

# **SOLIHULL MUSIC SERVICE**



## **DUNFIELD HOUSE RESIDENTIAL COURSES**

### **COURSE LEADER INFORMATION PACK**

**Solihull Music Service** has been successfully running Infant and Junior residential courses at Dunfield House for over twenty years. Each course takes place at Dunfield House, Kington, Herefordshire - a large house set in its own grounds in the beautiful countryside of the Welsh borders. Each course provides an unique opportunity to share a wonderful musical and social experience with children from other schools, a camp fire, country walks, games and the use of a heated indoor swimming pool.



# Dunfield House Music Service Courses 2018

Dunfield House residential courses are organised by Solihull Music Service. The courses require a number of work streams to ensure the courses run successfully each year. Details of the SMS team responsibilities can be found below.

<b>Solihull Music Service team responsibilities and contact details.</b>	
<p><b>Toby Smith</b>  <b>Head of Hub and Music Service</b></p> <p><a href="mailto:stsmith@solmus.solgrid.org.uk">stsmith@solmus.solgrid.org.uk</a></p> <p>07760411900 work phone number            07956515790 (emergency use only)</p>	<p><b>Allocation of schools</b>  <b>Allocation of music service course leaders/team</b></p>
<p><b>Richard Jones</b>  <b>Assistant Head of Solihull Music Service</b></p> <p><a href="mailto:rjones2@solmus.solgrid.org.uk">rjones2@solmus.solgrid.org.uk</a></p> <p>07778332052</p>	<p><b>Overview and quality lead for Junior Courses</b></p>
<p><b>Claire Batty</b>  <b>Assistant Head of Solihull Music Service</b></p> <p><a href="mailto:cbatty@solmus.solgrid.org.uk">cbatty@solmus.solgrid.org.uk</a></p> <p>07590991744</p>	<p><b>Overview and quality lead for all Infant Courses</b>  <b>Main point of contact for all pre-course administration of Infant and Junior courses</b></p> <ul style="list-style-type: none"> <li>- Pupil list</li> <li>- Dietary requirements</li> <li>- Information pack</li> </ul>
<p><b>Julie Reuben</b>  <b>Office Manager for Solihull Music Service</b></p> <p><a href="mailto:messages@solmus.solgrid.org.uk">messages@solmus.solgrid.org.uk</a></p>	<p><b>Overview of financial payments</b>  <b>Overview of coach booking for each course</b></p>
<p><b>Terry Clarke</b>  <b>Consultant lead for Junior Courses</b></p>	<p><b>Consultant for Junior Courses content</b></p>
<p><b>SMS Course leader</b></p>	<p><b>Overview of course expectations and outcomes</b>  <b>Main point contact on behalf of course with Dunfield team</b></p>

## Communication with schools

The music service leadership team will contact schools attending your course in the spring term ask them to provide the following information:

- **Named school lead** for course
- **Pupil list** , including dietary and medical requirements
- **Staff list** ,including dietary and medical requirements
- List of pupils bringing a **musical instrument** and level of ability
- **Named appointed first aider** for course
- **Agreed arrangements** in place if injured pupils or staff require transport to hospital or the minor injuries unit

Schools will also be sent the following documents:

- Junior / Infant information pack
- Junior / Infant course leaflet
- Risk assessment guidance
- Swimming pool policy

The leadership team will continue to liaise with schools and Dunfield on the lead up to each course to ensure all requested information has been given. This information will also be sent to each course leader to ensure they are aware of any specific medical or dietary needs.

## Pre- course responsibilities

The **SMS course leader** is expected to make contact with schools at least 6 weeks prior to the start of the course to discuss all expectations and outcomes with the schools involved. In most cases it may be more efficient for course leaders to set up a twilight meeting for schools to discuss and agree the following:

- **Timetable** and **schools' expectations** on the type of production schools wish to work towards. *This may be dependent of the number of instrumental players each school brings with them.*
- **Staff responsibilities** with regard to such things as: production / project / break time/ adventure playground / mealtimes / bedtime supervision
- **Number of students bringing musical instruments** and how this will influence the timetable and final production.
- **Pupil or staff birthdays** – if Dunfield House are made aware before the course , a cake can be provided

\*\*Pupil to staff ratios for school trips are not prescribed in law. Those planning trips, on the basis of risk assessment, should decide the ratios, taking into account the activity to be undertaken and the age and maturity of the pupils.

**For further information please refer to the following documents:**

<https://www.nspcc.org.uk/preventing-abuse/safeguarding/recommended-adult-child-ratios-working-with-children-guidance/>

<http://www.hse.gov.uk/services/education/faqs.htm#school-trips>

## Infant Course

Following your meeting with schools you will need to complete the proforma below and add notes as appropriate. The completed document should then be emailed to schools and SMS leadership team.

Creative Arts Theme		
Agreed theme or topic		
Resources required		
Project sessions		
Agreed project work		
Resources required		
Instrumental sessions		
<b>Instruments to explore</b>	<b>Number of instrumental groups:</b>	<b>Session leaders:</b>
Instruments required		
Activity sessions		
Camp fire leaders	Teachers who are prepared to teach camp fire songs to pupils.	
Free time leader	Supervising and leading on other activities for pupils  e.g. football, building camp fire, treasure hunt  Infant walk	Course leader
Tuck shop	2 staff members will be required to run tuck shop	

## Junior Course

Following your meeting with schools you will need to complete the proforma below and add notes as appropriate. The completed document should then be emailed to schools and SMS leadership team.

Role	Responsibilities	Team
<b>Production sessions</b>		
<b>Course leader</b>	Strategic overview of rehearsals and timetable for course	
<b>Drama</b>	Auditioning parts and rehearsing with actors and pupils.	
<b>Dance</b>	Teaching routines to pupils as part of the production	
<b>Vocal</b>	Teaching songs to pupils	
<b>Instrumental</b>	Teaching and rehearsing music with production musicians	
<b>Project sessions</b>		
<b>Costume</b>	Overview of allocation of costumes to production cast	
<b>Set design</b>	Overview of production set and lead in working with pupils to create props and background for each scene	
<b>Instrumental sessions</b>		
<ul style="list-style-type: none"> <li>• Wind/brass</li> <li>• Guitar</li> <li>• Strings</li> <li>• Non- specialist</li> </ul>	<p>If agreed as part of course expectations identified teachers to work with pupils in ensembles rehearsal</p> <p>Groups and appropriate repertoire needs to be agreed in advance of the course by all delivering this aspect of the course.</p>	
<b>Activity sessions</b>		
<b>Camp fire leaders</b>	Teachers who are prepared to teach camp fire songs to pupils.	
<b>Free time leader</b>	<p>Supervising and leading on other activities for pupils</p> <p>e.g. football, building camp fire, treasure hunt</p> <p>Junior walk</p>	Course leader
<b>Tuck shop</b>	2 staff members will be required to run tuck shop	

# **Delivering the course**

## **Expectations of course leader**

### **On arrival at Dunfield House**

- Collect Trunk keys and open SMS trunks in Sports Hall
- Collect first aid kits and move to house for duration of the course.-
- To comply with all requirements of Dunfield House as laid out in the Course Leaders Pack given to you on arrival.
- Liaise with the centre manager about who will give the fire safety talk and organise your drill for the group.

### **Schools arrival at Dunfield House**

As SMS course leader you will be expect to guide pupils and staff through the course. Pupils and staff will need to be talked through the various policies required to keep everyone safe at Dunfield House as and when required.

It is essential all schools are taken through:

- Dining room policy
- Course rules
- Adventure playground policy
- Free time rules
- Swimming pool policy

All policies can be found in the Junior and Infant Information Packs.

Each course will vary due to the expectations and outcomes agreed prior to the course, however in all cases the course leader is responsible for ensuring flexibility of the timetable if required. (e.g. extreme weather conditions)



## **Taking your group for a walk**

If you wish to take you group for a walk please contact the centre manager who has details on a safe and timely infant and junior walk around the Dunfield area.

Please ensure a first aid bag is taken and all pupils who require inhalers carry these at all times.

## **Camp fire**

- Please ensure you have requested hot dogs for your camp fire by Thursday breakfast.
- A fire extinguisher and fire blanket is available take down if you choose to have a camp fire. Please collect this from the centre manager.

## **Dismissal from rooms at end of course**

**Instructions to schools on packing up should be given on evening before departure. As a guide the following instructions should be given:**

### **Before breakfast:**

1. Pack everything, except anything they need for the production
2. Strip beds, as shown – place bedding as instructed by house staff.
3. Pick up all rubbish inside and outside rooms.
4. Stay in room until dismissed by staff
5. Take all luggage to Chapel, as labelled, when dismissed
6. Line up for breakfast

## **After coaches have departed**

Ensure all equipment is stored in the correct place, and that the SMS trunks in the Hall are locked.

Check Hall and House, and hand keys back to house management.

## General guidance for course leaders

### First Aid

- Schools are expected to provide an appointed first aider who is able to transport injured parties to receive medical attention. The course leader should remain onsite to ensure the going safety of pupils and staff on the course. If the course leader is injured the deputy course leader should take the role until a suitable replacement arrives.

### Contacting Dunfield house team in an emergency or during the night

- Generally a member of the Dunfield team will be available from 7am to 7pm at night either in office or kitchen area.
- If you need to contact the office manager out of hours please use the house phone and call 01544 230563

### Photocopying

Photocopying may be carried out in the main office. Please ask before using and ensure that all copies are recorded in the office so the charges can be added to the final invoice.

### Refreshments for pupils

- A hot chocolate mix will be left in the kitchen with homemade cake each evening
- Please ensure all cups and plates have been washed up after use.

### Refreshments for adults

- There is a water boiler in the kitchen that provides hot water for drinks for adults. Milk and sugar can be found next to the boiler and cups and mugs can be found in the wash room.
- At the end of each day please ensure all cups/ mugs and plates have been washed up in the wash up area.
- Cheese and biscuits will be left as staff supper in the kitchen and cheese will be in the walk in fridge. Please cover any left overs up and clear up after supper.

## Locking up at night

- It is the course leader's responsibility to ensure that the house and mews is secure at night. Please check and lock all outside doors, emergency exits and ensure all downstairs windows have been closed.
- The emergency lighting ensures there is enough light to move around the house.

Please ensure that the light is left on at all times on the stairs from room 14 to second floor as the stairs are very steep.

## After lights out and pupils have gone to bed please also ensure that you have:

- Locked the Sports Hall
- Locked Chapel doors
- Switch on outside flood light
- Ensured all fire doors are secure and fire exits are clear.
- Locked front door and handed key to named teacher who is in mews accommodation.

## Damages

- Please ensure any damages or spills are reported as soon as possible to the house manager.

## Event of an emergency

- The course leader will take responsibility for the safety of pupils and staff attending the course by ensuring that.
- All pupils and staff have moved to a safe place depending on emergency or threat
- Emergency services have been called
- First aid where possible has been administered
- At the earliest opportunity, pupils and staff are moved to a secure location, in liaison with the house manager and emergency services
- As soon as possible details of the incident are written down, including details of witnesses as appropriate.
- The head of Solihull Music Service is contacted.(see page 1 for details)
- No comments are offered to the media at any stage



# What's the plan?

A quick guide to emergency planning and response  
for Coventry, Solihull and Warwickshire Council Staff



Find us online at:  [Prepared.org.uk](http://Prepared.org.uk)

Version 1

September 2015

## What is an Emergency?

An emergency can sometimes be difficult to define as what one person may consider an emergency another may not. For the Local Authority an Emergency is an incident or event that cannot be dealt with under normal working arrangements and requires a co-ordinated and cohesive corporate response.

### Types of Emergency:

- > Severe weather (e.g. flooding, heavy snow or heatwave)
- > Major transport accident (e.g. train crash or aircraft accident)
- > Widespread evacuation (e.g. town centre or wide scale flooding)
- > Acts of terrorism
- > An industrial accident (e.g. large fires or incidents involving chemicals)
- > A serious disruption to council services (e.g. loss of a council building)
- > A major public health or animal health issue (e.g. pandemic flu or foot & mouth disease)

### In the event an emergency...

The CSW Resilience Team will be informed and notify relevant council staff, a decision will be made as to the type of action that is required and which plan(s) staff/ resources should be activated.



## The CSW Resilience Team

The emergency planning function for the local authorities of Coventry, Solihull and Warwickshire is provided by the CSW Resilience Team. CSW Resilience is a team of experienced Resilience officers with each officer working equally across the three authorities to meet the local needs of the sub-region. Both in- and out-of-hours the team operates a 24/7 Duty Officer System to ensure an effective response to any incident occurring across the sub-region.

If any of the three authorities should experience an incident that cannot be dealt with under normal working arrangements the CSW Resilience Team have a number of plans that can be implemented to effectively respond to the situation. This document provides a quick summary of these plans and arrangements for staff working within each authority.

For more information on Resilience, Emergency Planning and Business Continuity please feel free to contact the CSW Resilience Team on 0121 704 6032 or [cswrt@warwickshire.gov.uk](mailto:cswrt@warwickshire.gov.uk)

### Types of Plans

#### Major Emergency Plan

Each Authority has a Major Emergency Plan which sets out the response structure that the council will adopt should they be required to respond to any type of major emergency.

#### Business Continuity Plan

Each authority has a corporate Business Continuity Plan which details the over-arching arrangements that the council will follow following a major disruption. BC plans are also produced at the Service level to ensure that individual services can continue should they be affected by smaller incidents.

#### Rest Centre Plans

Rest Centre plans are in place to look after any residents that are evacuated in an emergency. Rest Centres are established and staffed by trained council officers and provide shelter and support to evacuees in the first instance following an emergency.

#### Various Other Risk Specific Plans

The CSW Resilience Team also write plans for specific risks and sites from Flood plans to Town Centre evacuation plans. They are regularly updated and tested to ensure they are fit for purpose. The specific plans fit underneath the Major Emergency Plan.

## Emergency Numbers

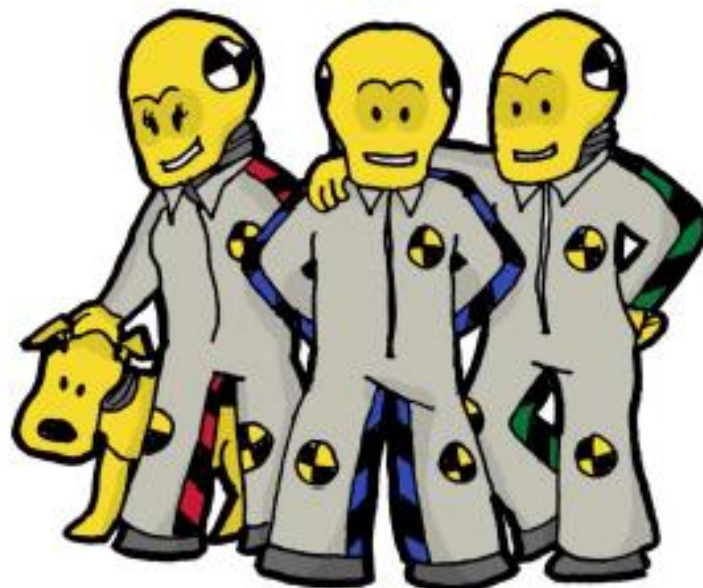
If you find yourself struggling to deal with an incident you can contact the CSW Resilience Team on their 24/7 emergency number:

**02476 832673**

Ask to speak to the Duty Officer.  
Please note that this is not a public number.

If you are looking information during a major emergency, the CSW Resilience Team has the ability to update an automated staff information line to share emergency information, such as whether any council buildings are closed. Call:

**0121 704 6426**





## NOTIFICATION OF INCIDENTS TO CSW RESILIENCE TEAM

Notification should be made immediately to:

**02476 83 2673** 24 hours

Ask for the duty CSW Resilience Team Officer to be contacted

Any incidents that fall into the categories below should be immediately notified to the CSW Emergency Duty Officer. They will consider not only the implications for the appropriate Local Authority but also any general, social, community, environmental, business or infrastructure consequences.

Therefore notification should still be made even if you believe no action is required.

The below list is not exhaustive, and the Emergency Duty number above can be contacted at any time for advice

### Example Incidents :

- |   |   |
|---|---|
| <input type="checkbox"/> Declared major incidents/emergencies   | <input type="checkbox"/> Loss of utility services for significant periods, or to people or premises considered vulnerable |
| <input type="checkbox"/> Significant health risks (e.g. smoke plume)  | <input type="checkbox"/> Incidents causing partial or full closure of major roads causing significant delays              |
| <input type="checkbox"/> Incidents involving mainline pipelines or COMAH sites                                    | <input type="checkbox"/> Any incident involving 10 or more fire service pumps   |
| <input type="checkbox"/> Any cordon which displaces people or businesses  | <input type="checkbox"/> Aircraft, train crashes or major road traffic collisions   |
| <input type="checkbox"/> Evacuation of buildings (residential or business) due to an emergency                    | <input type="checkbox"/> Suspect packages/explosive devices/telephone threats   |
| <input type="checkbox"/> Any involving 'invasion' where people are advised to stay inside homes or other premises | <input type="checkbox"/> Explosions   |
| <input type="checkbox"/> Incidents involving chemicals, hazardous substances or unknown substances                | <input type="checkbox"/> Terrorism incidents  |
| <input type="checkbox"/> Incidents causing, or likely to cause, significant media attention                       | <input type="checkbox"/> Radiation incidents  |
| <input type="checkbox"/> Reports of flooding, including burst water mains/surface water flooding                  | <input type="checkbox"/> Failure of the 999 system  |
| <input type="checkbox"/> Incidents causing disruption to day-to-day business                                      | <input type="checkbox"/> Significant firearms incidents   |
|   | <input type="checkbox"/> Large scale spontaneous disorder/protests  |
|   | <input type="checkbox"/> Incidents requiring animal welfare arrangements (e.g. involving livestock)                       |

CSW Resilience Team