documentation.

#### *Environmental*

Activities can be strenuous especially when undertaking larger projects, so a degree of physical fitness can be required. The grounds can become very muddy in areas, so bring clothes that you don't mind getting wet and dirty. We will supply all personal protective equipment, such as steel toe cap boots and hard hats.

#### *Music and Arts*

Music and Arts activities are carried out both inside and outside the building - please contact us in advance to find out the specific details of what you will need for your programme.

## **House Rules**

We try and keep the number of rules to a minimum. There are two main areas we cover in our introduction to an arriving group:

- **Safety:** We discuss fire safety and the fire drill procedure, and that there is strictly no smoking in any indoors areas. If you would like us to add any rules to the group introduction please let us know in advance.
- **Respect:** Wiston Lodge is a “home from home” for our guests, and this homely atmosphere is created in part by housing key members of staff within the main house. We therefore ask that guests respect the fact that Wiston Lodge is not just a residential building used to house visiting groups, but is also our home.

## **Group Leaders' Responsibilities**

In the case of youth organisations we expect the accompanying staff to have "parental control" of the group. Wiston staff are available to present the programmes, provide accommodation and food and offer help and assistance with your group. Health and safety responsibility for the group will remain with the programme staff, and group leaders will be accommodated in the same manner as group members, but the overall control of the group should always remain with the group leaders.

Adult groups providing their own programmes may find it convenient to appoint a leader from within the group, to act as a point of contact. This provides a clear way of communicating requests between the group and Wiston Lodge staff, allowing group members to concentrate on enjoying their visit, and staff to perform their daily duties without undue interruption.

## **Kit List**

The following list is provided in order to better prepare your visiting group - you might want to pass this list directly to all group members, or just provide a verbal checklist. In some cases participants may be concerned if they don't have a specific item - however if you can advise Wiston Lodge in advance we can usually sort something out.

## Wiston Lodge Kit List

We want you to be comfortable and safe during your visit to Wiston Lodge, both indoors and out.

The following is a personal equipment list for a one week course.

### **Clothes for Outdoor Activities**

- Old trainers – ones that you don't mind getting really dirty
- A spare pair of old trainers in case the first pair get really bad
- 3 pairs of long trousers – anything except jeans which get really uncomfortable when wet
- 3 warm long-sleeved tops
- Plenty of t-shirts
- Warm thick socks – not nylon ones
- Hat and gloves
- Socks and underwear

If you have any of the following it would be best to bring them, but they are not essential:

- Walking boots – they need to have good ankle support and tread
- Waterproof jacket with a hood
- Waterproof trousers

### **Clothes for Indoor Use**

- Set of casual clothes and footwear
- Nightwear
- Extra underwear

### **Extras for Summer**

- Sunscreen
- Insect repellent (please none containing DEET)
- Shorts
- Suncap/hat and sunglasses

### **Personal Kit**

- Torch
- Wash kit and towels
- Drinking water bottle
- Sleeping bag and roll mat (only if you're camping)

If there is anything you are missing or unsure of please contact your leader or the staff at Wiston Lodge.