

**Arethusa** Venture Centre

**VISITING STAFF  
INFORMATION**

8th EDITION

Shaftesbury Young People

**ARETHUSA VENTURE CENTRE**

revised 18/07/2013

# **VISITING STAFF INFORMATION BOOKLET INDEX**

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## INTRODUCTION

The Arethusa Venture Centre is part of the children's charity, Shaftesbury Young People, which works to improve the education and welfare of young people in need. The Centre's aim is

**“to provide an opportunity for young people of all ages to experience challenging, outdoor and educational activities in a safe, caring and happy environment where they live together as a group and benefit from the professional skills and support of the Centre staff”.**

The Centre is licensed by AALS (Adventure Activity Licensing Service) and holds the Learning Outside the Classroom badge; it is a recognised teaching establishment for the RYA (Royal Yachting Association), is approved by the BCU (British Canoe Union), and is affiliated to the RLSS (Royal Life Saving Society). The Centre complies with all National Governing Body Guidelines, where they are applicable to Centre activities. Where guidelines do not exist, best practice is followed, based on LEA policies and outlined in the Centre Operating Procedures, which are available for viewing at any time.

## USEFUL INFORMATION

Telephone	01634 719933
Fax	01634 295905
Email	info@arethua.org.uk
Website address	www.arethusa.org.uk

**Our Office team is available to assist you as follows:  
8.30 am – 5.00 pm (Mon - Thurs) 8.30am - 4.30pm (Fridays)**

**Internet:** Wireless connection available, although connectivity may be limited at peak times.

**Post:** If students are to receive post whilst at the Centre, please ensure that parents/carers are asked to mark all letters clearly with the group name.

**Pocket Money:** Please ask that pocket money be sent in small denominations to insure we don't run out of change! Your co-operation is appreciated.

## SITE INFORMATION

- Please be aware of the road dividing the site and make sure that all group members are aware of the dangers.
- There are obvious dangers to groups working near water, but equally dangerous is the sinking mud along the riverbank, so care and attention must be paid to this at all times.

## ACCOMMODATION

The buildings: Shaftesbury House, Williams House and Moller House.

A plan of each building is enclosed at the back of this booklet. The following chart summarizes the accommodation details.

	Shaftesbury House	Williams House	Moller House
Floors	2	2	1 (all 1 <sup>st</sup> floor)
Capacity (children)	<b>36</b>	<b>36</b>	<b>30</b>
Bedrooms	See floor plan	See floor plan	See floor plan
Staff rooms: Ground 1 <sup>st</sup> Floor	1 (single) 1 single + 2 x 2	2 (each sleep 2) 2 (each sleep 2)	- 3 (each sleep 2)
Staff capacity	6	8	6

NB: Williams House is restricted to **36** students Monday-Friday but is available for larger numbers at weekends by prior arrangement. The above numbers should be regarded as maximum capacity. Whilst we are not required to hold a Fire Certificate for each building, we seek regular advice from the local Fire Prevention Officer and it is his recommendation that we do not exceed the numbers stated.

## BEDDING & BEDS!

**Bedding is not supplied and you should bring a Duvet Cover, plus Pillow Case** (pillows and duvets provided, all made of non-allergenic materials).

Bed linen can be provided at additional cost, but this option must be for the whole group, and must be booked in advance.

All rooms have bunk beds except for a few staff bedrooms.

Shaftesbury House has two dormitories, each sleeping 18 of the same sex and there is **NO SPACE** to put extra beds in these rooms. The limitations on sex split must be borne in mind when organising a trip.

## INSPECTION

We work hard to ensure that the buildings are maintained to high standards. On arrival you will be asked to carry out an inspection of your accommodation with one of the Centre staff and to note down any defects. (In the event of this check not happening, visiting staff should ask the Duty Instructor.) This inspection is repeated on departure and, in the unlikely event of any damage to property, visiting staff will be informed and **charges will be made** for repairs (a list of charges is available from the General Services Manager).

## END OF STAY

### Rooms:

Bedrooms need to be cleared by 08:30 so that Housekeepers can clean the rooms ready for the next groups arriving. Bed linen must be stripped from the beds and left in the corridor outside the rooms.

Please note you will not be able to get back into the bedrooms.

### Luggage:

Weekends: this is to be stored in the Common Room by 08:30 on the day of your departure. Remember you will still be using this room so make sure the luggage is stored safely.

Monday-Friday: Rooms to be vacated by 08.30. Group Leaders will be advised where the luggage will need to be stored.

### Toilets:

The Housekeeper/Lead Instructor will advise Group Leaders of facilities available for use once buildings have been vacated.

### Drinks:

During your departure day hot drink making facilities will be made available, as advised by the Lead Instructor / Housekeeper.

## CATERING

Our catering is all “in house” and meals are taken in the Dining Room. We recognise that active children have healthy appetites and we provide three good meals a day and a bedtime drink. If you are going off site we will supply a packed lunch. There is always a choice of main meal with vegetarian alternatives available (see Sample Menu attached). Visitors with special dietary needs (e.g. Gluten free, Halal, Vegan, Non-Dairy) are readily catered for and we are willing to accommodate other diets if goods are provided.

Please contact the Chief Cook in advance of the visit in order to discuss particular foodstuffs – Please use the **Group Welfare Form** for dietary information.

It is the responsibility of the General Services Manager to ensure that best food hygiene practices are followed and all our catering staff hold HSE Food Handling and Hygiene Certificates.

During the summer months it is possible for groups to have their evening meal “al fresco”. If you would like to include this in your programme, please let us know in advance of your visit.

For Friday evening arrivals food will be available up until 19:00. After this time groups will have to provide their own evening meal.

Please note: No food or drink is permitted in the bedrooms at any time.

## WELFARE INFORMATION

To ensure that we are fully briefed about your group, please complete and return the **Group Welfare Form** at least four weeks before arrival.

- Name of Group Leader (it is surprising how often this changes!)
- Numbers of boys/numbers of girls
- Details about any birthdays during your visit (**birthday cakes are not supplied**)
- Dietary information for children and staff (including allergies) – see Catering.
- Medical information, e.g. epilepsy, diabetes, learning difficulties, etc. Are there any children on medication?
- Additional details e.g. any children that wet the bed.
- *Sickness – Children need to be clear of infectious or contagious illness' for at least **48 Hours***

We recognise that some of this information will be sensitive and we will respect any confidentiality. Any additional, relevant details will be appreciated e.g. in the event that the staff don't know the children (it is always helpful for us to be aware). For Data Protection purposes visiting staff should advise parents/carers that this information is being passed to the Centre.

## MEDICAL

You will need to bring the group's forms with you and keep them handy for ease of reference:

**Emergency Contacts** – details of emergency contacts for all participants including names, addresses, next of kin and emergency telephone numbers.

**Medical Information** – details to include doctor's name, Medical number, if they have had a tetanus injection in the last five years, if they are allergic to any medication and consent for anaesthetic in case of emergency.

Please ensure that we are notified of any medical conditions using the Group Welfare Form (see 'Group Information').

## ACCIDENTS

It is our aim to minimise avoidable accidents but some accidents will happen and must be treated according to Operating Procedures. All accidents and "near misses" must be reported to a member of Centre staff, however minor it may seem and regardless of whether it occurs during an activity session or not. An Accident Report (or "Near Miss" log) will then be completed.

**It is our policy that head injuries are seen by an AVC First Aider and maybe referred to Hospital to be checked out.** The local hospital is **Medway Maritime Hospital**, Windmill Road, Gillingham (Tel.01634 830000) which is about a 10 minute drive from the Centre (directions available from the Office or Duty Instructor).

### **“Serious” Accidents**

Serious accidents (or serious diseases) which result in medical treatment or a stay in hospital must be reported to HSE in accordance with RIDDOR guidelines. All members of Centre staff are briefed on dealing with reportable incidents.

In the event of a serious accident/incident, the Centre will make no direct contact with the group’s Emergency Contact. **The visiting group leader must do this.** Any action that needs to be taken on site will be authorised by Centre management in full consultation with visiting staff. However, any final decision will be with the Centre, unless the matter has to be referred to an outside authority, such as Police or Social Services.

### **Other Incidents**

Any other incident which gives rise to concern, such as a missing child or suspicion of abuse, or the presence of illegal drugs on site, must be reported to Centre staff who will advise Centre management.

For further details visiting staff are welcome to inspect our Operating Procedures and other policy documents.

## **EMERGENCY PROCEDURES**

In the event of an emergency, we will activate our established Emergency Procedures (which are available for inspection in the Office). Please let us know if you have specific emergency action procedures of your own.

## **INSURANCE**

The Centre holds comprehensive, Public Liability Insurance, a copy of which is available for inspection during office hours. It does not insure against loss or damage to personal effects. It is strongly advised that you arrange your own insurance cover for personal belongings and personal accident (off site).

## **FIRE SAFETY**

Each building is equipped with an automatic fire alarm system with heat and smoke detectors and fire extinguishers. **Fire extinguishers must not be used to prop open doors within the buildings.** There is emergency lighting in the buildings. We undertake a fire drill with each group on arrival. Please ensure that everyone is familiar with the safety exits and treat any fire alarm as a genuine emergency. You must evacuate the building and remain outside until you have been told by a member of Centre staff that it is safe to return, even if you think it may be a false alarm.

## STAFF

Unlike many centres, we are open all year round and the majority of our staff are full time. The staff team is very important to the success of the Centre and we have a rigorous staff training and development programme.

- All staff are CRB checked. (The Centre's Safeguarding policy is available upon request)
- All instructional staff are qualified to National Governing Body standards, where applicable (full details of qualifications available on request).
- All instructors are fully trained first aiders.
- Instructor/client ratios are in line with National Governing Body Guidelines – see Activity Ratios attached.
- The Centre is proud to have been granted the nationally recognised "Investors in People" Award.

Centre staff take full responsibility for clients whilst under instruction.

**At times outside of programmed activities (e.g. break times, meal times, evenings) responsibility reverts to the visiting staff.**

## PROGRAMMES

In order to attempt to meet the particular requirements for each group it is **essential that staff leading the party make a preliminary visit**; this applies even where staff have been regular visitors in the past. During the visit both parties can be made aware of any specific requirements or changes to previous arrangements.

## SECURITY

We have an open site and from time to time unauthorised people appear on site, usually simply curious or lost. It is our policy for staff to challenge anyone seen around the site who is not wearing a badge. All Centre staff have badges, which they wear at all times, and we would be grateful if visiting staff would wear the badges/fob lanyards at all times. If you have any friends or colleagues visiting during your stay, please direct them to the office to sign in and get a visitor's badge.

Group leaders are reminded that they are responsible for the security of their own possessions.

Each of the buildings is fitted with a fob entry system; fobs are issued to group leaders against a £100 refundable deposit. There are lockable staff bedrooms in each building and keys are obtainable from the housekeepers or other Centre staff. Spending money can be secured overnight in the main safe by arrangement with the office staff.



## **DUTY STAFF**

There is an Instructor on call every night between the hours of 17.00 and 08.00 who is responsible for site security and is a qualified first-aider. He/she can help with visiting staff needs, such as finding keys, etc, and can be contacted via the **Duty Instructor Mobile, the number of which is displayed throughout the Centre.**

## **PARKING**

On arrival by coach or minibus please ensure that you direct your driver to the appropriate drop-off point.

### **CENTRE VISITS ME2 4XB**

Coaches use Public Car Park and visitors use back entrance.

### **TOP FIELD VISITS ME3 8LZ**

Go direct to Top Field site which is approached via Elm Avenue, Chattenden.

### **WATERSPORTS ME4 4UD**

Go direct to Arethusa Watersports Centre Basin 2, Chatham Maritime.

Please familiarise yourself with these arrangements which are aimed at ensuring everyone's safety. Maps are available from AVC office if required.

If you have a vehicle with you during a residential stay, we suggest parking on the riverfront car park (near Shaftesbury House) where a parking sign must be displayed inside your windscreen (available from AVC Office).

At all other times visitors should use the Public Car Park.

## **MINIBUSES**

Our minibuses are operated under the Section 19 permit system and as such cannot be used for hire or reward (although a donation towards fuel costs is always gratefully received).

All staff drivers hold relevant qualifications and all vehicles are inspected daily. Minibuses are available for visiting staff to drive, by prior arrangement, subject to having a recognised minibus driving qualification (eg. MIDAS) completing an insurance proposal and providing copies of driving licence (showing D1 entitlement).

All passengers must wear seat belts and this ruling must be enforced at all times. Booster cushions are available from the Duty Instructor.

## SHOP

The Arethusa Shop will be available for your group, during your stay. It offers a selection of small gifts and souvenirs from pencils and rubbers to T-shirts. Some group leaders find it helpful to suggest how much pocket money the young people should bring. However, we would recommend £10 - £15 dependent on duration of stay. Please bring a combination of £1 coins and £5 note.

There is no tuck shop. If you wish to bring your own “tuck” it is up to you, but we would ask that you run this during your evening activities so as not to impact on your session times, and please remember **no food, drinks or sweets in the bedrooms!**

Please note that sugary food and drinks may result in hyperactive behaviour.

## ENVIRONMENT

The Arethusa Venture Centre is committed to protecting the environment.

- Please ensure that all litter is picked up and put in the bins provided.
- Save energy - turn off lights when not in use.
- Recycle – use the bins in the Car Park for recycling waste paper and glass.
- Save water – turn off taps and showers.
- Respect the environment, especially the woodland and use only fallen dead branches for bonfires (don't damage or uproot living trees)
- If you have any ideas on how we can better protect the environment, let us know.

## SWIMMING POOL

Most groups like to use the pool during their stay and we endeavour to fit in as many swimming sessions as possible into each programme. The pool is 22 metres long and has a shallow end of 1 metre and a deep end of 2.2 metres.

All swimming sessions are lifeguarded by our trained staff (RLSS Bronze Medallion or NPLQ). It is essential that we adhere to staffing ratios in the pool. All children under the age of seven must be accompanied in the water by one adult to every three children and visiting staff will be required to be in the water.

Visiting staff will be required to supervise groups in the changing rooms.

In the evenings we hire the pool out to outside clubs. Visiting staff may lead their own pool sessions by prior arrangement, provided they hold current, appropriate life-saving awards.

**No children are allowed inside the Swimming Pool building unless accompanied by a member of AVC staff.**

## NOISE

We are close to a residential area and would ask you to respect those around us. Sound travels so please be considerate and ensure that your group does not disturb other groups or neighbours, particularly in the evenings on the footpath to the Top Field and crossing the road to and from Shaftesbury House. We all like to hear the sound of children enjoying themselves but needless shouting can give rise to complaints.

Outdoor evening activities should be organised and supervised by an adult. Unaccompanied young people wandering around off site in the dark may disturb others and could be at risk of accident or injury.

**There should be no noise outside buildings between 10.00pm and 7.30am.**

## EVENING ACTIVITIES

**The Centre does not provide evening activities, this is the responsibility of visiting staff to organise and supervise the evenings.** However, we can offer a variety of "Bought In" activities at an additional cost. The most successful visits have a programme of evening activities carefully planned in advance. We are pleased to provide suggestions for both on and off-site evening activities, such as:-

### **On site/Local Area (Own Staff to lead)**

Night Walk – Beach/Woodland

Adventure Playground (floodlights available – contact Duty Instructor)

Top Field activities – Rounders, Football, games, etc.

Bonfire – Beach or Top Field

Postcard writing (postcards available from Shop)

Disco (large CD player available) – bring your own music

Talent Show, Charades, Quiz, Diary writing.

Games Hall – Team Games, Unihoc, Parachute games, dancing, etc

Film (all buildings have TV, video and DVD player and a limited supply of DVD's are available)

Other activities (using Centre kit) include: Indoor Curling in the Games Hall, Orienteering, Night Line (light evenings only) and Circus Skills. Speak to the Duty Instructor for more information.

### **On Site (Bought in - additional cost will apply)**

Art Session

Story Teller with music

Disco

### **Off Site (Charge to group – organise own transport)**

Ice Skating at Gillingham Ice Bowl

Tobogganing, Snow Tubes, Skiing, Snowboarding

Swimming at Leisure Centre (Fun Pool with flumes and waves)

Cinema (Chatham or Strood)

Bowling at Chatham or Gravesend

The Centre provides some equipment for your use but you are advised to bring extra bats and balls, board games, pens & pencils, clipboards, etc.



## WATER ACTIVITIES

We run water activities from 1<sup>st</sup> April to the end of October. The AVC supply buoyancy aids/lifejackets and these must be worn by everyone for open water activities. All Centre craft, marine equipment and buoyancy aids/lifejackets are inspected regularly and conform to UK and to EU safety standards.

The Centre has a responsibility to test for water competence as it is important that some evidence of water **confidence** is exhibited by all participants. However, we wish to make the activities as accessible as possible to everyone and discretion may be applied in certain circumstances.

### Test of Water Competence

#### **Pool Canoeing**

Swim 20 metres (with buoyancy aid if required)

Jump into deep end of Pool

#### **River/Arethusa Watersports Centre**

Swim 50 metres (with buoyancy aid if required)

Jump into deep end of Pool

Note: Where possible, when canoeing is programmed a pool canoe session will take place first and a canoe capsize attempted.

**Note:** Where there is no opportunity for water competence to be tested (e.g. day visits), a parental consent form will be required.



## SUGGESTED KIT LIST

1	Duvet Cover and Pillow Case
2	Pyjamas/Nightie
1	Waterproof Jacket
3 pairs	Joggers/Trousers
2 pairs	Shorts (summer only)
	Several Tops/T-shirts
2	Warm jumper/Fleece
	Several Pairs of Socks
1	Swimming Costume + <b>Swimming Towel</b>
	Several Complete changes of underclothes
1 pair	Indoor shoes e.g. Slippers or Plimsolls
1 pair	Trainers (+ spare pair for watersports)
1 pair	Wellingtons + thick socks
1 pair	Gloves (required for ice skating/dry slope skiing)
1	Hat & Scarf (winter)
1	Sun Hat + Sun Cream (summer)
1 set	Washing gear: <b>Towel</b> , soap, flannel, toothbrush, etc
1	Water bottle

- All items of specialist clothing/equipment, such as life jackets, are provided.
- Spare wellingtons and waterproofs are available.
- **Please bring old clothes, which won't matter when they get wet and muddy, rather than designer/fashion gear.**
- Mobile phones and other valuables should be left at home.
  
- **IF A CHILD CANNOT CARRY HIS/HER BAG, THERE IS TOO MUCH IN IT!**



## BOUNDARIES FOR VISITING GROUPS

### Please Be Aware:

- The taking of any class of drugs/Alcohol will not be tolerated.
- Racism will not be tolerated
- Bullying will not be tolerated

**ALL OF THE ABOVE ARE SENDING HOME OFFENCES!**

### Buildings

- Boot room, no outdoor shoes inside any of the buildings - from now on please leave your outdoor shoes in the boot room.
- **SMOKING is not permitted** anywhere on the site.  
A cleaning charge will be levied if we suspect smoking has taken place in the buildings.
- **DO NOT TAMPER** with any smoke alarms / fire extinguishers etc... as it makes our centre unprotected against fire and puts lives at risk. **You will be sent home for this.**
- **Fire extinguishers are not to be used to prop open doors within the buildings.**
- - If there is any damage the **Group** will be charged
- - *Please keep the noise down* (latest 22:00) as Upnor is a very peaceful village the noise travels easily and we do have neighbours.

## Activities

- Be on time, we can't start the session unless everyone is present. We will **not** give extra time at the end of the session to make up for it.
- Do **not** wear expensive **jewellery or expensive clothes** on daytime activities; **if they are damaged we will not replace any items.**
- **No mobile phones are allowed on activities** for the same reason and they cause a distraction. Centre staff are not allowed personal mobiles during sessions either so it's not just you.
- If you are concerned about any of the activities then talk it through with your Lead Instructor.
- **You are NOT allowed to smoke during activities, nor are you allowed to smoke whilst wearing centre equipment.**
- If you're interested in pursuing any of the activities after your time at Arethusa, speak to an Instructor and they can provide more information.

## Around the Centre

The Arethusa Venture Centre is a place where we try to make **everyone** feel welcome - young or old. We often have visitors walking around the centre viewing it for future visits. We also have public visitors to the centre to use our facilities and sometimes it is the **first impressions that count**; for these reasons please mind your language around the centre and **NO SWEARING**.

## Out and About

If you are going off site **you must** inform the AVC Duty Instructor for safety reasons - when and where you are going and when you will be back:

1. If we have a fire we have to account for EVERY PERSON and if you're not here & nobody knows where you are, a search will be undertaken.
2. If late back, you might get locked out of your building late at night.
3. Please remember that you are not only representing your School/Group but also the Arethusa Venture Centre and that your actions and behaviour can foster negative perceptions.

## Hazards

- **WOODS:** The woods at the back of the Centre are out of bounds to unaccompanied young people.
- **BEACH:** The river is tidal and there is sinking mud on the beach. Bear in mind the water will not stop if you're stuck in the mud; please stay off the 'beach' unless you are with a member of Centre staff.
- **CAUSEWAY:** The Causeway is out of bounds unless used on activity.

**We hope you have not been offended by any of these points.  
We thought it best to tell you sooner rather than later.**

Please allocate names/numbers to each bedroom:  
**Boys ground floor and girls 1<sup>st</sup> floor**

# Williams House

## Ground Floor

Boot Room	'NELSON' Dormitory Sleeps 4		'MOUNTBATTEN' Dormitory Sleeps 4		'BAIRD-MURRAY' Dormitory Sleeps 4		'CLEVERLY' Staff Room Sleeps 2		'LE MARE' Staff Room Sleeps 2		Foyer	Kitchen
	Disabled Toilet	Toilet & Showers		'ASHLEY' Dormitory Sleeps 4		'LITTLE' Dormitory Sleeps 4		Common Room				

## First Floor

Drying Room	'GREENHITHE' Dormitory Sleeps 4		'BISLEY' Dormitory Sleeps 4		'JERSEY' Dormitory Sleeps 4		'FORTESCUE' Staff Room Sleeps 2		'ESHER' Staff Room Sleeps 2		Foyer	Kitchen
	Store	Toilets & Showers		'CHICHESTER' Dormitory Sleeps 4		'ARETHUSA' Dormitory Sleeps 4		Class Room				

Accommodates **36 students** and 8 staff

Note: Bathrooms. Boys use ground floor, girls use first floor.



Please allocate names/numbers to each bedroom:

# Moller House

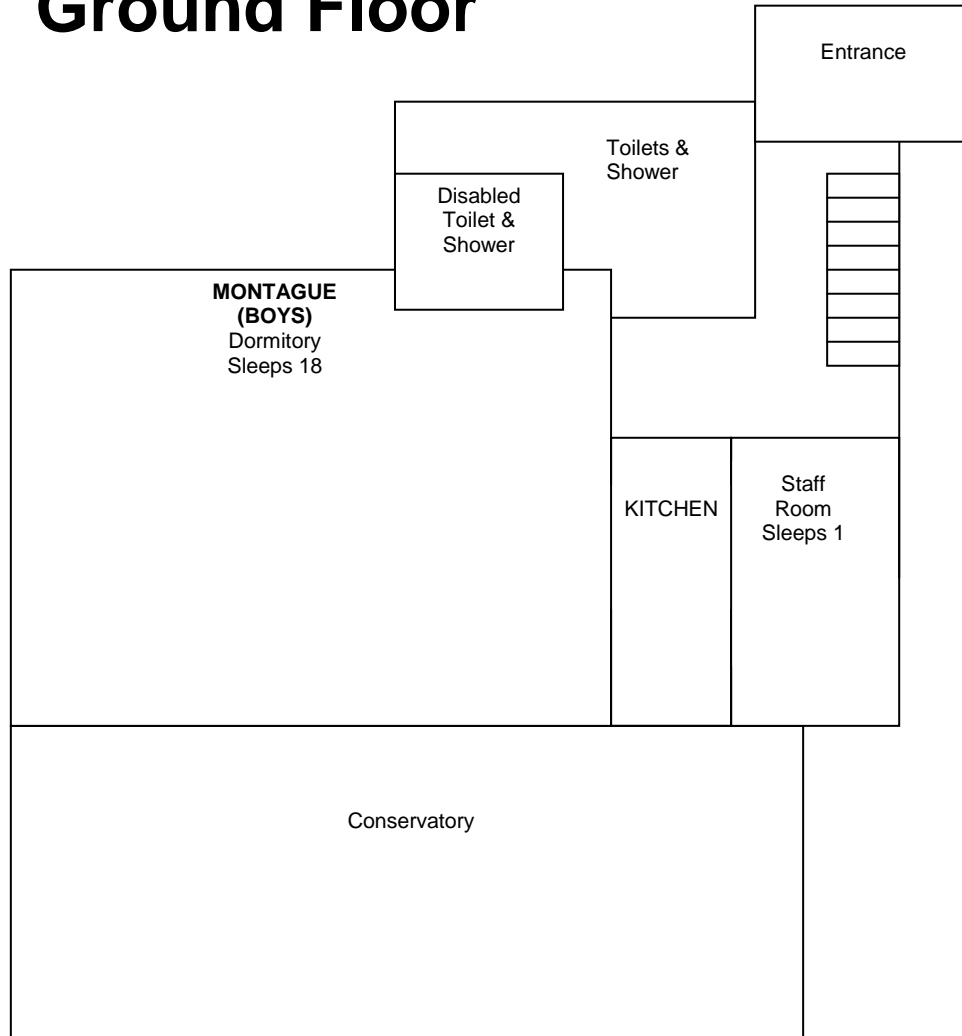
<p><b>'WOODWARD'</b> Staff Bedroom Sleeps 2</p>	<p><b>'INVERFORTH'</b> Staff Bedroom Sleeps 2</p>	<p><b>KITCHEN</b></p>	<p><b>'LAING'</b> Dormitory Sleeps 6</p>	<p><b>'STREET'</b> Dormitory Sleeps 6</p>	<p><b>'HEDLEY'</b> Dormitory Sleeps 6</p>	<p><b>'ROSE'</b> Dormitory Sleeps 12</p>
<p>Store Room</p>	<p>Common Room</p>			<p><b>'ALCHEMY'</b> Staff Bedroom Sleeps 1</p>	<p>Female Toilets &amp; Showers</p>	<p>Male Toilet &amp; Showers</p>
<p>Stairwell</p>						

Accommodates **30 students** (1 Room x 12, 3 Rooms x 6) and 5 staff

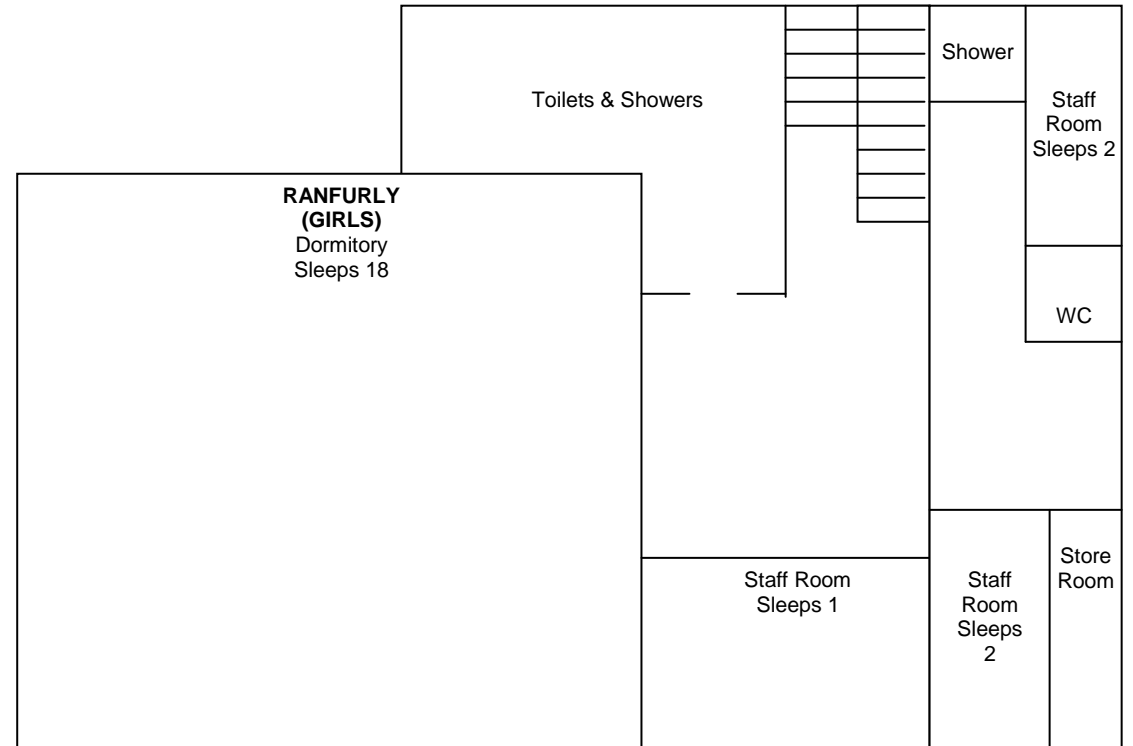
Please allocate names/numbers to each bedroom:  
**Boys Ground Floor and Girls Upstairs**

# Shaftesbury House

## Ground Floor



## First Floor



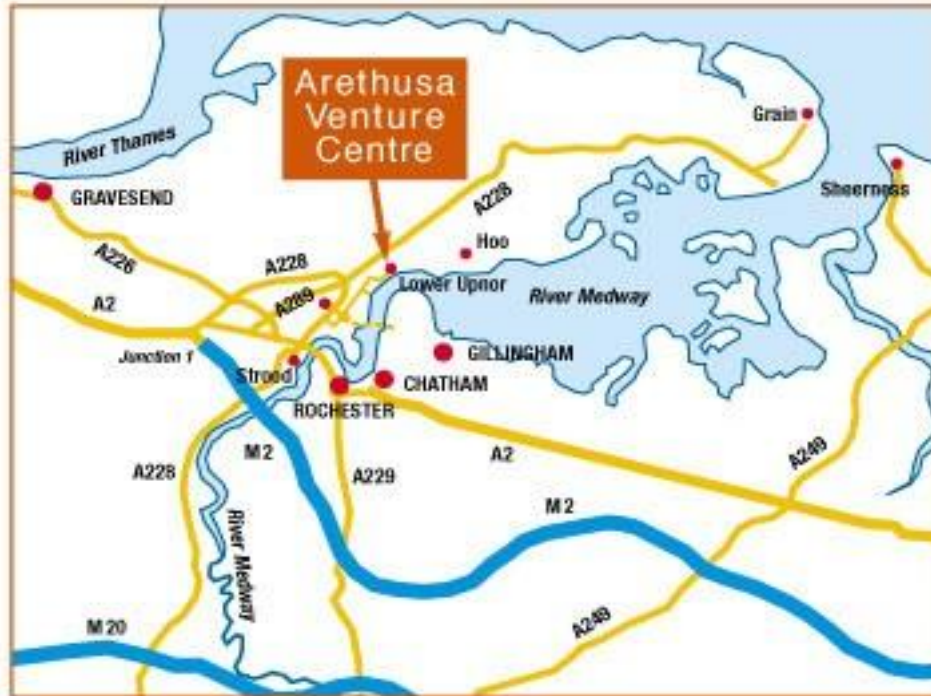
Accommodates 36 students and 6 staff

Activity Ratios

ACTIVITY	SESSIONS Minimum time required	GROUPS Maximum group size	STAFFING	
			Minimum AVC Staff: client (normal conditions)	Visiting Staff required
<b>ADVENTURE WALK</b>	11/2 hrs	36 max .	1 : 18	1 : 18
<b>ARCHERY</b>	11/2 hrs	12	1 : 12	1 : 12
<b>CANOEING:</b>				
Pool	11/2 hrs	12	1 : 12	1 : 12
River	11/2 hrs	18	1 : 6	1 : 12
Dock	11/2 hrs	18	1 : 6	1 : 12
<b>CLIMBING WALL</b>	11/2 hrs	12	1 : 12	1 : 12
<b>DETECTIVE GAME</b>	1/2 day	72	1 : 36	2 min.
<b>HIGH ROPES:</b>				
Centre	11/2 hrs	12	1 : 6	1 : 12
Top Field	11/2 - 3hrs	12 - 24	1:6 - 1:8	1 : 12
<b>INITIATIVE GAMES</b>	11/2 hrs	36 (12 per game)	1 per game	
<b>LOW ROPES</b>	11/2 hrs	12	1 : 12	1 : 18
<b>MOTOR LAUNCH</b>	1/2 hr + 20 mins. lifejacket fitting	12 + 1+ Instructor	1 : 12 per Boat	1 : 12
<b>ORIENTEERING:</b>			<i>Infant/Primary/Secondary</i>	
Site / Village	11/2 hrs	36	1 : 36	1:6, 1:12, 1:15
Area	11/2 hrs	36	1 : 36	1:6, 1:12, 1:15
Shorne	1/2 day	30 (8yrs.+)	1 : 15	1:12, 1:15
<b>POND DIPPING</b>	1 -11/2 hrs	24	1 : 12	1
<b>RAFT BUILDING:</b>				
Model	11/2 hrs	40	1	1
Full Size	1/2 day	48	3 : 2-4 RAFTS	2 min.
<b>RIVER SURVEY:</b>				
R. Wain	11/2 hrs (pref. 2 hrs.)	24	1 : 24	1
R. Medway	11/2 hrs (pref. 2 hrs.)	24	1 : 12	1 : 12
<b>SAILING:</b>				
Dinghy	11/2 hrs	2 per Boat	1 : 6 people	1
Keelboat	11/2 hrs	6 + 1 + Instructor	1 per Boat	1
<b>STRING TRAIL</b>	11/2 hrs	36	1 : 12	1
<b>SWIMMING:</b>				
U 7'S	20 minutes + 20 mins. Changing	15 max.	1 : 15	1:3 IN WATER
7+	1/2 hr	20 max.	1 : 20	1
<b>WALKS:</b>			<i>Infants/Primary/Secondary</i>	
Beach	11/2 hrs	36	1 : 36	1 : 12
Local	11/2 - 3hours	36	1 : 36	1:6, 1:12, 1:15
<b>WIDE GAMES</b>	11/2 - 3hours	72	1 : 36	1 : 12

<b>OFF-SITE VISITS</b>				
Chatham Dockyard	1/2 day	72	1 : 36	1 : 12
Dickens Centre	1 hr	36		1 : 12
Fort Amherst	2 hrs. (preferably 1/2 day)	36	1 : 36	1 : 12
Guildhall Museum	11/2 - 2 hours	36		1 : 12
Ice Skating	11/2 hrs	72	NOT AVC STAFF	1 : 12
Rochester Castle	1 hr	72		1 : 12
Rochester Cathedral	1 hr	72		1 : 12
Royal Engineers' Museum	11/2 - 2 hours	36	1 : 36	1 : 12
Skiing	1 hr	40	NOT AVC STAFF	1 : 12
Tyland Barn (Conservation)	1/2 day	36	1 : 18	1 : 12
Upnor Castle	1 hr	36		1 : 12

Off site activities not under AVC control to be paid for by Group at time or by invoice arranged with AVC



**ARETHUSA VENTURE CENTRE**  
**LOWER UPNOR, ROCHESTER, KENT, ME2 4XB**  
**Tel. 01634 719933**  
[www.arethusa.org.uk](http://www.arethusa.org.uk)



Arethusa Venture Centre is part of children's charity Shaftesbury Young People  
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