



Northamptonshire Music and Performing Arts Trust

## **NMPAT Residential Course Terms and Conditions**

Through consultation between NMPAT and Rock UK Staff, agreement has been reached on the following division of responsibilities:

### **Responsibilities of students**

- To make beds on arrival
- To remove bedding and clean bedroom by 9.30am on day of departure
- Ensure no food or drink (except water) is consumed in bedrooms
- Look after own belongings
- Clear the dining room after mealtimes using the bins and trolleys provided
- Remove muddy shoes before entering the building
- Keep fire exits clear at all times
- Remain within defined boundaries outlined on arrival
- Maintain respectful behaviour during the course e.g. no swearing, shouting, abusive behaviour, etc.
- To only go to their bedroom, other than at night to sleep, with the permission of a member of staff

### **Responsibilities of NMPAT staff**

- To maintain and update a list of all staff and students on site – a fire list
- Devise a timetable for the course, including planning of free time
- Ensure that there is a NMPAT staff member in each lodge at night
- To relay any information to parents/carers as required whilst on site (e.g. first aid being administered)
- To ensure students are aware of their responsibilities and enforce these where necessary
- To supervise students whilst on site
- Outline site boundaries to students and ensure these are understood
- Remove bedding and clean bedroom by 9.30am on day of departure
- Ensure student beds are stripped and rooms clear by 9.30am on day of departure
- To provide first aid if required and qualified
  - All first aid incidents should be reported to the Rock UK Duty Manager as soon as possible
  - An accident report form should be completed
  - Parents / carers of the student(s) involved should be informed

### **Responsibilities of the Rock UK Duty Manager**

- To be on call in case of emergencies
- To ensure the health and safety of the site and facilities overnight and general site security
- To provide first aid as required
- To ensure the building is clear in the event of a fire
- To be the Acting Fire Officer overnight in the event of a fire alarm
- To identify themselves to visiting staff