

Lagganlia

Centre for Outdoor Learning

Information for Leaders



Lagganlia Centre
Kincraig
Kingussie
Inverness-shire
PH21 1NG

www.lagganlia.com

Lagganlia Centre for Outdoor Education Information for Leaders

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This information is issued to leaders of groups prior to their visit to Lagganlia. Leaders of groups may wish to pass some or all of this information on to the participants, or the parents of participants who are under 18 years old. We leave this entirely to the discretion of leaders, and this document may be photocopied in whole or in part to help you to do this.

Residential Outdoor Education

At Lagganlia we are passionate about the value of the work we do.

We are about:

- education in wild places
- inspirational adventurous activities
- personal challenge and self-reliance
- teamwork, shared experiences and friendship
- a journey of discovery both 'outward' and 'inward'

1 Accommodation

We have 127 beds on site, 58 of these beds are in An Taigh Mór ('the big house') and the others are in smaller lodges clustered around the main building.

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Your group may be accommodated entirely in An Taigh Mór, entirely in the lodges, or, if it is a very large group, split between An Taigh Mór and the lodges. The information pack, sent out 3 months before your stay, will detail your accommodation.

When planning the sleeping arrangements, leaders should take careful note of the arrangements of the rooms and the gender split of their party.

In the main building there are two 6-bedded rooms, eleven 4-bedded rooms and two single-bedded rooms. All rooms have en suite facilities. Staff should not share rooms with students and individual students should not normally be in a room on their own. Floor plans of buildings are available on the website.

If your group is staying in the lodges, you should plan to have a member of staff in each lodge.

Groups who are accommodated in the lodges may have limited access to An Taigh Mór. It may be that groups will use the main dining room for meals, but will not have access to this building otherwise.

We reserve the right to change the building you are booked into if, for example, there is a large change in your numbers. If you book to bring 40, for example, and your numbers drop to 20, we may move your group into smaller lodges.

Staff with concerns about rooming arrangements are urged to get in touch with us as soon as possible.

2 Staff/Student Ratios

We have very strict regulations governing the ratio of staff to students while out on activities. However, we are often asked for guidance as to what the ratio should be in terms of bringing groups to Lagganlia and in terms of overnight cover. We do not have a hard and fast rule on this, as the needs of various groups differ so much. However, as a general guideline 1 visiting staff to 12 students is manageable. The layout of the buildings mean that a ratio of more than 1:16 results in overnight cover becoming rather more demanding. Our teaching groups are likely to comprise around 8 students per group, with a maximum of 10, depending on the activity.

In recognition of the fact that visiting teachers/leaders jointly run the courses with our own staff, we allow free places for visiting staff; 1 free staff place for every 10 students (e.g. 1–10 students = 1 free staff place; 11–20 students = 2 free places, and so on). Staff over and above these ratios are normally charged for.

Leaders should also note that Lagganlia staff and teaching staff will have been vetted as a matter of course through the 'Disclosure Scotland' records check. Heads of establishments should be aware of the identity of extra helpers and should be satisfied that they are of good character. It is now a requirement for City of Edinburgh Council groups that heads of establishments initiate a 'Disclosure Scotland' check on all volunteers. Volunteers should not be taken on until cleared by the check. Other organisations (i.e. not City of Edinburgh Council) will have their own requirements and regulations and we leave this to our client groups to ensure that they comply.

Sometimes groups bring along parent helpers or other adult helpers. This is acceptable as long as the balance of experienced leaders to 'apprentices' is appropriate. We do not regard sixth year students as being appropriate substitutes for teachers.

City of Edinburgh staff should be familiar with the council guidelines on outdoor excursions (HSP6) which can be accessed via the www.egfl.net web page.

3 Responsibility for Supervision

Visiting staff are held to be 'in loco parentis' and are responsible for the care of their students.

Once at Lagganlia, the responsibility for the conduct and content of courses lies with the Head of Centre. While groups are under instruction by Lagganlia staff, we take responsibility for the students. This responsibility reverts to the visiting staff once the activity has finished and the students have been returned safely to Lagganlia into the care of a member of visiting staff.

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Pastoral care of students and responsibility for overnight supervision rest with the visiting staff. Lagganlia staff will support you in this role and there is a member of senior staff on call at the end of a telephone.

There is a clearly defined accident and emergency procedures, and copies of this document are held in the Centre.

The fire procedure will be explained to you in the initial briefing on your arrival.

4 Contact Time

Our normal 'contact time' during which we provide instruction is between 0900 and 1700 hours. Camping trips, etc, can be arranged in addition to this.

5 Daytime Programme

Courses are generally planned and run jointly by the visiting staff and Lagganlia staff. For the most part this means that visiting staff must be prepared to take a full and active part in the running of courses.

We will send out a Course Summary Form 3 months before your course takes place in an attempt to find out as much as possible about your plans for the course. If you find the form inadequate, we welcome telephone calls to discuss your plans. We will always attempt to custom build the course to your requirements.

Some groups find it very useful to borrow our excellent short DVD explaining the facilities at Lagganlia. This DVD can be obtained free of charge from Lagganlia. Our web site (www.lagganlia.com) is updated regularly and contains information on courses available at Lagganlia.

We are always delighted when leaders choose to visit Lagganlia in person in order to prepare for their visit. We can sometimes offer free overnight accommodation for leaders who want to prepare for their groups in this way.

Please note that we need notice of your general intentions so that appropriate staffing arrangements can be made to support your programme. At least eight weeks' notice is needed, but if you can tell us sooner, so much the better.

It is essential that leaders divide their students into activity groups (no more than 10 to a group) before you arrive at Lagganlia, and send this information to us on the provided form before you come. When organising groups, please think about the aims & objectives both of your stay and for individual students. It can be good for students to work with those they don't normally mix with and, if groups are chosen for their mix of abilities and mix of team working skills, this can enhance the group's experience.

It is also useful for some courses if non swimmers, and non bikers, are in the same groups, so it would be best to discuss this with one of our teaching staff if you are in doubt.

6 Participant Information

Along with your pre-course information you will receive 'Participant Information' forms for each student.

By necessity these forms require quite a lot of information to give us all the information we feel we need to look after your students to the best of our ability. These forms include all the information (and more) than is on the City of Edinburgh EE2 forms, so Edinburgh clients need fill in only the Lagganlia forms and not the EE2 forms.

Some of our clients try to make it easier for parents who find forms difficult by filling in most of the forms from their own school database and merely asking parents to sign. This is quite acceptable.

Please note that we are generally unable to accept participants where a parent is not prepared to sign up to the full declaration at the end of the form.

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7 Participants with Particular Needs

At Lagganlia, we aim to offer a truly inclusive service that takes account of the special and particular needs of all our visitors. We do ask that you note that not all of our buildings are equally accessible and that you can help us to allocate suitable accommodation by giving us early notification of your needs. Similarly, we can construct programmes that are as inclusive as possible, but this is best done by us having an early dialogue with your group organiser and possibly by arranging a visit for the parents of the students involved.

8 Evening Programmes

It is true to say that rather more preparation should go into the planning of an evening programme than is often thought. This is an area that is sometimes overlooked by leaders, but a well-planned evening programme can make all the difference to the success of a course.

We are often asked by visiting staff for some guidance as to what sort of evening programme they might follow. It is difficult to give hard and fast advice as each group is so different, and factors such as the time of year, the weather, the amount of daylight, etc, will also have a bearing on your plans.

It is important to note that there is less help available from Lagganlia staff in the evenings than there is during the day. As a rule, there is only one member of staff on duty in the evenings. That person has overall responsibility for all the other groups on campus and may not be exclusively available to your group.

We also find that for part of most evenings, groups often want to engage in some more formal work relating to their course. Many groups use this time to record and reflect their experiences in a diary or logbook. Field work groups may have teaching sessions, or are out collecting data, or specimens; ski groups and bike groups may very well be involved in equipment maintenance.

A point that is sometimes overlooked is that nearly all the activities that are offered during the day can be followed up in the evening, provided that you can staff these activities with your own qualified staff. Some groups, for example take short mountain bike trips in the summer evenings, others have even tried cross country skiing by moonlight. Bear in mind that both staff and students are likely to be tired from the daytime activities and that too strenuous a programme should be avoided. Sometimes there are staff available at no extra charge to run such activities as night orienteering or night walks or a campfire in our tent. Lagganlia staff can often also help you to get started with an activity that you can then run yourself.

We will also provide you with a list of approved evening activity providers from the community, which you may contact directly for information and bookings. The providers will invoice you separately.

Within the Centre grounds there is a small shop selling a range of souvenirs, postcards and stamps and healthier option drinks and snacks. We require payment for shop items at the time of purchase. You can pay in cash or by cheque.

9 Transport

Transport from your base to Lagganlia and from Lagganlia back to your base at the end of the course is your responsibility.

There are a number of different ways in which you could choose to tackle this:

- Use your own minibuses.
- Book a coach.
- Come by train to Kingussie

While at the Centre, travel for activities and outings, etc, is by Lagganlia minibus and there is no extra charge for this transport. In order to obtain maximum benefit from this facility, it is helpful if you can provide drivers who have passed the City of Edinburgh Education Department minibus driver's test. (This is sometimes essential when Lagganlia instruction is not being provided as a part of the package.) It is essential that you bring your City of Edinburgh driving permit and full driving licence with you on your visit. We are obliged to inspect your licence and permit before allowing you to drive our minibuses.

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10 Arrival and Departure Times

Please help us to help you. We need some time between groups to have the building cleaned and checked ready for the next group. If you want to arrive and depart outside our normal times, then you will need to make special arrangements with us to do this. The 'normal' arrangements are:

Midweek courses:	Monday arrival not before 1100 hrs Friday departure not later than 1100 hrs
Weekend courses:	Friday arrival not before 1600 hrs Sunday departure not later than 1800 hrs

You will need our written agreement if you wish to have this varied.

11 Terms and Conditions

Leaders will note from the booking Terms and Conditions that there are financial penalties for cancellation or last-minute reductions in booking numbers. We suggest that you consider insurance against late cancellations.

In the skiing season: please note that the cost of lift tickets is not included in your invoice. Staff should have the wherewithal to pay for tickets each day that they ski. This might mean bringing a cheque for each day. It is not possible to guarantee that we will use the same venue each day and this arrangement gives us maximum flexibility.

12 Smoking/Alcohol/Drugs

In line with all City of Edinburgh Council establishments, we cannot permit smoking on the premises or in our vehicles.

Adult groups (and leaders) may determine their own alcohol policy. However, leaders must be fit to be in charge of their groups at all times.

We have a 'zero tolerance' policy on the use of 'recreational' drugs.

13 Food

Whilst resident in the Centre, all your meals will be provided. Our regular arrangements are:

- Groups arriving on a Monday: First meal is the evening meal on Monday night.
- Groups departing on Friday: Packed lunch is provided (if required and ordered at no extra cost) for your journey home.
- Groups arriving Friday night: No meal provided
- Groups departing on a Sunday: high tea is provided before departure.

We can be extremely flexible about all of this, but we need plenty of notice if you want unusual arrangements. Throughout your stay you will have facilities for making tea and coffee, squash etc,

We do ask students to tell us on the Participant Information forms if they are vegetarian or have any special dietary needs or allergies. **Group leaders should ensure that we have this information at least two weeks before the course.**

We pride ourselves on the varied and wholesome food we provide. If you have special requirements, given notice we will do our best to meet them.

14 Staying in Touch

Mobile phone coverage on the site is patchy (though most people find a signal somewhere on-site) we do have a public payphone which visiting students can use if they bring change with them. Soon all our buildings will be covered by WiFi, until then please ask at our admin office if you want to use one of our PCs to check your e-mail.

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Health Information

All of our instructing staff hold first aid certificates.

We are eight miles from the nearest doctors. There are surgeries in both Aviemore and Kingussie. The Aviemore Health Centre has part-time X-ray facilities. The nearest hospital is at Raigmore in Inverness, which is around 45 minutes away by minibus. There are dental surgeries in Aviemore .

If a student is unwell and unable to take part in activities for a short time, it is the responsibility of visiting staff to stay at the Centre to look after them. In the case of a serious injury, it is the responsibility of the visiting staff to arrange for the student to be taken home. This is yet another good reason why we encourage you to have generous staffing levels.

15 Minibuses

It is often a matter of great concern to parents that they know about our minibus policy. Once at Lagganlia, fully-serviced groups use the Lagganlia minibuses. Anyone driving one of our vehicles must have passed a minibus test approved by the City of Edinburgh Council.

16 Insurance

Lagganlia Centre is owned and managed by the City of Edinburgh Council. As such, the Centre is covered under the very full Public Liability insurance policy carried by the Council. This complies with our statutory obligations. This means that in the highly unlikely event of you having a claim against us because of any negligence on our part, we will be covered for claims. What we do not carry (and are not required to carry) is any insurance for personal accidents to children. In other words, if there is an accident that cannot be attributed to anyone's fault other than the participant's own actions, then there would be no insurance cover. If this is of concern to you, we advise that you arrange your own insurance. If you would like to telephone us, we can give you details of companies that will arrange this cover.

17 Safety

Lagganlia is an approved Centre by The Adventure Activities Licensing Authority, The British Orienteering Federation, The British Canoe Union, The Royal Yachting Association,, The John Muir Award, and SQA.

Whomever is staffing your course will be covered by the same operating guidelines. A copy of this very full document can be obtained from us on request. Persons in charge of groups in the outdoors will be qualified as follows:

- either they will be qualified as laid down by the National Governing Body for that sport (e.g. British Canoe Union Level 3 Coach/Scottish Mountain Leader Training Board Mountain Leader, etc)
- or
- they will have submitted themselves to an assessment by us for the specific task concerned. This assessment will have been approved by the Head of Centre. Examples of this might be, for example, the use of our Ropes Course, there being no appropriate National Award for using a ropes course. (Gorge walking would also be in this category.)

All Lagganlia programmes comply with the 'Young Persons' Safety' Regulations 1995.

Nobody operates in the outdoor setting away from roads, etc, without a first aid certificate. Leaders of groups operating away from the Centre are normally issued with VHF radios or mobile phones which generally allow direct communication with the Centre in case of emergency.

Clients should note that for safety reasons, we may occasionally have to amend our programmes to take account of prevailing weather conditions and other unforeseen contingencies.

Copies of our Risk Assessments are available on our website.

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18 Lagganlia Staff Members

Lagganlia is staffed for 52 weeks a year. Permanent staff have long experience and high-level qualifications. In many areas, we are running courses to assess instructors. The permanent staff member qualifications are available on request. Copies of the relevant certificates are held at the Centre and are available for inspection.

At busy times we employ associate staff. All associate staff will have undergone an extensive induction process and will hold the qualifications required for the activities they are running. We pride ourselves on the very high quality of the associate staff we employ and we restrict ourselves to a pool of tried and tested individuals.

19 Trainee Staff

Throughout the year, we have up to four staff in a training capacity. This is a structured training course leading to both National Governing Body Awards and Scottish Vocational Qualifications in Outdoor Education. Trainees may be graduates or students going into a career in Outdoor Education, who need further experience. After some months of training and induction, trainee staff may have charge of groups, but always under the supervision of permanent staff and only when they have fulfilled the appropriate criteria under our operating guidelines (e.g. National Awards or local assessment).

20 Testimonials

We are very proud of our work with all our user groups. Our accident record over the last 20 years has been excellent. We would be delighted to give details of previous users so that you can contact another school for their opinion on the quality of our service. We invite you to telephone us if you would like to avail yourself of this offer.

21 Equipment

All specialist equipment can be provided by Lagganlia. Waterproofs, boots, rucksacks, etc, are also provided and signed out to individual students. Participants need only bring their personal clothing.

Our experience is that students tend to bring insufficient clothing to allow for the frequent wet activities that we tend to follow and that the clothing they bring is often not warm enough. Please be warned that the Highlands can be cold and wet even in summer! A clothing list is on the website to assist leaders who want to give further guidance to their charges.

Bedding is provided, but you must bring your own towels.

22 Disciplinary Matters

Discipline is not normally a problem at Lagganlia. We find that our visitors are normally kept so busy that there is little bad behaviour. We set high standards for behaviour and expect to work in partnership with visiting leaders to uphold these standards. As a last possible resort, we reserve the right to 'exclude' students whose behaviour is persistently antisocial or dangerous and we would consider sending them home. The cost of any additional expenditure caused by sending students home will be the responsibility of visiting staff.

23 Breakages and Losses

Course participants are asked to sign out equipment for their personal use. We reserve the right to levy a charge for equipment that is lost or broken.

We also reserve the right to charge for excessive damage or vandalism to buildings or equipment. A separate invoice will be sent to your organisation if any of these charges are necessary.

24 Acknowledgement of Risk

Finally it is important that staff, students and parents make themselves aware of the activities that participants may be involved in and understand that whilst we take every possible precaution to safeguard participants, adventurous activities carry with them an inherent risk of personal injury.