

## STEP BY STEP GUIDE TO ORGANISING YOUR COURSE AT WHITE HALL

This guide is designed to help you plan and organise your course once you have made a provisional booking.

Please note a more detailed Step-by-Step guide can be found on our website: [www.derbyshire.gov.uk/whitehallcentre](http://www.derbyshire.gov.uk/whitehallcentre) - Schools & Groups - Step by Step Guide

### Step 1

Sign and return contract with 5% Booking Fee

### Step 2

3 months prior to course - Download, complete and send Course Planning Form and 25% deposit  
We will send a 'Draft Programme' with receipt

### Step 3

One month prior to course - Download the following:  
Information for Course Members – For course members to keep

Group Entry Form	} Complete and return to White Hall
Consent Forms	
Dormitory Plan	

### Step 4

Approximately 3 weeks before course - Course Coordinator contacts to finalise arrangements

## YOUR COURSE

### Step 5

Complete and return 'Course Evaluation Form'

## White Hall Centre

Britain's 1st Outdoor Education Centre  
Over 60 years experience



Making a difference for our students through:

- Enjoying
- Achieving
- Staying Safe
- Keeping Healthy



Telephone: 01298 23260

e-mail: [white.hall@derbyshire.gov.uk](mailto:white.hall@derbyshire.gov.uk)

website: [www.derbyshire.gov.uk/whitehallcentre](http://www.derbyshire.gov.uk/whitehallcentre)

White Hall Centre opened in 1951 and was the first Outdoor Education Centre in the country.

The Centre is situated on a 35-acre site, 3 miles from Buxton in the Peak District National Park. It is surrounded by an area of outstanding natural beauty within easy access of some of the best outdoor activity sites in the country.

As part of Derbyshire County Council's Outdoor Education Service we believe every child and young person should experience the outdoors as an integral part of their learning and development, complementing learning in the classroom. High quality, outdoor education can stimulate and inspire; foster independence; aid personal and social development; and can motivate reluctant learners.

All our courses are stimulating, safely managed, enjoyable, and contribute to the 'EVERY CHILD MATTERS' outcomes.

### **Activities**

White Hall Centre is licensed by the 'Adventure Activities Licensing Service' ([www.aals.org.uk](http://www.aals.org.uk)).

We are licensed to provide the following activities:

- Kayaking
- Open Canoeing
- Rock Climbing
- Mountain Biking
- Abseiling
- Gorge Scrambling
- Orienteering
- Hill Walking and Mountaineering
- Mine Exploration
- Caving
- Improvised Rafting

Other activities offered are:

- High and Low Ropes Course
- Problem Solving / Initiative Activities
- Camping
- Rock Scrambling



### **Staff**

All our instructional staff hold current and relevant industry qualifications, including First Aid. All staff at the Centre have had a recent enhanced Criminal Record Bureau check.

### **Insurance**

Derbyshire County Council does not insure students against cancellation, personal injury, loss or damage, which is not caused by negligence on the part of DCC or its employees, agents or subcontractors. This should be arranged by yourselves.

### **Safety**

White Hall has full risk assessments for all aspects of the Centre and has been inspected by DCC Health & Safety Department.

The risk assessments for our main activities are available on our website:

([www.derbyshire.gov.uk/whitehallcentre](http://www.derbyshire.gov.uk/whitehallcentre)).

Derbyshire schools only have to complete a risk assessment for travel to and from the Centre and in respect of any pupils with special needs.

### **Buildings & Equipment**

The buildings are regularly inspected by officers of DCC Property Services Department and we have a fully up-to-date Fire Risk Assessment.

All specialist equipment is provided including boots and waterproofs and are well maintained and appropriate for use.

### **Centre Vehicles**

White Hall has 3 mini buses, all fitted with full seat belts.

All vehicles are regularly maintained and inspected by DCC Transport Department.

All mini bus drivers have a Derbyshire Mini Bus Driving Permit.

