

**Camping & Training Centre**  
**BROADLEAS**  
**HAYTOR**  
**Devon, TQ13 9XS**

**INFORMATION**  
**&**  
**HANDBOOK**



**WARDEN:**

**Mr Roger Bunce, Broadleas, Haytor, Devon TQ 13 9XS**

**Tel No: 01364 661283**

## ARRIVAL & DEPARTURE TIMES

	Arrival	Departure
<b>Monday to Friday</b>	Not before 11.00 a.m.	Before 12.00 p.m.
<b>Friday to Sunday</b>	After 4.00 p.m.	Before 6.00 p.m.
<b>Mid week Changes</b>	After 2.00 p.m.	By 11.00 a.m.

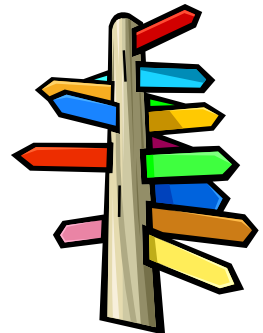


It would be appreciated if groups/parties wishing to arrive or depart outside the above times, or on different days than they have booked, would please check with Warden at least four weeks before the visit.

A three hour gap must be observed between one groups departure and anothers arrival to enable the buildings and site to be checked. Leaders are asked to put their time of arrival on the "Warden's Information Sheet" and return to him 7 days before your arrival. Any group wishing to arrive or depart outside of the above times must contact the warden

**LOCATION** Map Ref **SX766771 (Outdoor Leisure Map Sheet 28)**

**ADDRESS:** Broadleas, Haytor, Newton Abbot, Devon TQ13 9XS



## DEIRECTIONS TO THE CENTRE

### **From the North and East:**

Take the A38 (Exeter to Plymouth) road, leaving the A38 at the Drumbridges Junction towards Bovey Tracey. At the first roundabout take the second exit towards Bovey Tracey bypass and left at the next roundabout onto the B3387 signposted Manaton & Lustleigh. After half a mile, fork to the left for Haytor & Widecombe. Approximately 3 miles further on you will pass the Moorland Hotel on your left, and just around the bend, you turn left into the Public car park and toilets for Haytor Rock. There should be a chain across Broadleas drive, so keeping the public car park on your left proceed down the tarmac drive to the gates to the site. This is quite hard to see when you are approaching.

### **From the West**

Proceed along the A38 to the Drumbridge Roundabout and leave at this junction for Bovey Tracey. Continue as above.

Alternatively, the site may be approached from Ashburton and Tavistock towards Haytor Rock. Just beyond the Rock the road passes the public toilets and car park on the right, so turn in and keep the car park on your left as you approach the gates to the site.

## USE OF SITE

All groups using the site will have access to areas that have been hired. If there are two separate groups on site then co-operation on usage of the Turner Hall, swimming pool and zip wire must be agreed on arrival by each group leader, in conjunction with the warden. There is audio visual equipment available for use by groups (**See page 8 of handbook for details**)

- Water -** on site is metered, so please ensure that it is not wasted.
- Gas -** All supplies are metered and users will be charged for the quantity used.
- Fire Risk -** The only fire permitted on site is at the bonfire site on the main field. Please obtain the wardens permission if you wish to light a fire.
- Smoking –** is not allowed anywhere on site.
- Dogs -** For health & safety reasons any dogs on site must be kept on a lead at all times and not allowed to soil the site.
- Alcohol –** The consumption of alcoholic drinks is not permitted.
- Car Parking –** Please consult the warden on arrival before parking on site.
- Departure -** The site and buildings are to be left in a clean and tidy condition.
- Payment -** The balance of any money due to be paid (including any breakages or damages must be paid to the warden before departure unless previous arrangements have been made.

## INDOOR ACCOMODATION

Accommodation is in bunk beds and consists of: one dormitory sleeping 18; one sleeping 6; one sleeping 3; one sleeping 4 and a staff dormitory for 2. There is also a room which can be used as a staff lounge. The dining hall is designed to hold 35 people. All crockery and cutlery is provided. The kitchen has adequate cupboards and worktops, a six burner hob; large caterers oven; a grill/toaster; two sinks; a water heater; fridge and a freezer. All cooking pans, utensils etc are provided. There are two toilet/shower blocks and a drying room.



Heating is provided by LPG gas central heating.

**Bedding -** Pillows and bedding are not provided.

**Supervision –** Adequate supervision must be provided at all times.

## CAMP SITE FACILITIES

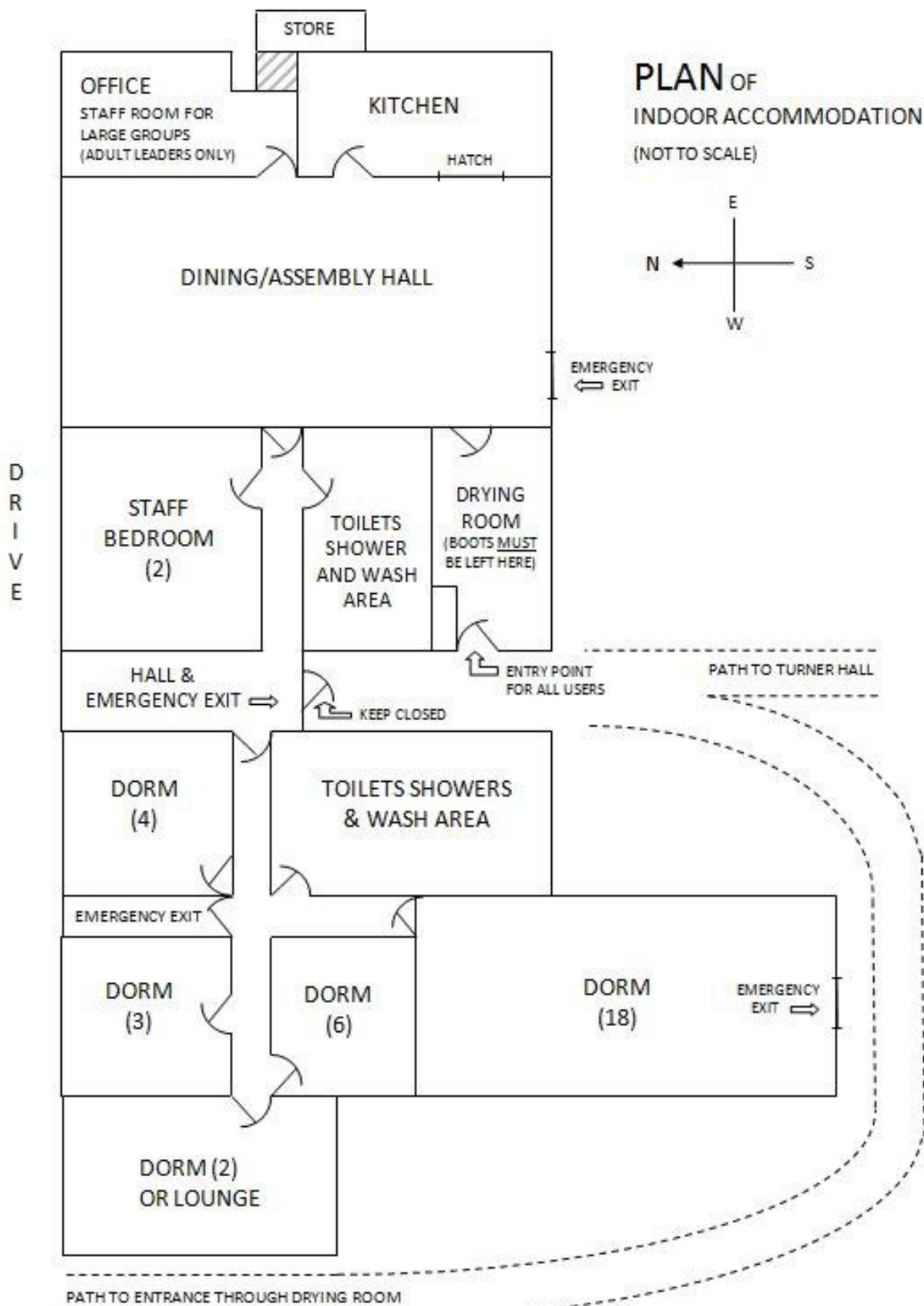
The camp site block consists of a dining hall, kitchen, toilet and shower block. The dining room measures approx. 41ft x 19ft. All crockery and cutlery is provided. The kitchen is 19ft x 13ft and has stainless steel shelves and worktops. There is also a six burner hob, large caterers oven, a grill/toaster, four sinks, a water heater and fridge. A freezer is located in the dining room. All cooking pans utensils etc are provided.

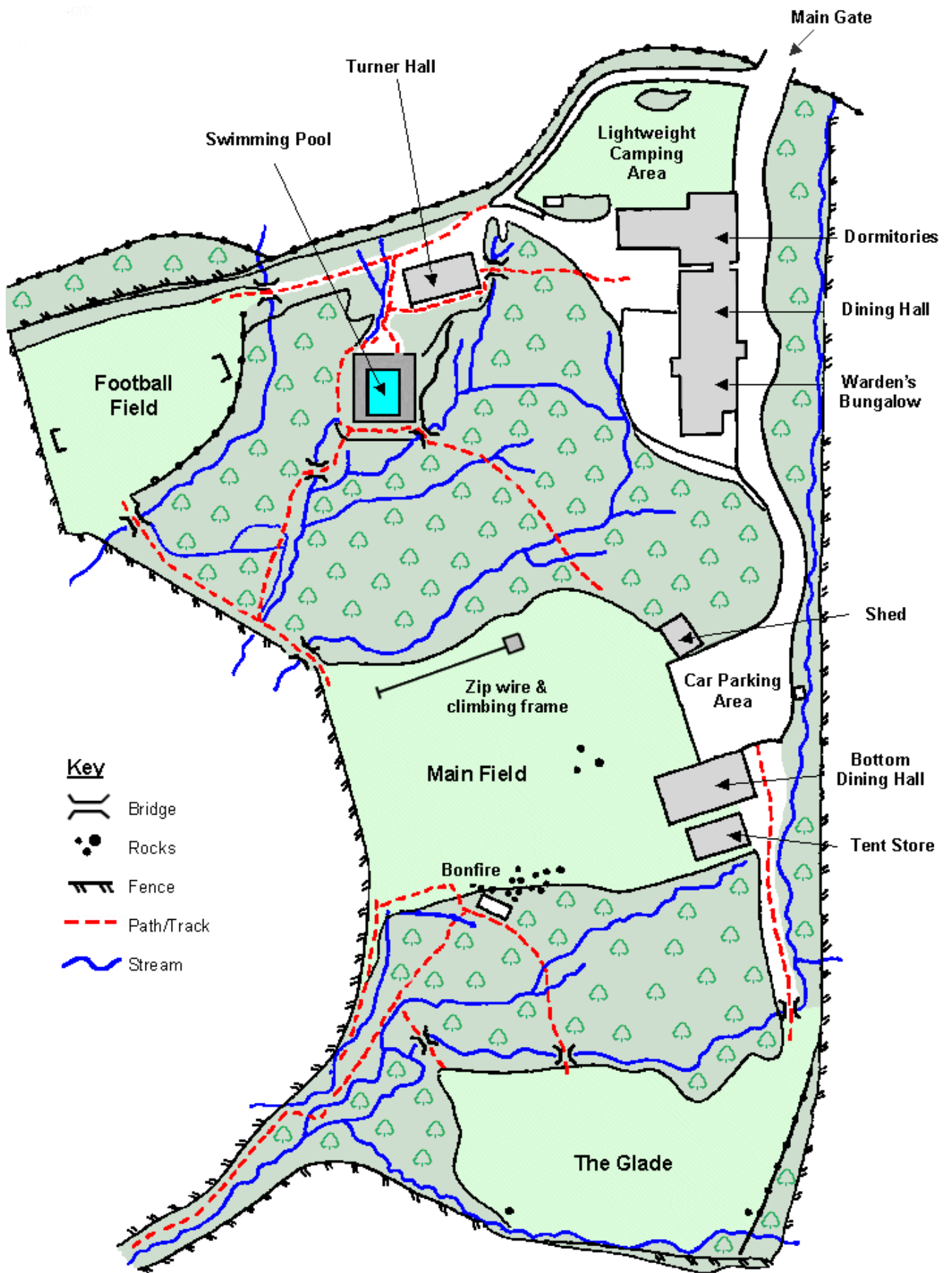


**The Glade -** is the camping area surrounded by trees. The tents available are eight 14 x14 and four 6 x 12 ridge tents, each complete with ground sheets, providing sleeping for approx. 55 people. **Naked lights are not allowed in the tents.**

The toilet block is situated behind the dining hall and consists of male and female sections, with hot and cold water, WC's and a urinal. The male section has 4 showers the female 3 showers. There is also a separate disabled toilet. All hot water is supplied by a central gas boiler.

Users will only have access to the facility they have booked, ie indoor or outdoor.





## **SITE CONDITIONS AND RULES**

We appreciate that you are on holiday, but hope that you will understand and maintain the following rules and conditions.

**A comprehensive Risk Assessment of the site is available for inspection. However Group Leaders are requested to make out their own Risk Assessment soon after arrival and prior to activities held on site. If anything at the centre is found or is suspected to be unsafe or defective, then the Warden must be alerted immediately.**

**Arrival** – please report to the Warden as soon as you arrive.

**Main gate** - This is the only authorised entry & exit. Except when in use, please keep the gate fastened to stop moorland animals from entering the site. Do not climb or swing on the gate.

**All property surrounding the site is private so please do not go into these areas.** Please keep all noise to a minimum, as our neighbours peace and privacy should be respected..

**Streams** - please do not dam any of these as it can have serious consequences.

**Litter** - please make sure **all litter** is put in the appropriate bins provided.

Please do not move items from one part of the site to another, if you need any additional items, please speak to the warden. If there are any breakages or damage please report to the warden immediately.

### **SWIMMING POOL**

The 'Normal operating procedures' and the 'Emergency action plan' are on display on the noticeboards around the site and at the swimming pool. These documents have been created for the information and safety of site users and must be read and agreed with before the group leader is issued with the pool compound keys.

Each group must ensure that a qualified life saver/guard is in attendance when the compound is unlocked. The leader of the swimming session must inspect the pool area prior to use and report any defects to the warden. The pool compound must be locked securely by the leader immediately after use.

All pool usage must be recorded in the log book, and a timetable for the use of the pool agreed with the warden.

All users must wear shoes to the pool and leave them outside to avoid mud and grass being taken into the pool area.

The Zip Wire may only be used at such times as advised by the warden, and must be supervised at all times by an adult, who must be in attendance at all times. At all other times the slide must be locked.

**GENERAL All persons using the site do so at their own risk and the Management Committee shall not be liable in any way what so ever for any injury to such persons, or for any loss or damage suffered by their property, whether or not arising out of negligence on the part of the Management Committee, so far as the same shall be allowed by the provision of the Unfair Contract Terms Act 1977.**

A Site Risk Assessment is carried out every six months and is available for inspection. Group Leaders are required to carry out their own risk assessment for all activities whilst staying at Broadleas. Because of the natural condition of the site with rocks and water and other hazards in abundance, great care must be taken and all activities must be closely supervised.

It is essential that each group has a Qualified First Aider in attendance and provides its own first aid equipment.

**HYGIENE** It is the responsibility of all groups to check the toilet/shower blocks at least once a day. All toilets must be flushed and clean, floors clean and dry. All sinks and showers are off and clean. This also applies to the sleeping quarters, gangways must be clear to maintain fire regulations.

Kitchen and dining facilities must be kept clean after each meal, all surfaces wiped, all rubbish in containers provided, and foodstuffs suitably stored. All crockery etc must be clean and put away. All floors swept.

**If there are any maintenance issues then please inform the warden as soon as possible.**



# **SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

## **Policy & Guidelines – Page 1**

### **THE BROADLEAS COMMITTEE**

The Broadleas Committee, who have management responsibility for the Broadleas Camping and Training Centre, have a deep concern for the wholeness and well being of all individuals and groups who use the centre and aims to provide a safe environment for all. We seek to safeguard the welfare of all people, regardless of age, who come into contact with the Centre. It is the responsibility of the Broadleas Committee to prevent physical, sexual or emotional abuse of children and young people and to act appropriately if abuse is discovered or suspected or when good practice and guidelines are not being followed.

This policy document outlines the code of good practice adopted by the Broadleas Committee in March of 2005. The Committee has overall responsibility for the implementation and regular review of this policy document. In order to fulfil this responsibility, ‘ **Safeguarding** ’ shall appear on the agenda of every Committee Meeting and the Committee will appoint one of its’ members to the position of ‘ **Officer with responsibility for Safeguarding** ’, indicated throughout this document by the abbreviation **OS**. The **OS** will be a person suitably trained in matters relating to the safeguarding and care of children and young people and will give a report at each meeting.

All active members of the Committee, in view of their visits at varying intervals to the site, shall be required to obtain or produce an Enhanced Disclosure as a condition of their membership. The **OS** will advise how to obtain said disclosure. The disclosure must be seen by the **OS** who will report to the Committee that all is satisfactory or disclose any matters of concern. Members of the Committee will be required to obtain a new disclosure at least every five years. The **OS** will keep a record for this purpose. The **OS** will advise all new members to the Committee of their responsibilities in relation to good practice in the safeguarding of children and young people.

The Warden of the Site ( appointed by the Committee ), and any members of his / her household over the age of 18 resident at Broadleas will also be required to provide and obtain an Enhanced Disclosure. This process again must be undertaken at least every 5 years and the **OS** will keep a record for this purpose. The **OS** will advise the warden and any eligible members of his / her household of their responsibilities in relation to good practice in the safeguarding of children and young people. The **OS** will arrange for the warden and members of the Committee to attend training courses where deemed appropriate.

It will be a condition of all groups booking the site that they fully comply with the Home Office Code of Good Practice for Safeguarding the Welfare of Children, Children being those members of the group under 18.

The warden or any committee member shall immediately report any concern or incident in relation to abuse or suspected abuse immediately to the **OS**, who will act in accordance with procedures laid down by the Home Office Code of Good Practice. Abuse of children or young people can be in any one of four forms ... physical, emotional, neglect or sexual. In the event of the warden or any committee member being the subject of any allegations, that person will be immediately suspended from their position whilst investigations take place and procedures are followed overseen by the **OS**.

The warden and all members appointed to the Committee must be appointed initially for a six month probationary period. This is to insure that all such people are competent in relation to their work and contact with children and young people and committed to safeguarding and preventing any abuse. The Committee before appointing a warden or any new members shall require written and confidential references from at least two people. The Committee will make known to referees that the appointment involves work and contact with children and young people.

Details of Childline and NSPCC Child Protection Helpline will be placed in prominent positions around the site.

The warden and members of his / her household over 18, and Committee Members will do everything possible not to allow themselves to be in a place alone with a child or young person / s where there is little or no likelihood of anything being observed by others. This is for the benefit of both the young person and the adult. It is not permitted for a child or young person to be hit in any form or handled inappropriately and any such incident should be immediately reported to the Warden and the **OS**.

This policy is designed to insure the highest standards are met and only be amended by the Committee in accordance with its agreed voting procedures. All who are named in this policy, in addition to groups who use Broadleas are required to adhere to this policy statement and to note its guidelines, groups also following their own set and additional procedures.

### **SUGGESTIONS AND RECOMMENDATIONS**

It is recommended that each user brings a torch.

Tents should be (if dry) folded at the end of each camp and returned to the store, unless otherwise directed by the warden. Pegs should be cleaned, counted and returned with the mallets. Please don't leave pegs in the ground.

No bedding is available, so all users should bring sleeping bags and pillows.

Please keep windows fastened by the catch to avoid damage in the wind.

No ball games near any of the buildings.

#### **Rubbish disposal and recycling**

As we must pay towards the collection of the rubbish, could you please minimise your rubbish by: reducing volume as much as possible, please burn combustibles, flatten cans, and put glass bottles and jars into the red "glass only" bin provided.

Liquid waste, such as tea, squash and milk may be emptied directly down the sink, but fat and grease must be double bagged before being binned .

All other rubbish to be put in the wheelie bins provided. Lids must be closed at the end of your visit. Any bags left over must be removed from the site by you.

#### **Audio Visual Equipment**

Optoma ES521 digital projector  
Colour Television  
DVD Player

The warden will sign this equipment out to group leaders and sign it back in after they have finished with it. Any damage to this equipment will have to be paid by the organisation that have it signed out to them.



## LOCAL TRADERS FOR SUPPLIES ETC

(There are paying car parks in Bovey Tracey)

### **BREAD**

Thomas of Bovey  
7, Station Road,  
Bovey Tracey  
01626 834463

### **BUTCHERS**

S & D Todd and Daughter  
2 Station Road  
Bovey Tracey  
01626 832442

Lloyd Maunder  
57 Fore Street  
Bovey Tracey  
01626 833422

### **STORES.**

Tesco Express  
Fore Street,  
Bovey Tracey  
01626 826726

### **GREENGROCERS**

Steers  
Pottery Road  
Bovey Tracey  
01626 833833

The Fruit Shop  
87 Fore Street  
Bovey Tracey  
01626 833232

### **CHEMIST**

Lloyds,  
Fore Street  
Bovey Tracey,  
01626 832275

### **SUPERSTORES**

Co-operative  
Newton Road  
Bovey Tracey  
01626 832404

Trago Mills  
Liverton  
Newton Abbott  
01626 821111

**In Newton Abbot (approx 8 miles)** ASDA, SAINSBURYS, TESCO

### **LOCAL COACH HIRE**

COUNTRY BUS 01626 833664  
MILLMANS COACHES 01626 833038

### **PUBLIC TRANSPORT**

Bus service to Newton Abbot - Wednesdays and Fridays only.

### **OUTDOOR PURSUITS**

Ashcombe Adventure Centre	01626 866766	<a href="http://www.ashcombeadventure.co.uk">www.ashcombeadventure.co.uk</a>
Devon Country Pursui	01363 774434	<a href="http://www.dcpl.co.uk">www.dcpl.co.uk</a>
Rock Climbing and Caving Centre Chudleigh	01626 852717	<a href="http://www.rockcentre.co.uk">www.rockcentre.co.uk</a>
Haven Banks Canoeing, Exeter	01392 434668	<a href="http://www.haven-banks.co.uk">www.haven-banks.co.uk</a>
Bike and Canoe Hire Saddles and Paddles (delivered)	01392 424241	<a href="http://www.saddlepaddle.co.uk">www.saddlepaddle.co.uk</a>
Ten Pin Bowling, Torquay	08448 263034	<a href="http://www.amfbowling.co.uk">www.amfbowling.co.uk</a>
Scott Cinemas, Newton Abbot	08712 303200	<a href="http://www.scottcinemas.co.uk">www.scottcinemas.co.uk</a>
Central Cinema, Torquay	01803 380001	<a href="http://www.merlincinemas.co.uk">www.merlincinemas.co.uk</a>
Waves Leisure Pool, Chestnut Avenue, Torquay	01803 299992	<a href="http://www.riveriacentre.co.uk">www.riveriacentre.co.uk</a>
Quaywest Water Park, Goodrington Sands, Paignton	01803 555550	<a href="http://www.splashdownquaywest.co.uk">www.splashdownquaywest.co.uk</a>
Devon Windsurf & Canoe Centre, Newton Abbott	07971 051509	<a href="http://www.devonwindsurf.co.uk">www.devonwindsurf.co.uk</a>
Horse Riding Babeny Farm Poundsgate	01364 631296	<a href="http://www.babenystables.co.uk">www.babenystables.co.uk</a>
Dartmoor Riding and Treking, Widecombe	01364 621281	<a href="http://www.dartmoorstables.com">www.dartmoorstables.com</a>
Battlefield Live , The Big Sheep, Bideford	01237 472366	<a href="http://www.battlefieldlivedevon.co.uk">www.battlefieldlivedevon.co.uk</a>

### **CLEANERS**

A Cleanpair Ltd Contact Laura 07966261765